



# GREENFIELD HALL CONFIRMATION PACKET

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

<b>NAME:</b>		<b>STUDENT ID:</b>
<b>MSM EMAIL ADDRESS:</b> @msmnyc.edu		<b>PHONE:</b>
<b>INSTRUMENT/VOICE TYPE:</b>		<b>DEGREE:</b>
<b>MAJOR TEACHER:</b>		<b>DEPARTMENT CHAIR:</b>
<b>RECITAL IS:</b> <input type="checkbox"/> Required <input type="checkbox"/> Non-Required		<b>DATE OF RECITAL:</b>
<b>START TIME OF RECITAL:</b>		<b>END TIME OF RECITAL:</b>

## Stage Setup:

<b>Piano Selection:</b> <input type="checkbox"/> 9' Steinway Model D (Hamburg) <input type="checkbox"/> 9' Steinway Model D (Keene) <input type="checkbox"/> Both Pianos		
<b>Equipment:</b>	<b>How many?</b>	<b>Notes or Special Instructions:</b>
Music Stands?		
Chairs for performers?		
Bass stool?		
Harpichord?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If you plan to use a harpsichord:</b> Contact Jocelyn Stewart – <a href="mailto:jocelynron@aol.com">jocelynron@aol.com</a> or (917) 693-6487 <ul style="list-style-type: none"> <li>2 months before your recital date to request permission and confirm instrument availability.</li> <li>1 month before your recital date to schedule tuning for your recital and rehearsals.</li> </ul>		
<b>Please note the MSM Jazz Office and Production Department cannot provide a drum set or amps for your recital. Students should plan to bring their own equipment.</b>		

## Additional Information:

How many audience members do you expect to attend your recital?	
Does any of your repertoire call for pre-recorded or live electronics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any of your repertoire require piano preparation? <i>(use of piano other than pressing keys with fingers and pedals with feet)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Yes to either of the questions above, please provide more detail below:</b>	

\_\_\_\_\_

Student's Signature/Date

\_\_\_\_\_

Scheduling Office Signature/Date



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<b>DATE OF RECITAL:</b>	<b>RECITAL IS:</b> <input type="checkbox"/> Required <input type="checkbox"/> Non-required		
<b>START TIME OF RECITAL:</b>	<b>END TIME OF RECITAL:</b>		

## Printed Recital Program

All recital programs (required and non-required) will be printed by the MSM Recital Program Office. House Staff will deliver programs to your recital unless your recital is off-campus. For off-campus recitals programs must be picked up in the Scheduling Office.

You are responsible for planning your program to ensure that time limits are met. Please complete the Online Repertoire Form found on your [student portal](#) in the right hand "Special Links" column.

## Recital Duration Limits

There are specific time limits for required recitals, based on degree:

Junior Voice Recital: **30 minutes**

All other degrees: (BM, MM, PS, AD, DMA): **90 minutes**

\*All non-required recitals are **90 minutes**.

## MSM Audio & Video Recording Policy

All concerts, events, and student recitals at MSM are audio-recorded by the Distance Learning and Recording Arts Department only. Personal audio recording is strictly prohibited. Violation of this policy will result in school sanctions. The Distance Learning and Recording Arts Department offers audio recording in all recital venues and HD video recording for student recitals that take place in 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** listed on Page 3.

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*I, the student, confirm my recital for the above date, time, and location. I have read the recital confirmation packet and understand the policies and procedures set forth by the Distance Learning and Recording Arts Department on page 3. I understand that my program must be produced by the MSM Recital Program Office, as per the student recital program guidelines. I understand that failure to submit my paperwork no later than one month before my recital may result in revoking of recital privileges (printed programs, venue, staffing, etc.). I confirm that my Private Lesson teacher and Department Chairperson have approved my repertoire.*

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Private Lesson Teacher Signature/Date

\_\_\_\_\_  
Chairperson Signature/Date

\_\_\_\_\_  
Scheduling Office Signature/Date

\*Please note: Teachers and Department Chairs may email the Scheduling Office to approve of a recital\*

MSM's Distance Learning and Recording Arts Department provides professional audio and video recording services for nearly 400 MSM student recitals each year. All students giving their final, **Required Graduation Recital\*** receive a Standard Stereo Audio Recording for no fee and may elect to add recording upgrades such as a multi-microphone setup, HD video recording, or live video streaming for additional fees when signing up.

For any recital (Required or Non-Required), students must sign up for recording services by submitting a **Recital Recording Request Form** to the Recording Arts Office in Room 312 no later than one month prior to the scheduled recital. The form is available in the Recording Arts Office or online at [www.msmnyc.edu/campus/recording/student-recital-recording](http://www.msmnyc.edu/campus/recording/student-recital-recording).

*Listed below are the institutional policies regarding audio and video recording of MSM student recitals. By signing and submitting the **Recital Confirmation Packet**, students agree to comply with all policies stated herein:*

### **MSM Audio Recording Policy**

All concerts, events, and student recitals at MSM are audio-recorded by the Distance Learning and Recording Arts Department. **Personal audio recording is strictly prohibited.** Violation of this policy will result in school sanctions.

### **MSM Video Recording Policy**

Students can use the services of MSM's Recording Arts Department to professionally video record recitals that occur in Greenfield Hall, Miller Recital Hall and Mikowsky Recital Hall, or, elect to personally video record an MSM 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 following policies:

### **Equipment & Venue Policies**

1. Video recording and/or photographic equipment is limited to one camera and one tripod at maximum. All recording equipment must be contained to one tripod or hand-held device.
2. Personal use of audio recording equipment such as microphones on stands, mixers or laptop computers is strictly prohibited.
3. Real-time streaming or broadcast of any performance is strictly prohibited.
4. Flash photography is strictly prohibited.

### **Personal Use Terms of Agreement**

1. Manhattan School of Music hereby grants the above-named applicant a limited, non-exclusive, non-transferable, non-assignable, royalty-free license to video record the student recital set forth in the Recital Confirmation Packet solely for the personal use of the applicant, to the extent MSM holds such right subject to grant.
2. The applicant agrees not to duplicate, sell or distribute said video recording for premium or commercial purposes now or at any future date, on any form now or later known or developed, collectively termed "Media" (i.e. photography, print media/advertisement, video media, DVD, Blu-ray, film, television, video game, cell phone, computer storage/memory, the World Wide Web, or otherwise on the Internet, Extranet or Intranet). The applicant further agrees that the video recording will not be used for any litigation purpose.
3. The personal use of recorded student recital video material is limited to the following:
  - a. The reproduction by the applicant for use as submission material when applying for educational grants and/or programs of study.
  - b. The posting of recorded material for promotional use only to personal websites and/or social media websites such as, but not limited to, YouTube, Vimeo, Facebook and/or Twitter, or other similar media to the extent later known or developed.
4. The applicant must confirm that he or she is authorized by the proper U.S. Copyright and/or performing rights organization (ASCAP, BMI, SESAC) to publicly distribute the recorded material.
5. The applicant agrees to secure performance release agreement(s) from all musicians performing in the recorded student recital prior to any form of public distribution.
6. The applicant releases Manhattan School of Music and its affiliated entities, and the employees and agents of each institution from any and all claims that the applicant has or that the applicant may have in the future that in any way arise from or have any connection with the recording, broadcast, taping, or other exhibition of the contents of the video recording including, without limitation, any claim for defamation or invasion of privacy.
7. Manhattan School of Music assumes no responsibility for infringement of property rights or copyright.

**\*PLEASE NOTE:** *Majors that require more than one Required recital (ex. Accompanying or DMA) must select one recital during the degree program that will count as the Stereo Audio Recording for No Fee. Additional recital recordings will be charged at the normal rates.*

# Recital Confirmation Packet

## Greenfield Hall

### STUDENT RECITAL DEADLINES

The What, When and Where of Scheduling Your Recital

<i><b>What?</b></i>	<i><b>When?</b></i>	<i><b>Where?</b></i>	<i><b>Done?</b></i>
Submit Recital Repertoire Form	No later than 1 month before your recital	<a href="#">Student Portal</a>	<input type="checkbox"/>
Submit Confirmation Packet, signed and completed	No later than 1 month before your recital	Scheduling Office	<input type="checkbox"/>
Submit Recording Request Form	No later than 1 month before your recital	Recording Office	<input type="checkbox"/>
Schedule your dress rehearsal*	After you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Schedule a reception ( <i>optional</i> )	After you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Programs will be Delivered for you by House Staff	On the Day of your Recital	At Your Recital Venue	<input type="checkbox"/>
Turn in program to the Registrar's Office ( <i>required recitals only</i> )	After your recital	Registrar's Office	<input type="checkbox"/>

*\* Dress rehearsals are not guaranteed. Please turn in your Confirmation Packet as early as possible for a better chance at receiving a time that works for you.*

**Failure to meet the above deadlines may result in  
revocation of recital resources.  
Please submit your paperwork on time!**