

Please **TYPE** all responses and then download or print. Upon completion, submit this form to the DFOM office with payment.

STUDENT INFORMATION

Student Name: _____

Student Number: _____

UM Email: _____

Instrument: _____

DATE OF CREDIT RECITAL (Submit only once date has been confirmed as available by Sue.)

Date: _____

COURSE
TIME
 MUSC 3354 – Jazz Recital 1

 7:00pm

 MUSC 4564 – Jazz Recital 2

 8:00pm - If preceding recital is MUSC 3354

 MUSC 5560 – Post-Bacc. Recital

 8:15pm - If preceding recital is: MUSC 4564

 8:30pm - If preceding recital is: MUSC 5560

LOCATION
RECITAL PARTNER
 Vocal Arts Room (VAR): T2-266 (see availability below)

Partner's Name: _____

Partner's Instrument: _____

For the 2023 – 2024 academic year, recitals will be booked in the VAR only. Available weekdays include Mondays, Thursdays, Fridays, and Saturdays. The last bookable recital date for 2024 is May 3rd.

EQUIPMENT

The following will be supplied unless otherwise indicated:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Grand piano • Guitar amp and chair for guitarist • Bass amp • Drum kit, including carpet | <ul style="list-style-type: none"> • 1 vocal microphone, mic stand, and monitor • Monitors for the band • 1 music stand and light per musician • Stage and background lights |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Should your set-up require anything more or less than what is listed, please specify below. **All recitals will require at least one microphone for speaking.** For additional instruments, include instrument type(s) and quantity (e.g., 2 sax, 1 cello, etc.) as well as any additional needs (e.g., mic for vocalist). Please note that horn players generally do not need microphones for amplification in this space. Instrumental mics will be present for recording purposes only unless otherwise specified (e.g., amplification may be requested for flute).

PAYMENT - \$100 Recital Fee

- 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

I have read, understood, and agree to abide by the appropriate **Credit Recital Policy** as outlined on the following pages.

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 December 1, 2024 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 December 1, 2024, 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 print 30 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 booking form for details.
- **Last day to have a credit recital for the 2023 – 2024 academic year is May 3, 2024.**
- **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 your MPS instructor and any musicians who will be on your recital. 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 Liza Isakov (liza.isakov@umanitoba.ca) for methods of payment and more information about fees.
- 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. All dress rehearsals are subject to room availability.