



RECITALS AT A GLANCE

Type of Recital	When	Program	Publicity	Extras
Informal (1)	Autumn or Winter quarters	Half-page (Separate notes or song texts at student's expense)	<ul style="list-style-type: none"> • concert calendar • concert programs • concert hotline • newspaper listings • Dept. website • Events@Stanford 	None
Academic (2)	Any academic quarter, priority status (Autumn or Winter preferred)	Half-page (Separate notes or song texts at student's expense)	<ul style="list-style-type: none"> • concert calendar • concert programs • concert hotline • newspaper listings • Dept. website • Events@Stanford 	None
Senior (3)	Any academic quarter	Standard program with required program notes and song texts (if vocal program)	<ul style="list-style-type: none"> • concert calendar • concert programs • concert hotline • newspaper listings • Dept. website • Events@Stanford 	Photo in concert calendar Reception allowed

¹ Informal recitals are given by Stanford students receiving private instruction from a member of the Music faculty.

² Academic recitals are restricted to music majors fulfilling academic requirements.

³ Senior recitals may be given at any time during the student's final year of study, but only ONE senior recital is allowed for any student. For music majors with two areas of concentration, we recommend scheduling an academic recital in the junior year to satisfy concentration requirements.

DEADLINES

<input type="checkbox"/> Schedule your recital by the quarterly scheduling deadline	Autumn – 6/1 Winter – 10/15 Spring – 1/15
<input type="checkbox"/> Provide the required publicity materials by the quarterly scheduling deadline	Same as above
<input type="checkbox"/> Schedule your dress rehearsal	Two weeks after above dates
<input type="checkbox"/> Request your concert recording	Two weeks prior to your recital
<input type="checkbox"/> Distribute press releases and flyers	Releases – one month before Flyers – two weeks before
<input type="checkbox"/> Have your completed program, signed off by your faculty advisor(s), to the Publicist	Two weeks prior to recital (or by the Friday two weeks prior to a weekend recital)
<input type="checkbox"/> Copy your program (except Senior Recitals)	In time for the recital – no later than Friday at 3:30 pm for a weekend recital
<input type="checkbox"/> Arrive for warmups	One hour before
<input type="checkbox"/> Begin the recital	Promptly at the time indicated (2:30/8 pm)

ALL THE DETAILS

Scheduling a recital:

Book your recital by the applicable quarterly deadline below. Recitals are scheduled on a first come, first served basis. Music major seniors are given first priority, then academic recitals, and finally informal recitals. You should book by:

FALL – June 1
WINTER – October 14
SPRING – January 15

1. BOOKING PROCEDURE:

- Discuss your intention to give a recital with your instructor, who acts as your faculty sponsor and supervises preparation of your concert.
 - Check available dates in the master calendar at the front desk in the office.
 - **Booking restrictions:**
 - Do not schedule a recital at the same time as another Music Department event. Do not schedule on a Saturday night, unless special permission is granted.
 - Determine two possible dates with your faculty sponsor so s/he can attend.
 - Select your music and provide a complete list of works and composers on the **Concert Booking Form**. *Incomplete booking forms will prevent us from publicizing your recital.*
 - Have your faculty sponsor sign the completed **Concert Booking Form**.
 - Place your completed **Concert Booking Form** in the blue scheduling book on the front counter by the quarterly deadline shown above. (Fall - June 1/ Winter - Oct. 15/Spring - Jan. 15)
 - Two weeks after the booking deadline, confirm your concert date on the scheduling computer and **schedule your dress rehearsal**. Cancellation is allowed only in extreme circumstances and with the approval of both your Faculty Advisor and the Department Administrator.
 - For a recording of your recital, complete a **Request for Concert Recording** form and pay the recording charge to the Receptionist two weeks in advance of your recital.
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2. PREPARE YOUR PROGRAM:

- At the beginning of the quarter in which your recital falls, you will receive an email from the Department Publicist with reminders of timing and arrangements, and a link to the student program template.
- Prepare ALL the following information for your program:
 - Identify each work (titles, sources, composers' names and dates, movements)
 - Correctly spell names of all performers
 - Brief bios of primary performers
- Thanks or acknowledgments (including your Stanford instructor and your patron if you receive a scholarship)
- Use the program template and insert your information as indicated.

- **Two weeks before your recital**, turn in your completed program to the Department Publicist for review and layout. *Note that we will make NO corrections to your program – all errors and typos are YOUR responsibility.*
 - Make copies of your program. You may use our copy machine and special paper to make up to 120 copies (80 is usually plenty). The Receptionist will provide you with the copier code.
 - For all recitals except Senior Recitals, any texts/translations for a voice recital, or program notes, may be given on a **separate handout that is copied at your own expense.**
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3. PREPARE YOUR PUBLICITY

The Department will help publicize your recital through the methods described above. You are responsible for all additional publicity.

- Inform the Department Publicist if you make changes to your program after booking the recital. We need up-to-date information to assist you with publicity.
 - Create a flyer to publicize your concert. Various art elements are available in the office for your use. Your flyer **MUST** include:
 - The phrase “Stanford University Department of Music presents” or the “Music at Stanford” logo (available from the Publicist);
 - The day, date, time, and place displayed prominently;
 - The cost (“Free admission”); and
 - Names of performers and works to be performed.
 - Bring your flyer to the Department Publicist or Administrator for final approval before copying.
 - Copy your flyer. You may use our copy machine and colored paper to make 50 copies.
 - Seven to ten days before your recital, distribute your flyer to friends and faculty and post it on established kiosks and bulletin boards. **DO NOT POST** on walls, windows and trees: the Department will be charged for clean-up, and we will in turn charge you.
 - If you would like a press release template to use for local and hometown papers, contact the Publicist.
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4. MAKE YOUR FINAL ARRANGEMENTS

- Confirm your scheduled rehearsal time with the Facilities and Production Manager.
- Confirm your payment for your concert recording if you requested this service.
- Ask a friend to be your house manager for the recital. Duties are:
 - Arrive at least 45 minutes before your recital;
 - Help you set up any stands, instruments, and equipment;
 - Distribute programs and admit latecomers; and
 - Help to return any chairs, stands, and equipment after the performance.
- On the afternoon or evening of your concert, you may arrive up to one hour early to set up or rehearse.

- There will be a technician on hand to take care of lighting and, if arranged in advance, to record your concert. The technician will arrive an hour before your performance and will lock up after.
 - Only SENIORS may have a reception following their SENIOR RECITAL. *Any unscheduled receptions will be charged a \$100 fine and clean-up costs.*
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SENIORS ONLY

The Department gives you extra help for your Senior Recital. Follow the checklists above, but note the following changes and additions:

- Submit a publicity headshot of at least 300 dpi by the booking deadline for possible use on our concert calendar.
- Your program will be on the standard Music Department program template, and may include program notes (and texts and translations for vocal recitals) after approval by your faculty advisor.
- At least two weeks before your concert, email your completed program to the Department Publicist, who will proofread it and have it professionally printed. Bring the copy of the program signed by your sponsor(s) to the office to confirm that the program content has been approved. Your programs will be delivered to your recital by our concert staff.
- Seniors may have only ONE senior recital. If you have more than one concentration area in music, we advise that you plan a recital in your junior year to accommodate the academic requirements in your secondary area of concentration.
- ONLY SENIORS MAY HAVE RECEPTIONS FOLLOWING THEIR SENIOR RECITALS.** To book your reception, see the Department Secretary to reserve the Campbell Courtyard or Braun Rehearsal Hall and pay your \$50 (refundable) cleaning deposit.

IMPORTANT CONTACT INFORMATION

Scheduling

Mark Dalrymple, Facilities and Production Manager

Email: techie@stanford.edu

Phone: 723-3812

Publicity & Programs

Beth Youngdoff, Publicist

Email: baraka@stanford.edu

Phone: 723-5981