



STUDENT RECITAL APPLICATION

ACADEMIC YEAR 2018-2019

Scheduling Office
 Manhattan School of Music
 120 Claremont Avenue
 New York, NY 10027
 scheduling@lists.msmnyc.edu
 (917) 493-4479

Student Information:

Name:	Student ID #:
Local Cell Phone:	MSM Email Address:
Instrument/Voice Type:	Degree Program: BM MM PS AD DMA
Major Teacher:	Dept. Chairperson:

All Students: Is your recital required? (Non- required recitals must be before February 1st) Yes No

BM Voice Majors: Is this your required Junior Voice Recital? Yes No

DMA Candidates: Which recital requirement will this fulfill? _____

How many people do you expect to attend? _____

What is the maximum number of performers you expect to have on stage at one time? _____

Please see the below table for information regarding each performance space's stage size, audience capacity, and other resources offered. Please use this information when planning your repertoire.

Please select at least 3 venues in order of your preference with "1" as most preferred:

Your preference	Performance Space	Stage information	Audience capacity	Other information
	Greenfield Hall	Two 9' Steinway D pianos One Harpsichord Fits: 12 people + piano, or 8 people + 2 pianos	Maximum 260 people	HD Video Recording Available
	Miller Hall (MM, AD, DMA, and PS only)	One 9' Steinway D piano Fits: 6 people + piano	Maximum 140 people	HD Video Recording, Live Streaming & Multi-Mic Recording Available
	Mikowsky Hall	One 9' Steinway D piano One 7' Steinway B piano Fits: 6 people + piano, or 1 person + 2 pianos	Maximum 74 people	HD Video Recording Available
	Carla Bossi- Comelli Studio	One 7' Steinway B piano One 7' Yamaha piano Fits: 8 people + piano, or 4 people + 2 pianos	Maximum 75 - 120 people (Depending on stage setup)	Multi-Mic Recording Available
	Pforzheimer Hall	One 7' Steinway B piano One Harpsichord Fits: 4 people + piano	Maximum 53 people	Stereo Audio Recording Only
	Myers Recording Studio	One 7' Steinway B piano Fits: 4 people + piano	Maximum 50 people	Multi-Mic Recording Available

RECITAL DATE - Please circle **5-10 possible dates** for your recital. You must circle a minimum of 5:
*Dates in **Italics** represent Holidays listed on the Frequently Asked Questions page below*

September 2018							October 2018							November 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
								1	2	3	4	5	6					1	2	3
			5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15		
16	17	18	19	20	21	22	21	22	23	24	25	26	27		19	20				
23	24	25	26			29	28	29	30	31					26	27	28	29	30	
30																				

December 2018							January 2019							February 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1													1	2
2	3	4	5	6	7	8		7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14		13	14	15	16	17	18	19	10	11	12	13	14	15	16
							20	21	22	23	24	25	26	17	18	19	20	21	22	23
							27	28	29	30	31			24	25	26	27	28		

March 2019							April 2019							May 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1			1	2	3	4	5	6							4
							7	8	9	10	11	12	13	5	6	7	8	9		
							14	15	16		18	19	20							
	18	19	20	21	22	23	21	22	23	24	25	26	27							
24	25	26	27	28	29	30	28													
31																				

Please check only one:
 Having my recital **on one of the circled dates** is more important than my choice of hall.
 Having my recital **in my preferred hall** is more important than having it on one of the circled dates.
 We may schedule your recital to start as late as 9:00 p.m. based on hall availability.
 If you are **not** interested in having your recital start after 8:00 pm, please check here: _____

PLEASE LIST ANY OTHER REQUESTS FOR YOUR RECITAL (PREFERRED DATES, TIME, ETC.) BELOW:

I, the student, certify that the information submitted above is correct. Furthermore, I have read the Recital Procedures FAQ document and I understand that I am responsible for any and all fees or cancelations incurred as a result of my failure to adhere to the outlined procedure.

This form is due
June 30, 2018

OFFICE USE ONLY

 Student's Signature/Date

MSM Recital Procedures

Holidays to remember:

- 9/5: First day of classes
- 9/9-9/11: Rosh Hashanah
- 9/18-9/19: Yom Kippur
- 9/27-9/28: Centennial Celebration
- 11/16-11/18: Centennial Celebration
- 11/21-11/25: Thanksgiving Recess
- 12/2-12/10: Hanukkah
- 12/14: Last day of Fall Semester
- 1/7: First day of classes
- 3/4-3/17: Spring Break
- 4/17: Centennial Celebration
- 4/19-4/27: Passover
- 4/21: Easter Sunday
- 4/29-5/3: Jury Week (no recitals)
- 5/6-5/10 Finals Week
- 5/10: Graduation

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Frequently Asked Questions (FAQ)

1. How do I schedule and confirm my recital date?
2. Can I schedule a recital that is not part of my graduation requirement?
3. May I give my recital off campus?
4. What is a Recital Confirmation Packet?
5. How long can my recital be?
6. How are my programs created and distributed?
7. How do I confirm my recital if the deadline to do so is during a school break?
8. How do I schedule a dress rehearsal?
9. How can I arrange for a reception after my recital?
10. When does the house open and how late can my recital start time be?
11. What if I want to prepare the piano?
12. How do I know my recital repertoire meets my degree requirements?
13. Can I share my recital with another student?
14. What is the maximum number of performers I can have on stage at one time?
15. Student Recital vs. Student Project - What's the difference?
16. What if I need a harpsichord?
17. Does MSM provide Audio/Visual or electronic equipment for my recital?
18. How can I have my recital recorded?
19. Can my recital be video recorded?
20. What if I cannot give my recital on the date I'm assigned?
21. What are the consequences of not meeting the appropriate deadlines?
22. What if I do not fulfill my recital requirement by the required date?

1) HOW DO I SCHEDULE AND CONFIRM MY RECITAL DATE?

Step 1, APPLY: Students should fill out, sign and submit a Student Recital Application (above), which will be available **April 30, 2018**. In order to ensure the best chance of fulfilling your preferences, applications should be submitted by **June 30, 2018**. While we make every effort to accommodate requests, we cannot guarantee that all date and hall preferences will be met. Please consult with your private teacher, family, and friends to avoid any conflicts with your requested recital date.

Step 2, HOLD: The date we have on **HOLD** for your recital will be distributed by **September 1st**. The Scheduling Office will notify you **via your MSM email address** of the date, time and venue being held for your recital. If your recital is on **HOLD**, your recital time cannot be booked by any other event, however, it will not be staffed, recorded, or have programs printed until the recital is **CONFIRMED**.

Step 3, CONFIRM: After you receive the email with the date, time, and venue we are holding for you, you will need to submit a Recital Confirmation Packet no later than **1 month before your recital date**. Once you have submitted a Recital Confirmation Packet, you will receive an email as soon as your recital has been confirmed. **If you do not receive a confirmation email, your recital is not confirmed.** Once your recital is confirmed, you **MAY NOT** cancel or reschedule your recital.

2) CAN I SCHEDULE A RECITAL THAT IS NOT PART OF MY GRADUATION REQUIREMENT?

Yes. You are allowed to book **one non-required recital per school year**. Non-Required recitals must be performed on or before **February 1, 2019**.

3) MAY I GIVE MY RECITAL OFF CAMPUS?

Yes. To request an off-site recital or move a recital hold off-site, the student must complete a **General Petition**, available in the Registrar's Office. This requires faculty signatures and administrative approval, as indicated on the form. **A copy of the printed program and audio recording of the recital** must be provided to your department Chairperson, and a program signed by your Major Teacher must be provided to the Registrar's Office within three (3) business days of your recital to serve as proof of completion of the recital.

Any costs incurred in giving a recital at an outside venue other than printing programs, whether required or non-required, are the responsibility of the student.

4) WHAT IS A RECITAL CONFIRMATION PACKET?

1. The recital confirmation packet includes all of the required forms necessary to confirm a recital. Your recital date is not confirmed until you have submitted a completed Recital Confirmation Packet. The Recital Confirmation Packet includes:
 - a. **Online Program Repertoire Form:** available on the student portal (my.msmnyc.edu).
 - b. **Recital Confirmation Packet:** Available online at msmnyc.edu/scheduling or in the Scheduling Office (room 407).

Please be aware that you **MUST** complete your online repertoire form before submitting the confirmation packet. Confirmation packets will **NOT** be accepted without first completing the online repertoire form.

5) HOW LONG CAN MY RECITAL BE?

All recitals, in all halls must be completed within the allotted time span and must begin promptly at the appointed start time. The below time limit includes all pieces, stage set ups, changes, tunings, bows, intermissions, encores, etc.

BM Junior Voice Recitals: 30 Minutes
All other recitals: 90 Minutes

6) HOW ARE MY PROGRAMS CREATED AND DISTRIBUTED?

All students are required to complete the **Online Program Repertoire Form** as part of the Recital Confirmation Packet. Once you complete the Online Program Repertoire Form and click “*submit*”, an email will be sent to your MSM email address, your Private Lesson Teacher, your Department Chairperson, the Recital Programs Office, and the Scheduling Office. If you do not receive an email copy of your program, your repertoire form has NOT been submitted. The Recital Programs Office will then edit and format the information you provide to create your programs. Once your program is printed, it will be delivered to your performance venue by the House Staff Department.

You do not need to create, deliver or otherwise provide your own programs for any recital unless otherwise specified.

7) HOW DO I CONFIRM MY RECITAL IF THE DEADLINE IS DURING A SCHOOL BREAK?

In order to confirm your recital during a school break, you may scan a copy of the completed Recital Confirmation Packet and email to the Scheduling Office (scheduling@lists.msmnyc.edu). Once you receive a confirmation email, you may schedule a dress rehearsal via email. Packets are available in the Scheduling Office or online at www.msmnyc.edu/scheduling.

If your recital is scheduled within the first month of the Spring Semester you will need to confirm your recital before Winter Break, as the Scheduling Office is closed during that time. Please be aware of any holidays that may fall during your one month deadline.

8) HOW DO I SCHEDULE MY DRESS REHEARSAL?

If your recital will be taking place in either **Greenfield Hall** or **Miller Hall**, requests for Recital Dress Rehearsals must be made at least one month prior to the date of the recital. If your recital will be taking place in Myers Hall, Mikowsky Hall, Pforzheimer Hall, or Bossi-Comelli Studio, requests for Recital Dress Rehearsals may be made as space is available. If your recital is in Greenfield Hall or Miller Hall and you have missed the Dress Rehearsal Deadline, you may still schedule a dress rehearsal in another available space. Because of the large number of recitals scheduled, dress rehearsal times are limited and **NOT** guaranteed for every student with a recital. In order to book a dress rehearsal, a student must have confirmed their recital by submitting a Recital Confirmation Packet. Dress Rehearsals in all halls must be scheduled in person in the Scheduling Office once you have confirmed your recital.

9) HOW CAN I ARRANGE FOR A RECEPTION AFTER MY RECITAL?

Space for post-recital receptions must be reserved at the Scheduling Office after confirming your recital. A section of the cafeteria will be assigned on a first come, first served basis. Students scheduled in Greenfield may reserve the Grand Foyer outside the hall **ONLY** if there is not another event scheduled in Greenfield after their recital. Receptions are 1 hour in length.

10) WHEN DOES THE HOUSE OPEN AND HOW LATE CAN MY RECITAL START TIME BE?

You will have access to the hall 30 minutes before your scheduled start time. If additional setup time is needed, please speak with the Scheduling Office. The house will open to the audience 10 minutes prior to the scheduled start time of the recital unless otherwise requested. The house **MUST** open no more than 5 minutes before the scheduled start time. Your recital must start no more than 5 minutes later than the scheduled start time. If your recital starts late you are still required to end on time so please plan and prepare accordingly.

11) WHAT IF I WANT TO PREPARE THE PIANO?

MSM defines piano preparation as any use of a piano which extends beyond pressing the keys with your fingers and the pedals with your feet. All requests for prepared piano must be sent to the Manager of Piano Technical Services at pianotech@lists.msmnyc.edu. For student recitals, **piano preparation is permitted on the Baldwin in Bossi-Comelli Studio only**. Preparation of any Steinway at MSM is prohibited.

12) HOW DO I KNOW MY RECITAL REPERTOIRE MEETS MY DEGREE REQUIREMENTS?

You can find the recital requirements for each degree program in your departmental handbook, or by asking your Department Chairperson. Your recital will not be confirmed unless your repertoire has been approved to meet your degree requirements by your Department Chairperson and Private Teacher (see #5 above for more information on the recital confirmation packet). If you have any questions about your degree requirements, please ask your Department Chairperson.

13) CAN I SHARE MY RECITAL WITH ANOTHER STUDENT?

If one or both of your recitals are required, you may only have a shared recital if you are a collaborative pianist sharing a recital with a vocalist or instrumentalist. If this is the case, please designate one person to complete a recital application and be the main contact for the performance. Be aware that sharing a required recital must be approved by both student's major teachers and department chairs. The Scheduling Office is not responsible for obtaining the required persons' approval so please speak with your teachers and department chairs before applying for a shared recital.

If your recitals are not required, please indicate on your recital application and program repertoire form that your recital is a shared recital and list all performers and their instruments who will be sharing the recital.

For both required and non-required shared recitals, we will need a completed confirmation packet and online repertoire form from **all students** sharing the recital.

14) WHAT IS THE MAXIMUM NUMBER OF PERFORMERS I CAN HAVE ON STAGE AT ONE TIME?

The maximum number of performers permitted to play at one time varies by hall. Please consider these limitations when planning your repertoire:

- Greenfield Hall: 12 + piano; 6 + 2 pianos; 18 without piano
- Miller Recital Hall: 6 + piano
- Mikowsky Hall: 6 + piano
- Bossi-Comelli Studio: 8 + piano
- Pforzheimer Hall: 4 + piano
- Myers Recording Studio: 4 + piano

If you have concerns that you will exceed any of these maximum numbers, you may need to apply for a Student Project. Please speak with Nolan Robertson, Dean of Performance Operations, in room 304 for more information.

15) STUDENT RECITAL VS. STUDENT PROJECT – WHAT'S THE DIFFERENCE?

If you are planning to produce a performance with works for **more than 12 performers**, and/or a performance with **elaborate A/V elements or technology**, you are encouraged to apply for a student project. Chosen projects are allowed access to a wider array of MSM's resources, similar to many major performances you will see in the school's various halls. Several dates are offered throughout the year in Greenfield Hall, Miller Hall, Ades Performance Space and Neidorff-Karpati Hall. If you are unsure whether the performance you are planning qualifies as a Student Project or Student Recital, please speak with Nolan Robertson, Dean of Performance Operations, in room 304 for more information.

16) WHAT IF I NEED A HARPSICHORD?

A harpsichord may **only** be used in recitals taking place in **Greenfield Hall** or **Pforzheimer Hall**. Students who plan to use a harpsichord in their recitals should contact the Harpsichord Studio Manager, Jocelyn Stewart (jocelynron@aol.com), to make arrangements **no later than one month prior to your recital**.

Please note that the use of a Harpsichord is not guaranteed as there are many other MSM events and rehearsals that use them so please plan ahead if you wish to use a Harpsichord for your recital.

17) DOES MSM PROVIDE AUDIO VISUAL OR ELECTRONIC EQUIPMENT FOR MY RECITAL?

Students are allowed access to the stereo playback equipment that is built in to a hall. Please note that equipment availability varies by performance venue. House Staff can provide access to this equipment, but cannot assist in operating the equipment. Performers should make those arrangements independently.

Students are permitted to incorporate their own laptops, MP3 players and other electronic equipment for use in their recital; however, **MSM does not provide this equipment**. Students must coordinate with the Scheduling Department to ensure they have enough time to set up and break down their equipment before and after their recital.

Student recitals receive basic technical support from the Production Department. If your technical support needs exceed the level of support provided, please be aware that the responsibility for acquiring and operating any additional equipment will fall to the student.

18) HOW CAN I HAVE MY RECITAL RECORDED?

For All Required Graduation Recitals*:

MSM's Recording Arts Department offers one stereo audio recording to all students giving a Required Graduation Recital. When signing up for this recording, students may also elect to upgrade to a recording package that includes HD video recording, live streaming, or multi-mic recording, depending on the recital venue. These upgrades may incur additional fees.

To schedule your recital recording, fill out the Recital Recording Request Form and submit it directly to the Recording Arts Office in Room 312 no later than one month prior to the recital date. Failure to turn in the Recital Recording Request Form may result in the recital not being recorded.

***PLEASE NOTE:** Majors that require more than one Required recital (ex. Collaborative Piano or DMA) may select one recital during their degree program that counts as the included Stereo Audio Recording for no fee. Additional recital recordings will be charged at the normal rates.

For All Other Recitals (Non-Required, BM Junior Voice):

Fill out and submit the Recital Recording Request Form along with the applicable recording fee directly to the Recording Arts Office in Room 312 at least one month prior to the recital date. Students are strongly urged to request a recital recording as soon as you receive your Recital Confirmation Packet as recording services for Non-Required recitals are available on a first come, first served basis. Requests received less than one month prior to the recital may incur a \$70 late fee.

MSM Audio Recording Policy:

All concerts, events and student recitals at MSM are audio-recorded by the Myers Recording Studio facility and its staff only. Personal audio recording is strictly prohibited. Violation of this policy will result in school sanctions.

19) CAN MY RECITAL BE VIDEO RECORDED?

Yes, HD Video Recording is offered by the Recording Arts Department in Greenfield Hall, Miller Recital Hall and Mikowsky Recital Hall. Students may also elect to personally video record a student recital in any venue using a single camera on a tripod or a smartphone/tablet. Personal video recording of student recitals must be done in accordance with the **Equipment & Venue Policies** and **Personal Use Terms of Agreement** outlined in the Recital Confirmation Packet.

20) WHAT IF I CANNOT GIVE MY RECITAL ON THE DATE I'M ASSIGNED?

Please come to the Scheduling Office as soon as possible. We will do our best to reschedule your recital, but due to limited hall availability we cannot guarantee another date. If you wish to change or cancel a confirmed recital, you must complete a General Petition Form which can be found in the Registrar's Office. This form must be signed by your teacher, department chair, manager of scheduling, and registrar; and if approved by the registrar's office your recital may be rescheduled.

21) WHAT ARE THE CONSEQUENCES OF NOT MEETING THE APPROPRIATE DEADLINES?

If we have not received a completed Recital Confirmation Packet at least 1 month before your recital date, the Scheduling Office may revoke recital resources. Pending the confirmation of your Recital Confirmation Packet, the Scheduling Office may revoke a student's rights to printed programs, recital recordings, staffing, and recital venue. If a student has not submitted the Recital Confirmation Packet within 1 month of their recital, the Scheduling Office may move the recital to a different venue depending on availability.

22) WHAT IF I DO NOT FULFILL MY RECITAL REQUIREMENT BY THE REQUIRED DATE?

If a student does not complete their recital requirement they will not graduate during the current semester and may have their right to walk at graduation revoked. A student who does not complete their recital requirement must register for the following semester classes in order to complete their recital requirement and graduate.

If you are unable to complete your recital requirement due to a personal or medical emergency, please contact the Registrar's Office as soon as possible.