

A. STUDENT INFORMATION - PLEASE PRINT CLEARLY

Student Name:

Student Number:

UM Email:

Voice/Instrument:

Note: Credit Recitals are from Monday to Saturday only. No Sunday recitals are permitted.

Date of Recital:

B. COURSE / TIME

- MUSC 3350 - B.Mus. Recital 1 at 5:30 PM
- MUSC 4560 - B.Mus. Recital 2 at 8:00 PM
- MUSC 3554 - B.Jazz Recital 1 at 5:30 PM
- MUSC 4562 - B.Jazz Recital 2 at 8:00 PM

LOCATION

- CCFM - 340 Provencher Blvd
- Eva Clare Hall - 65 Dafoe Road
- Room T2-145 - Instrumental Ensemble Room
- Room T2-166 - Large Classroom
- Room T2-175 - Multimedia Room
- Room T2-266 - Vocal Ensemble Room
- Room T2-272 - Jazz Ensemble Room

C. OTHER RECITAL LOCATION - IF NOT LISTED ABOVE

- For Other Recital Location, permission from the Associate Dean is required.
- For all recitals not in Eva Clare Hall, you are required to provide the Music Library with a recording of your recital.

Other Location Address:

Approval of Associate Dean:

Date:

D. EQUIPMENT REQUEST

- Digital Harpsichord – For Eva Clare Hall, T2-145 and T2-266 only
- For Piano Majors only: Yamaha Kawai – For Eva Clare Hall only
- Staging Requirements – List Instruments involved, No. of Chairs/Stands required, etc.

E. PAYMENT - \$100 Technician Fee

- \$100.00 fee is required, non-refundable and non-transferrable.
- **Booking is not confirmed until payment is received.**
- Payment for the Technician Fee is to be made in person at the Music main office Room 319-150 Dafoe Road.

Form of payment: Cash Visa MasterCard Cheque - Payable to the University of Manitoba

F. SIGNATURES

- I have read, understood and agree to abide by the Credit Recital Policy. See Credit Recital Policy back of form.
- I agree no alcohol is permitted on University of Manitoba property.
- I agree no reception is permitted in Eva Clare Hall and after recitals.

Student's Signature:

Date:

Major Practical Study Instructor signature:

Date:

UNDERGRADUATE CREDIT RECITAL POLICY

Courses: MUSC 3550 / MUSC 3554 / MUSC 4560 / MUSC 4562 / MUSC 5560

Bachelor of Music students in the Performance Concentration and Bachelor of Jazz Studies students are required to present two credit recitals, while Post-Baccalaureate students are required to present one credit recital. These courses may be open to other students with the advice of faculty and the explicit permission of the Dean.

RECITAL TIMES AND FORMATS

To book a recital date, please submit the *Undergraduate Credit Recital Booking Form* a **minimum of two months before the credit recital**. Please note that January 31 is the final date for booking of credit recitals, even if the recital occurs more than two months past that date.

The *Recital Approval Form* must be submitted to the Student Advisor a **minimum of one month before the credit recital**.

Finalized recital programs are to be emailed to music@umanitoba.ca in "Word" format a **minimum of one week before the credit recital**. The program must follow the *Recital Program Template* provided online at *Quick Links: Student Forms*.

Please consult the *Recital Formatting Guide* for instructions on how to use the template, formatting content, etc.

NOTE: The Faculty of Music office will print 30 copies of the recital programs.

CREDIT RECITALS FOR MUSC 3550 AND MUSC 3554:

- Monday- Friday at 5:30 pm. No reception is allowed after these recitals.

CREDIT RECITALS FOR MUSC 4560, 4562, 5560 Students and MUSC 3550 for Composition Students

- Monday-Saturday at 8:00 pm. No reception is allowed after these recitals.
- The noon-hour recital is exclusively for non-credit recitals. A time slot between 3:00 pm - 5:00 pm weekdays may be reserved for credit recital dress rehearsals.
- Credit recitals should be treated as professional engagements. You are fully responsible for all organization. Start early! Book the hall only after confirming the date with any musicians who will be assisting you. The date may not be changed except with a doctor's note.
- Plan any assistance you will need to help your recital run smoothly well ahead of time. Please remember that moving certain instruments, such as the harpsichord, requires several people. Those students who use Eva Clare Hall are responsible for ensuring that it is in order when they leave, including the clearance of all chairs and stands on stage, any debris, and the return of the piano to the rear of stage left, post down. Leaving a piano or harpsichord in front of the window in the Artist's Room will result in a tuning fee of \$90.00.
- Any formal booking of Eva Clare Hall requires a \$100 non-refundable, non-transferable technician fee. Failure to return the Hall and Artist Room to good order, or failure to clear equipment and personal belongings immediately after the recital will result in additional charges. When using a venue other than Eva Clare Hall, it is the student's responsibility to provide a recording of the recital for the Music library archives.
- Masters, Post-Baccalaureate and fourth year students may book a maximum of four hours for dress rehearsal in the hall prior to a credit recital. Third year students may book a maximum of two hours of dress rehearsal in the hall.