STUDENT RECITALS

2018 - 2019

GUIDELINES, FORMS, AND HELPFUL HINTS

Sign up for recital slot at the School of Music office:

Thursday Sept 13th: 9 AM – 12 PM: DMA and MM
1:30 PM – 3:30 PM: Senior Full
Friday, Sept 14th: 9 AM – 12 PM: Senior Half

Forbes Center for the Performing Arts
Production Services Department
forbesproduction@jmu.edu
540-568-4395

Revised: August 2018
This document applies to all Student Recitals held in the
Forbes Center for the Performing Arts Recital Hall.
Overview

Student Recitals are held in the Recital Hall on select Fridays and Saturdays during the academic year. The available recital times have been selected to ensure that the needs of all productions, including your recital, are met with the highest level of professionalism.

In order to maintain these high standards, each Student Recital rehearsal and performance will be managed by a stage manager employed by the Forbes Center Production Department. The stage manager is responsible for the Recital Hall stage, backstage areas, and house, and will work to ensure you have a smooth, uninterrupted rehearsal and a successful recital. Some of their duties include setting the acoustical curtains, supervising the production crew and ushers, starting and ending rehearsals and performances on time, enforcing Recital Hall Rules, and keeping the backstage areas secure. The stage manager has been trained to help your recital run seamlessly by coordinating these elements so that you and your applied instructor can focus on your repertoire.

Because your rehearsal and recital may have different stage managers, it is important that you provide certain information through the Forbes Center Advance Information Sheet and answer certain questions at your rehearsal. Good communication between you and your stage manager is essential to the smooth and professional running of your recital.

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Recital Timeline Checklist

- **At least FIVE weeks** before your recital:
  - See Ms. Macomber (SOM Room 127) to schedule your dress rehearsal and discuss the use of the harpsichord, if applicable.
  - Read the entire Student Recital Packet. Contact the Forbes Production Office if you have questions (ForbesProduction@jmu.edu or 540-568-4395).

- **At least FOUR weeks** before your recital:
  - Turn in the Forbes Advance Information Sheet (page 12) to Forbes Room 1120.
  - Turn in the Percussion Request Form (if needed) (page 13) to Prof. Casey Cangelosi.
  - Type your program following the long (senior and grad) template available online.
  - Print out your program and give a copy to your applied instructor for proofing. Make any necessary corrections.

- **THREE weeks** before your recital:
  - Recruit two ushers who will report to the house manager one hour before your recital when they will receive instructions regarding their duties.
  - Recruit page turner(s), if applicable.
  - Recruit four harpsichord movers, if applicable.
  - Review the Student Recital Packet to make sure you haven’t missed anything.

- **TWO weeks** before your recital:
  - Ensure your harpsichord tuner has contacted the Production Office to arrange tuning times, if applicable.
  - Make final corrections on your program. The SOM office will provide 75 copies.
  - Students are responsible for printing their program notes (not in the music office).
  - Please, no thank you notes or reception invitations in the program.
  - Email your program to Mrs. Wampler (wampledk@jmu.edu).
  - Have your applied instructor sign the Printing Authorization Form supplied by Mrs. Wampler and turn it in to SOM Room 129.
    *This form must be signed by your applied instructor and submitted with your program.*

- **WEEK of** your recital:
  - Remind everyone involved when your rehearsal and recital are scheduled.
  - Remind your ushers of the date and time they are to report for your recital.
  - Pick up your programs from the SOM office before 3:00pm on Friday.

- **DAY of** your recital:
  - Be on time.  □ Check in.

For questions regarding the running of your recital or rehearsal, contact the Forbes Production Office at (540) 568-4395 or forbesproduction@jmu.edu.

For any other inquiries, contact Mrs. Wampler (540) 568-6863 or Ms. Macomber (540) 568-6987 in the School of Music.
Scheduling of Recitals

Degree-required DMA, MM, and Senior Full and Half Recitals are eligible to be scheduled in the Forbes Center Recital Hall. Junior Half Recitals will be scheduled for Anthony-Seeger.

Scheduling will take place in the SOM with Ms. Macomber.

All recitalists must also present a Permission to Register form signed by their applied professor at the time of sign-up.

Prior to scheduling your recital, you must attend one of two Student Recital Orientations. If you are not listed on the sign-in sheet, you will not be permitted to sign up for a recital slot.

Half recitalists must have a partner. To ensure you are able to sign up for a slot in the Recital Hall, please show up for scheduling with a partner. You are not both required to be there, but it is highly recommended in case your first, second, or third choice slots are no longer available.

Scheduling of Rehearsals

One full recital or two joint half recitals will receive one 90-minute rehearsal.

Rehearsal slots are offered each week based upon the number of Student Recitals and the other demands of the production calendar on that particular week. Please contact Ms. Macomber to schedule your rehearsal. Rehearsal slots for the entire academic year will be available for scheduling one week after recital scheduling closes. For the best chance of obtaining your ideal rehearsal time, contact Ms. Macomber early. Please do not contact the Forbes Production Office to schedule your rehearsal; you will be directed to the School of Music.

Cancellations

Due to the high demand placed on our limited resources, it is expected that all Student Recitals take place on the day and time originally scheduled with Ms. Macomber. If you and your applied instructor decide that a cancellation is necessary, you must contact the Forbes Production office immediately (forbesproduction@jmu.edu).

In all cases, except those of extreme hardship (e.g. debilitating illness) as identified by the School of Music, you will not be permitted to reschedule in the Recital Hall within the same academic year. As arranged with the SOM administration, you will be permitted to utilize other School of Music venues or choose to postpone your recital until the following academic year in order to perform in the Recital Hall. Please do not contact the Forbes Production Office to reschedule; you will be directed to the School of Music.

The swapping of recital slots is not permitted.
Recital Hall Rules

Seating: Seating is General Admission. There are no tickets and no charge for Student Recitals. Only crewmembers, performers, ushers, and other authorized personnel are permitted backstage, onstage, and in the Dressing Rooms. Friends and family not directly involved in the performance are not permitted.

Food and Drink: Performers are permitted to have sealable water bottles onstage or backstage only. No other food or drink is permitted in the Recital Hall or backstage at any time. This includes during performances and rehearsals. Any food or drink, other than water, integral to your performance must receive approval from both the School of Music and the Forbes Center Production Office prior to your rehearsal.

Building Emergencies: If a fire alarm goes off in the building, all audience members, performers, and crew must exit the building. The stage manager will make an announcement to the audience and assist in their evacuation. A representative from the Harrisonburg Fire Department must come to the Center to give the all clear. At that point, patrons can be let back into the building, and your recital may resume.

Electronics: The use of laptops, cell phones, or any other electronic devices in the house is strictly prohibited during performances. The use of cameras and photography is prohibited during both rehearsals and performances. It is distracting for the performers and other audience members.

Recording: Please see the section on page 5 regarding authorized recording opportunities.

After the Performance: Following the performance, production crew will need to clear the Recital Hall within five minutes in order to adhere to our tight production schedule. Audience members are not permitted to walk onstage from the house and should only greet performers in the lobby.

Personnel

Personnel directly involved in your recital includes you, your accompanist, guest musicians, your ushers, your page turner(s), your harpsichord movers, your dresser, your applied instructor or their representative, and the stage manager and production crew on duty. These are the only people permitted to attend your rehearsal or be backstage before, during, or after your recital. Additional rehearsal attendees may be approved for academic reasons. Please see Rehearsal Day on page 8 for details.

Ushers: Two ushers are required. Student performers are responsible for securing their own ushers. Your ushers are expected to arrive one hour prior to your recital to check in with the house manager. Your ushers may not arrive late. Please convey to your ushers that they must follow the instructions of the house manager, which may mean that they are not able to watch your entire performance. Their first priority must be the duties assigned to them by the house manager. For this reason, they are welcome to attend your rehearsal to watch. Please be sure to check with your applied instructor before extending this invitation, as some professors prefer to limit the number of observers at rehearsals.
Page turners: Page turners are your responsibility. The production crew is not available for page turning. All page turners are expected to arrive no later than 30 minutes prior to your performance so that they may go over any specific instructions you or your accompanist may have for them.

Harpischord Movers: If you will be using the harpsichord and it must move during your performance, you must supply four people to move the instrument, as described in the Student Recital Harpsichord Protocol on page 7. These four people cannot be your ushers, but may be your page turner or guest musicians playing in your recital. It is recommended that these people attend your rehearsal to be trained. If they do so, they will be expected to arrive for your recital 30 minutes prior to your start time. If they have not been trained, they will be expected to arrive 45 minutes prior to your start time for that purpose.

Technical Info

Acoustics: The acoustics of the room will be adjusted during your rehearsal. It is recommended that time at the beginning of the rehearsal is allotted for listening to the room and making these adjustments.

Sound Reinforcement: Sound reinforcement is not available for student recitals. Sound playback must receive approval from the Forbes Production Office prior to your rehearsal to ensure the required equipment is available.

Projections: Video projection support is provided for curriculum-required lecture-recitals with PowerPoint only. Forbes Center equipment will not be available for other uses.

Lighting: Lighting will consist of a no-color wash of the stage. House lights typically remain at a program-reading level. Any special cueing of light changes (e.g. bringing up the house lights mid-performance) must be discussed at your rehearsal.

Length of Performance

Per School of Music guidelines, your recital (solo or joint half) is expected to complete within 60 minutes of your scheduled recital start time. This includes any transitions, introductions, pauses or intermissions. Encore performances are not permitted at Student Recitals.

Authorized Recording Opportunities

Official Forbes audio recordings are only available for DMA recitals; all other recordings are the responsibility of the student. No Forbes Center equipment is available for recording, and any equipment brought in for such purposes must conform to the safety guidelines as directed by the stage manager.

One audio recording and one video recording are permitted for each student recital. In accordance with copyright law, any recording of your recital, audio or video, is authorized for your archival use only. These recordings are not authorized for distribution or broadcast, including video hosting websites such as YouTube.
Any tripods must be clear of all walkways in accordance with the Fire Marshal and should be set up at the center desk below the terrace seating area. If you are sharing a half recital, you may only have one camera for both of you.

Photography is not permitted at your recital or rehearsal.

**Piano Use**

There are four 9-foot Steinway Concert D pianos that serve the needs of all performances held in the Forbes Center Concert Hall and Recital Hall, including student recitals. Student recitalists are not given a choice of piano; however, you will be provided the same piano at both your dress rehearsal and your recital.

**Prepared Piano and Other Non-traditional Techniques**

A prepared piano is a piano that has been modified in some fashion—perhaps with objects placed in it—in a very special way as dictated by a composer of a prepared piano composition. Non-traditional techniques include any form of interacting with the piano other than fingers touching the 88 keys.

These are both valid practices, but may only be done as prescribed below, and in consultation with the assigned piano technician. If you plan to utilize any of these techniques, contact the Production Office as far in advance as possible, but not less than four weeks before your recital, to schedule a meeting with a technician.

1. **All structural changes** to any piano must be supervised or performed by the School of Music's designated piano technician. This includes removing the lid or other case parts and attaching anything to strings or soundboard to modify the sound.

2. **Marking strings.** Small stickers may be used on plate parts to mark notes. Only the stickers provided by the piano shop are to be used. Care must always be used not to touch the dampers as they are easily bent. The performer is responsible for removing any stickers immediately after any rehearsal or performance. There should be nothing applied directly to the strings. This includes white-out, tape, stickers, nail polish, chalk, etc. In some cases, chalk may be used to mark steel strings but never the copper-wound bass strings.

3. **Striking and plucking strings.** Strings may be struck or plucked with fingers or guitar pick. Since oil from the skin will tarnish strings over time, please wash hands well before touching any string. Other devices must always be of a material that will not mar or scratch strings. On steel strings, only materials that are softer than the steel string may be used, such as brass or aluminum. Copper-wound bass strings must also be struck or plucked with a material softer than the copper. Acceptable materials include wood, plastic, rubber, etc. Piano Shop technicians are available to help the performer select materials that will not damage the piano.

4. **Foreign Objects.** In some cases, literature calls for the insertion of screws or mutes between piano strings. In extreme cases, an older piano outside of our four concert grands will need to be brought in. Again, a material softer than the string must be used, such as brass or aluminum. The piano technician will make the final decision on acceptable materials.

5. **Extreme volume.** There is a fine line to be drawn between passionate musical expression and outright banging on a piano. Please use good judgment when playing above a forte. Harsh playing is damaging and will not be tolerated.
6. **Common sense.** Most damage to pianos can easily be avoided by using good judgment. When you consult with the piano technician, an alternative can usually be found to satisfy both the performer and this policy.

Remember that **non-traditional** and **prepared piano techniques** require a special preparation so advance planning and consultation is a must.

**Harpsichord Protocol**

Contact Ms. Macomber to discuss your harpsichord needs at least five weeks prior to your recital. She will tell you when and where you can rehearse with a harpsichord before your final dress rehearsal.

Ms. Macomber will arrange for the production crew to move the instrument to and from the Recital Hall for your rehearsal and recital. Production crew members will not move a harpsichord without the explicit instruction of Ms. Macomber.

Production crew members will move the harpsichord from backstage to onstage at the scheduled start time of your rehearsal or 30 minutes prior to the house opening for the recital. Student recitalists must provide their own harpsichord tuner and access to tune the instrument must be arranged with the Forbes Production office. Due to the demands of the production calendar, your tuner must contact the Production Office directly a minimum of two weeks ahead of time to schedule their visit.

If the harpsichord is to move during your recital, you must provide four individuals for that purpose. It is highly recommended that your movers attend your rehearsal to be properly trained in how to handle the instrument. Alternatively, they must arrive no later than 45 minutes before your scheduled recital start time, if they have not already been trained.
Rehearsal Day

The 90-minute rehearsal slot you scheduled with Ms. Macomber is all-inclusive. This means that within 90 minutes, you will need to load-in, tune, rehearse, run, discuss, work, re-run, and load-out. The stage manager will work to help you make the most efficient use of your time, but you should expect to spend some amount of time answering questions that will ultimately result in a more polished performance.

In order to accommodate as many recitalists as possible, rehearsals are typically scheduled back-to-back. Please be considerate of your fellow recitalists by remaining quiet as they are finishing up and by clearing out quickly once your time has elapsed. It is recommended that you arrive a few minutes ahead of your scheduled start time and wait in the hallway outside the backstage area. Please be careful not to block the double doors to the backstage area or the piano storage room. As soon as the stage manager is able, he or she will invite you in.

In order to have a productive and efficient rehearsal, think about your transitions ahead of time. This will save you valuable rehearsal time. One of the best ways to help you figure out what might make your recital flow smoothly is to go and watch other recitalists. If you need help drawing up your plan, don’t hesitate to contact the Production Office.

Program: Please bring a printed copy of your program to your rehearsal for the stage manager. It can be a draft version, but you will be asked to confirm your show order.

Starting: The first few minutes of your rehearsal will be for the stage manager to go over a few logistics with you, your accompanist, and any guest performers. It is understood that music students are exceptionally busy, but it is essential that—if at all possible—all performers attend your rehearsal. If your recital includes a guest ensemble (e.g., a choir) that cannot attend as a complete unit, one or two representatives should be at your rehearsal to walk the blocking for entrances and exits. Having someone else explaining to the others on recital day will give you one less task on which to focus.

Ending: Plan to finish your rehearsal five minutes early. This allows time for you to ask the stage manager questions and touch base with your teacher. It also allows the next rehearsal to begin on time.

Guests: Your Dress Rehearsal is closed. This means that the only people permitted in the Recital Hall are your applied instructor (or their representative) and people directly involved in the recital as described in the Personnel section on page 4. For academic reasons, additional attendees may be approved by the Production Office with at least one week’s notice and the consent of your applied instructor.

Recording: You may record your rehearsal with a self-contained recording device like a Zoom. No other equipment or personnel may be brought in to record your rehearsal.

Dressing rooms: The dressing rooms are not available for rehearsals so it is strongly recommended that you arrive dressed for your rehearsal.
Recital Day

Dressing Room/Green Room: Every effort will be made to provide access to a dressing room. However, if your recital occurs at the same time as another performance at the Forbes Center the room may not be available. If it will not be available you will be informed of this at your rehearsal.

You, your ushers and any additional performers are expected to arrive one hour prior to your recital (the conclusion of the previous recital), sign in on the backstage Recital Hall door, and wait in the assigned dressing room. As soon as he or she is able, the stage manager will allow you onstage to tune and warm up. **You will only be guaranteed 10 minutes onstage.** If you are standing by, ready to go, you may have more time, but we cannot hold the house because you weren’t ready to take the stage when it was available.

Please, sign in on the backstage Recital Hall door before going to the dressing room. As soon as he or she is able, the stage manager will allow you onstage to set-up, tune and warm up.

The dressing rooms will remain unlocked on recital days—please do not leave valuables in them. The use of these rooms is provided as a courtesy, and the Forbes Center and its staff are not responsible for items left unattended. Also, be aware that these rooms are shared with other recitalists on the calendar that day, so please keep it tidy and clean up after yourself before you leave. Remember that your dressing room as well as the backstage access hallway and Recital Hall backstage are only for personnel directly involved in your recital.

**Schedule:** We will begin the Pre-Show Announcement exactly on time; please advise all performers, ushers, page turners, faculty, and family who plan to attend.

Following the recital, it is customary for your individual applied instructor to greet you in the backstage area. All other well-wishers (family, classmates) must wait to greet you in the lobby.

**Timeline for recital day**

- 60 minutes to start time: you, your ushers and any additional performers arrive; you sign in on the backstage Recital Hall door
- 45 minutes to start time: your harpsichord movers show up if they haven’t been trained
- 35 minutes to start time: all performers clear the stage and house
- 30 minutes to start time: your page turner arrives; your harpsichord movers show up if already trained; house opens
- 5 minutes to start time: stage manager will call performers to places
- start time: recital begins on schedule
- 60 minutes or less after start time: you exit the stage to thunderous applause and head to the lobby to greet your well-wishers
- 5 minutes after end time: you return to the backstage and dressing room areas to gather your belongings
Pre-Show Announcement

A recorded Forbes Center Pre-Show Announcement will be played at the beginning of your recital. The text is as follows:

Ladies and Gentlemen, welcome to the Forbes Center for the Performing Arts. Please take a moment to locate your nearest emergency exit, and at this time, please turn off all cell phones and other electronic devices. As mandated by federal copyright law, any form of unauthorized recording or photography is strictly prohibited. There will be no intermission.* Thank you for coming, and enjoy the performance.

*If your recital will include an intermission, that sentence will be omitted.

Receptions

There is no space for receptions available in the Forbes Center. Therefore, no food or beverage for a reception should enter the Forbes Center at any time. If you are having an offsite reception, please arrange for any food or beverage to be delivered directly to the reception site. The School of Music asks that you refrain from announcing reception information from the stage.

Students can host a reception in a private space at the School of Music across the street from the Center. Contact Donna Wampler at (540) 568-6863 for scheduling and catering information. Catering for any events on campus must be arranged through Aramark Catering.
Forbes Center Student Recital Advance Information Sheet

Name _______________________________________

Instrument _______________________________________

Applied Professor _______________________________________

Recital Date and Time _______________________________________

Email _______________________________________

Cell _______________________________________

Type of Recital (check one):

☐ Masters; Lecture? ______

☐ Full

☐ Half

• Indicate your co-recitalist:

_____________________________________

List your repertoire and running times:

*indicate any anticipated intermission breaks

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Equipment Requested (check all that you will be using):

☐ Music Stands (number) _______________________________________

☐ Chairs (number) _______________________________________

☐ Piano (prepared piano? special requirements?) _________________________

☐ Harpsichord (who is your harpsichordist) _________________________

☐ Percussion Equipment _______________________________________

Notice: Percussion Request Form must be turned in to Prof. Casey Cangelosi (percussion) four weeks in advance of an event. DO NOT turn in the Percussion Request Form with the Printing Authorization Form or the Forbes Center Advance Information Sheet.

DELIVER THIS FORM TO THE PRODUCTION OFFICE AT FORBES room 1120 AT LEAST FOUR WEEKS BEFORE YOUR RECITAL.
Percussion Request Form

To be filled out and placed in Professor Cangelosi’s mailbox at least four weeks before the event date.

Do not turn this in with scheduling/equipment sheets.

Name______________________________

Date of Event __________________________

Date(s) Equipment Needed_______________

Event Site ______________________________

If this is not a percussion studio recital, please list the person(s) who will play the equipment:
_____________________________________
_____________________________________

Equipment Requested:

_________________Do Not Write Below This Line________________

Approved _____________ Denied _____________
Signature ________________________________