

STUDENT INFORMATION – Please print clearly.

Student Name:

Student Number:

UM Email:

Instrument:

DATE OF CREDIT RECITAL

Date:

COURSE

-
- MUSC 3354 – Jazz Recital 1
-
-
- MUSC 4564 – Jazz Recital 2
-
-
- MUSC 5560 – Post-Bacc. Recital

TIME

-
- 7:00pm
-
-
- 8:00pm - If preceding recital is MUSC 3354
-
-
- 8:15pm - If preceding recital is: MUSC 4564
-
-
- 8:30pm - If preceding recital is: MUSC 5560

LOCATION

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- Vocal Arts Room: T2-266 (see available dates)
-
-
- Jazz Room: T2-272

RECITAL PARTNER

Partner's Name:

Partner's Instrument:

OFF-CAMPUS RECITALS

- **Permission from the Associate Dean is required for off-campus recitals.**
- **For off-campus recitals, the student is required to provide a recording of their recital for the Music Library Archives.**

Off-Campus Location Address:

Approval of the Associate Dean:

Date:

EQUIPMENT – For Vocal Arts Room and Jazz Room only

The following will be supplied unless otherwise indicated:

- Grand piano
- Guitar amp and chair for guitarist
- Bass amp
- Drum kit, including carpet
- 1 vocal microphone, mic stand, and monitor
- 1 music stand and light per musician
- Power for all gear
- Stage and background lights
- Audience chairs (if permitted)
- 2 audio technicians

Should your set-up require anything more or less than what is listed, please specify here. For additional instruments, include instrument type(s) and quantity (e.g. 2 sax, 1 cello, etc.) as well as any additional needs (e.g. – a vocal mic). A stand and light will be provided for each additional musician unless otherwise specified. Please note that horn players generally do not need microphones in our on-campus spaces.

PAYMENT - \$100 Recital Fee (If ON CAMPUS)

- A \$100 Recital fee is required, non-refundable, and non-transferable
- **Booking is not confirmed until payment is received**
- Payment is to be made in-person at the DFOM main office, T-319

Form of payment: Cash Debit Visa MasterCard Cheque (*Payable to the University of Manitoba*)

SIGNATURES

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- I have read, understood and agree to abide by the Credit Recital Policy. See Credit Recital Policy on the back of form.
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- I agree that no alcohol is allowed on the University of Manitoba Campus as per University of Manitoba policies.
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- I agree not to hold a reception at Desautels Faculty of Music facilities.

Student's Signature:

Date:

MPS Instructor's Signature:

Date:

JAZZ STUDIES CREDIT RECITAL POLICY
MUSC 3554 / MUSC 4564 / MUSC 5560

Bachelor of Jazz Studies students are required to present two (2) Credit Recitals, while Post-Baccalaureate students are required to present one (1) Credit Recital.

CREDIT RECITAL TIMES AND FORMATS

To book a Credit Recital date, please submit the *Credit Recital Booking Form - JAZZ* a **minimum of two (2) months before the Credit Recital**. Please note that January 30, 2023 is the final date for the booking of Credit Recitals, even if the Credit Recital occurs more than two months past that date. If the Credit Recital is not booked by January 30, 2023, we cannot guarantee the preferred date requested and an additional \$25 late fee will be charged. Once booked, the Credit Recital cannot, normally, be rescheduled, unless the student has the permission of the Associate Dean.

The *Recital Program Approval Form* must be submitted to Karly Epp (Karly.Epp@umanitoba.ca), Jury Examination and Credit Recital Coordinator (Jazz) a **minimum of one (1) month 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 printing 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 and 30 black and white copies of the Credit Recital Programs.

CREDIT RECITALS FOR MUSC 3554, 4564 and 5560

- Any day of the week at 7:00, 8:00, 8:15, or 8:30pm. Please see the chart on the booking form for details.
- **Last day to have a credit recital for the 2022-2023 Academic Year is May 5, 2023.**
- **No receptions are allowed on DFOM facilities.**
- Credit Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early! Only submit the booking form after confirming the date with any collaborating musicians who will be assisting you. The date may not be changed except with approval from the Associate Dean.
- Plan any assistance needed to help the Credit Recital run smoothly in advance. Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) for assistance.
- Any formal booking of an on-campus recital requires a \$100 non-refundable, non-transferable Recital 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 the Front Office (music@umanitoba.ca) for methods of payment and more information about fees.
- When using an off-campus venue, it is the student's responsibility to provide a recording of the recital for The Eckhardt Grammaticé Music Library Archives. Recordings should be sent to music@umanitoba.ca.
- Dress rehearsals for Credit Recitals can be booked through Sue.StoneScott@umanitoba.ca. Plan any assistance needed to help the Credit Recital run smoothly well ahead of time. MUSC 4564 and MUSC 5560 students may book a maximum of four (4) hours for dress rehearsal prior to a Credit Recital. MUSC 3554 students may book a maximum of three (3) hours for dress rehearsal prior to a Credit Recital.