

GRADUATE STUDENT RECITAL POLICIES AND HALL RULES

RESERVATION PROCEDURE - STUDENTS

- 1) Check with your studio teacher and advisor before booking a date to make sure they are available.
- 2) Not all dates are available due to other scheduled events, ensemble rehearsals and concerts.
- 3) You may only reserve one date per recital and a maximum of 2 recitals per semester in the recital hall.
- 4) Recital slots occur at 11am, 5pm, and 7:30pm Monday through Friday, and 12pm, 2:30pm, 5pm, and 7:30pm. Each recital slot is an hour and a half in length with 45 minutes of setup time beforehand.
- 5) Reservations must be booked online. Visit www.meetme.so/sbumusic.
- 6) Consult the DMA/MM handbook to guarantee compliance with all guidelines related to the recital including applicable deadlines and forms.
- 7) Rehearsals and recording sessions may only be scheduled two weeks ahead of time, and then only depending on availability.
- 8) By scheduling a recital, you agree to follow the rules established by the Staller Center and the Music Department, including those regarding Recital Cancellations (see below)

FINAL DISSERTATION (GRADUATION) RECITALS

- 1) The last day you can perform a graduation recital is December 7th, two weeks before the end of the semester.
- 2) Graduation recitals must be scheduled in the Recital Hall to make sure it is properly recorded.
- 3) Percussion and Harpsichord recital slot times have been standardized. If you require more time in the hall, just email and we are happy to help accommodate different start times to allow for proper setup and block out time as able. Please contact the Director of Concerts (musicdepartment_concertmanager@stonybrook.edu) to confirm the actual start time of your recital.
- 4) Once your recital date is confirmed you must contact the recording engineer on staff immediately so they can assign a recording engineer.

SPECIAL REQUESTS (CMT support and Piano Requests)

- 1) If you need audio/visual support (this includes TA support for recitals which require microphones from the stage, speakers, playback, video-playback, interactive electronic pieces), follow the link and complete the form that will be sent to CMT (creative music technologies). This is **not** a form for recording requests:
<https://form.jotform.com/sbumusicdepartment/avrequest>
- 2) If you require the piano to be tuned (abnormal or historically accurate tuning) or a prepared piano, please use the Piano Request form below. Note, the pianos are maintained regularly by Stony Brook's technician and requests for individual tunings before recitals unless noted will not be available: <https://form.jotform.com/sbumusicdepartment/pianoservice>

SCHEDULING PERIODS

Open recital scheduling for **dissertation/final recitals** will take place July 15th (Fall) and January 15th (Spring). **Contract recital** reservations will open August 15 (Fall) and January 22nd (Spring).

RECITAL CANCELLATIONS

- 1) You may cancel or reschedule your recital up to two weeks before your reservation. Click the "cancel/reschedule" link from your confirmation email.
- 2) Cancellations made less than two weeks before the reservation must be done to the Director of Concerts via email at musicdepartment_concertmanager@stonybrook.edu
- 3) Your recital is not officially canceled until you receive a confirmation email. You will receive an email confirmation CC'd to your Teacher, Advisor, Graduate Coordinator and Graduate Program Director.
- 4) **All cancellations made within two weeks of the reservation date are brought to the GSC for discussion.**

PUBLICITY

- 1) The Music Department will announce your recital via our public recital calendar and via the student recitals section of the department weekly events email.
- 2) You must provide your own posters, announcements, etc.

PROGRAMS

- 1) Students are responsible for formatting and printing your own programs.
- 2) Templates are available under the student resources section of the website (Top righthand side) via NetID login.
- 3) Copies of your programs must be submitted to the Graduate Program Coordinator for inclusion in your file.

RECITAL APPROVAL PROTOCOL (THE DMA HANDBOOK)

- 1) Consult the **DMA Handbook** and applied instructor for the most up to date information.

RECITAL HALL POLICIES

At the beginning of your reservation you:

- 1) Can turn the lights on using the slider panel on the stage right side backstage. Read the instructions to operate.
- 2) The hall should be left in a neutral position with a piano center of the stage and no more than one stand in the hall. Other stands should be located backstage. If chairs and stands have been removed from the hall or if the hall was not reset before your event, contact the Director of Concerts.

At the end of your reservation you **must remember**:

- 1) All lights must be shut off
- 2) All doors (lobby, side, and backstage) must be closed and locked
- 3) All piano humidifiers must be plugged in (extension cords are not allowed to be removed from the hall).
- 4) Piano must be returned to center stage with bench left at the desk. No more than one stand on stage and all other stands or equipment removed from the audience.
- 5) Remove all trash and place in the proper receptacles.

Failure to follow hall procedures can result in revocation of recital hall booking privileges.