

**UNDERGRADUATE CREDIT RECITAL
BOOKING FORM (JAZZ) FOR 2020/2021**
B.MUS JAZZ STUDIES/POST BACC

A. STUDENT INFORMATION - PLEASE PRINT CLEARLY

Student Name: _____ Student Number: _____

UM Email: _____ Voice/Instrument: _____

Note: Credit Recitals are from Monday to Friday from 8:30am to 4:30pm only.

Date of Credit Recital: _____

B. COURSE / TIME

- ☐ MUSC 3354 – Jazz Recital 1
- ☐ MUSC 4562 - Jazz Recital 2
- ☐ MUSC 5560 – Post. Bacc. Recital

C. EQUIPMENT

The following will be supplied:

• Grand Piano	• Guitar amp, power cable and chair
• Bass amp, power cable and stool	• Drum kit and carpet (no cymbals supplied)
• 1 Vocal mic and monitor, all cables and power	• Music stands
• Amplification will be from the in house sound system, we will provide room mics to pick up all.	

Should your set-up require anything more or less than what is listed above, please specify here:

D. PAYMENT - \$100 Recording Fee

- \$100 fee is required, non-refundable and non-transferable. *** Email music@umanitoba.ca to check if payment is needed (fees paid but not used in 2019/2020 due to COVID-19 closures may be transferable). ***
- **Booking is not confirmed until payment is received.**
- Payment for the Recording Fee is to be made in person at the DFOM main office Room 319-150 Dafoe Road or online. Please email music@umanitoba.ca for online payment link.
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- Forms of payment: ☐ Cash ☐ Visa ☐ MasterCard ☐ Cheque - Payable to the University of Manitoba

E. SIGNATURES

- ☐ I have read, understood and agree to abide by the Credit Recital Policy. See Credit Recital Policy on the back of form.
- ☐ I agree no alcohol is permitted on University of Manitoba property.
- ☐ I agree no reception is permitted in DFOM facilities.

Student's Signature: _____ Date: _____

Major Practical Study Instructor: _____ Date: _____

UNDERGRADUATE CREDIT RECITAL POLICY
Courses: MUSC 3554 / MUSC 4562 / MUSC 5560

Bachelor of Music Jazz Studies students are required to present two (2) Credit Recitals, while Post-Baccalaureate students are required to present one Credit (1) Recital. These courses may be open to other students with the advice of faculty and the explicit permission of the Dean.

CREDIT RECITAL TIMES AND FORMATS

To book a Credit Recital date, please submit the *Undergraduate Credit Recital Booking Form* to the **Facilities and Events Coordinator, Sue Stone Scott** (Sue.StoneScott@umanitoba.ca) by February 28, 2021. If the Credit Recital is not booked by February 28, 2021, we cannot guarantee the preferred date requested and an additional \$75 late fee will be charged. Once booked, the Credit Recital cannot, normally, be rescheduled, unless permission of the Associate Dean is granted.

The *Recital Program Approval Form* must be submitted to Karly Epp, Jury Examination and Credit Recital Coordinator (Jazz) a **minimum of one (1) month before the Credit Recital**. For February recitals, the *Recital Program Approval Form* must be submitted to Karly Epp a **minimum of two (2) weeks before the Credit Recital**.

Finalized Credit Recital programs are to be emailed to music@umanitoba.ca in Microsoft Word format a **minimum of one (1) week before the Credit Recital**. The program must follow the *Recital Program Template* provided online at *Quick Links: Student Forms*. If the program is not received by the deadline, students will be responsible for formatting their own.

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

NOTE: The Desautels Faculty of Music office will provide an electronic file of the Credit Recital Programs.

CREDIT RECITALS FOR MUSC 3554:

- Monday – Friday between 8:30 am to 4:30 pm. No reception is allowed after these Credit Recitals.
- Last day to have a Credit Recital to eligible for Recital 2 is August 27, 2021.

CREDIT RECITALS FOR MUSC 4562 and 5560 Students:

- Monday – Friday between 8:30 am to 4:30 pm. No reception is allowed after these Credit Recitals.
- Last day to have a Credit Recital to be eligible to graduate in May 2021 is **April 30, 2021**.
- Last day to have a Credit Recital to be eligible to graduate in October 2021 is **August 27, 2021**.
- Credit Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early! Book the venue only after confirming the date with any musicians who will be assisting you. The date may not be changed except with approval from the Associate Dean.
- All musicians must be DFoM students, faculty members, or on the list of approved Jazz rhythm section players. Please check the Jazz Handbook for listing. The only exception to our no-community-member policy is (1) when we have no current DFOM students playing the instruments, and (2) they are essential for the operation of the ensemble. Please contact Laura.Loewen@umanitoba.ca (undergraduate) for permission to use this exception. This policy is in reflection of the current Public Health Orders for the 2020-21 academic year, and does not form a precedent moving forward.
- Plan any assistance needed to help the Credit Recital run smoothly well ahead of time. Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) for assistance.
- Any formal booking requires a \$100 non-refundable, non-transferable Recording fee. Failure to return the room to good order, or failure to clear equipment and personal belongings immediately after the Credit Recital will result in additional charges. Contact music@umanitoba.ca for methods of payment and more information about fees. . *** **Email music@umanitoba.ca to check if payment is needed (fees paid but not used in 2019/2020 due to COVID-19 closures may be transferable).** ***
- Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. (All students may book one (1) hour for dress rehearsal prior to a Credit Recital. On the day of the credit recital, students will be booked for a total of three (3) hour in the performance space used for their recital).