

Frost School of Music
Recital Handbook

<i>RECITAL OVERVIEW</i>	<p>The following basic services are provided for student recitals:</p> <ul style="list-style-type: none"> • Piano • Chairs and music stands • 70 programs typed and printed • Listing in Frost School of Music Calendar • Listing in University Web Calendar • Usher(s) to manage BASIC lighting and handle stage moves • Use of Green Room prior to performance
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TIMELINE REMINDERS

When	What	Where
When reserving date	Payment of \$60 (\$30 refundable) and payment of Recording/Sound Fees	Concert Hall Office
4 weeks before	Submit Recital/Concert Program Information	Concert Hall Office
3 weeks before	Proof read program	Concert Hall Office
2 weeks before	Submit stage diagrams	Concert Hall Office
After recital	Pick up recording	Concert Hall Office
After recital	Pick up refundable deposit	Concert Hall Office

Frost School of Music
Recital Handbook

SCHEDULING

Required recitals for the Fall and Spring Semesters may be scheduled beginning in the Spring Semester of the previous academic year. REQUIRED recitals must take place in either Gusman Hall or Clarke Recital Halls. Elective recitals must be held off-campus.

All student recitals must be approved by the respective studio teacher and cleared through the Manager of Concert Halls.

For required recitals in a Frost School of Music facility, the student must contact the Manager of Concert Halls to determine whether the selected recital and rehearsal dates are available. If the dates are available, the selected date will be penciled in for a maximum of 3 days. During this three-day period, the student must contact the studio teacher, the accompanist, other musicians that may be needed in the recital, and members of the student's family to ensure that the dates are acceptable to all. For recitals held outside School of Music facilities, the student must contact the appropriate person and follow their required reservation procedures. Graduate Students must list their committee members on the form and obtain approval and signature from the Dean of Graduate Studies office during this three-day period as well.

Along with the request form, a \$60.00 deposit must be submitted. The deposit will be forfeited in the event of a cancellation. After the recital, \$30.00 will be returned to the student; the other \$30.00 will be used to cover the cost of programs and staff.

FORMS

Request for Student Recital Date

The student must complete the blue form, *Request for Student Recital Date*, including the signature of the studio teacher, and return it by the end of the third day. On the fourth day, the requested date **will be released**.

Recital Program Information Form

The student must complete the *Recital Program Information Form* and bring it to the Manager's office at least FOUR weeks prior to their performance. It must be signed by the studio teacher.

Recital Program Information Forms will not be accepted without the studio teacher's signature or without the composers' dates of birth and death. If the composer is still living, the year of birth and date of the composition is required.

Frost School of Music
Recital Handbook

Program notes will not be provided. The typesetting, reproduction, and distribution of program notes and acknowledgements are the responsibility of the student.

Stage Diagrams for Recital

This information is used by the Concert Hall Office to provide facilities and stage managers with accurate information to best facilitate your performance needs. It is imperative that we receive this information from you by the deadline in order to schedule resources for the Hall. Please make a clear diagram of your stage setup on the provided form.

**RECORDING &
SOUND**

All recitals scheduled in Gusman Concert Hall or Clarke Recital Hall must be recorded by the Frost School of Music Recording Services Department. Selection of Sound/Recording package and payment must be made at the time the recital is scheduled. Sound/Recording Packages are as follows:

Package	Description	Recording	Sound Reinforcement	Price
1	Classical / Band	Stereo Pair, CD Copy Included	None	\$105.00
2	Classical / Band (with simple sound reinforcement)	Stereo Pair, CD Copy Included	Small sound system (including CD playback, wireless system, no mixer or speakers visible)	\$155.00
3	Classical / Band (with complex sound reinforcement)	Multiple mics, CD Copy Included	Large sound system (including monitor speakers, mixing position in audience, up to 2 wireless systems)	\$260.00
4	Jazz / MWP (Gusman or Clarke)	Multiple mics, CD Copy Included	Large sound system (including monitor speakers, mixing position in audience, up to 2 wireless systems)	\$260.00
5	Musical Theater (piano + 1 voice)	Stereo Pair, CD Copy Included	Small sound system (including a wireless system)	\$155.00
6	Musical Theater (more complex)	Multiple mics, CD Copy Included	Large sound system (including monitor speakers, mixing position in audience, up to 2 wireless systems)	\$260.00

Prices due not include Tax. Due to equipment limitations, Jazz Vocal (undergraduate) and MWP recitals are limited to Gusman Hall.

Frost School of Music
Recital Handbook

An Engineer will be assigned to your recital approximately 2 weeks prior to your event. The engineer will then contact the performer to discuss the specifics of the event.

PROGRAMS

Programs are prepared by the Concert Hall Office based on information from the *Recital Program Information Form* submitted by the performer FOUR weeks before the recital. All recitalists will have one opportunity to proof their program. No changes will be allowed after the final proofreading.

For required recitals held in Gusman or Clarke Halls, 70 copies will be provided at no additional charge (150 for conducting recitals). For elective, "off-campus" recitals, or additional program copies, there will be a charge of \$.10 per copy.

The performer is responsible for typing duplicating texts, translations and program notes, and is responsible for bringing them to the recital.

REHEARSALS

Rehearsal times are scheduled during the initial scheduling appointment. Rehearsals times are subject to availability and are scheduled for weekdays at the following times:

10AM – 12PM
2PM – 4PM

The performer must contact Gusman Concert Hall Office to gain access to the hall. The performer is responsible for setting up and clearing the stage after rehearsal, returning all chairs and stands backstage, covering pianos, and clearing debris. All food and drink (except water) is prohibited in the Halls. The hall must be cleared out in time to allow for the next rehearsal to begin on time.

NOTE: Failure to leave the hall in good condition may subject the student to the forfeiture of the deposit.

STAFF

The Concert Hall Office supplies staff for recitals as follows:

- Gusman Hall – 2 stage managers
- Clarke Hall – 1 stage manager

Stage managers will set stage, open and close stage door for performers, and bring programs to the hall. Recitalists must provide their own page turners. Stage Managers will not turn pages under any circumstance.

Frost School of Music
Recital Handbook

Stage managers are the only personnel authorized to provide BASIC concert lighting adjustment, which is set to pre-set levels.

NOTE: If special lighting is required, it must be requested at the Gusman Concert Hall Office at least TWO weeks in advance.

RECEPTIONS

No food or drinks are permitted inside. All receptions must be held outside Gusman and Clarke Halls. No Alcoholic beverages may be served.

A kitchen is available for use in Clarke Recital Hall. A \$50 deposit is required and prior arrangements must be made at the Gusman Concert Hall Office. The stage manager will open the door to the kitchen and it is the responsibility of the performer to remove all food and beverage stored in the refrigerator.

NOTE: Failure to leave the kitchen in good condition may subject the student to the forfeiture of the deposit.

CANCELLATIONS

It is the student's responsibility to cancel any recital scheduled through the Concert Hall Office by completing a "Cancellation Form". A recital is not cancelled until the request is signed by the student's teacher and then approved by the Director of Concert Halls.

Inadequate preparation, problems with assisting artists, or conflicts with other performing engagements ARE NOT considered ADEQUATE reasons for CANCELLATION.

Student recitals cancelled for any reason other than documented serious illness or death in the family may not be rescheduled in the same semester within the Frost School of Music facilities.

In the case of cancellation at any time after the recital date is finalized, the deposit will be forfeited in full.

Frost School of Music
Recital Handbook

CONCERT HALL OFFICE CONTACT INFORMATION:

Director of Concert Halls

Felipe Oliveira

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E-mail: foliveira@miami.edu

Director of Recording Services

Paul Griffith

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Mailing Address:

Gusman Concert Hall

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