

DEPARTMENT OF  
**MUSIC**  
AT PRINCETON

**Policies and Procedures for Student Performances**

**PLEASE NOTE:** All students enrolled in the Program in Performance and the Music Major are expected to read, understand, and follow the policies and procedures outlined in this document. Receipt of this document constitutes acknowledgment of all requirements contained herein. While faculty and staff will strive to assist students in meeting these deadlines and requirements as much as possible, there should be no expectation that anything contained in the document will be reiterated by faculty or staff members.

**CONCERT OFFICE CONTACTS:**

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**I. ELIGIBILITY FOR USE OF TAPLIN AUDITORIUM**

- **PROGRAM IN PERFORMANCE (PIP) RECITALS:** Music Department policy allows undergraduates in the Program in Performance to book Taplin Auditorium in Fine Hall for a recital during their senior and junior years.
  - Seniors may book their recital dates for the Fall or Spring semester beginning in the summer prior to their senior year.
  - After the second week of classes, remaining dates are made available for junior recitals and non-Program in Performance uses.
  - Dates are assigned on a first-come, first-served basis until all available dates are booked.

**Seniors who do not book a recital date by the end of the second week of classes in the Fall run the risk of all available dates filling up, and may be putting the completion of their Certificate program requirements in jeopardy.**

- **OTHER USES:** Requests for non-Program in Performance recitals, including senior thesis performances, will be considered on a case-by-case basis.
  - Please submit as much detail about such requests to the Production Manager as early as possible, including a list of possible dates for the performance, the name of your faculty sponsor, your project budget, and your assigned chartstring (account number) if funding for the project has already been approved.
  - Your budget must account for the following costs for any performance in Taplin Auditorium: Usher (\$50); program printing (approx. \$100); piano tuning, if applicable (\$127 for weekend; \$98 for weekday). *A meeting with the Production Manager to go over your project budget is required.*
  - If an available date can be found for the performance, the Production Manager will seek approval for your event from the Department Chair. Chair approval is required for non-Program in Performance events.
  - Please note that non-PIP recitals are not guaranteed a date in Taplin Auditorium.

## II. PERFORMANCES IN OTHER VENUES

A special meeting with the Production Manager is required in order to schedule an event at a venue outside of Taplin Auditorium or Woolworth. Please note that for any Music Department-sponsored event (PIP recitals, thesis performances, etc.), **you must follow the procedures outlined here regardless of the venue. This is particularly important to ensure that another Music Department event is not scheduled at the same time as your performance.** *The Music Department may not be able to provide marketing and/or production support to events that are not scheduled and produced following these guidelines.*

## III. IMPORTANT DATES

- **SUMMER PRIOR TO SENIOR YEAR, OR BEFORE END OF SECOND WEEK OF CLASSES:** Seniors should submit date requests for their Program in Performance Recital for priority booking of the hall.
- **FIRST DAY OF THIRD WEEK OF CLASSES:** Junior recitals and other events will begin to be confirmed; requests for these events may be submitted anytime.
- **EIGHT WEEKS PRIOR TO RECITAL:** If you are interested in publicity beyond the standard services provided by the Concert Office (see section V), set up a meeting with the Marketing & Outreach Manager.
- **SIX WEEKS PRIOR TO RECITAL**
  - Finalize your program with your studio instructor.
  - For events in Taplin Auditorium, book a **dress rehearsal** block with the Production Manager. Two to three-hour blocks are available between 9am and 5pm, Monday through Friday, depending on the availability of the hall. *Please note that due to the more extensive setup involved, jazz recital sound checks are automatically booked on the day of your recital for two hours beginning 3.5 hours before your recital time.*
- **FOUR WEEKS PRIOR TO RECITAL, OR THE 15<sup>th</sup> DAY OF THE MONTH BEFORE YOUR RECITAL, WHICHEVER IS EARLIER**
  - Submit your **recital program** and performer bios to the Production Manager, Marketing & Outreach Manager, and the appropriate Program in Performance Director for approval.
  - Inform the Production Manager of any special needs for your recital (amplification, playback, percussion or other instruments that need to be moved to the hall, etc.)
  - Contact the Marketing & Outreach Manager if you need assistance with poster design (see section V below).
- **THREE WEEKS PRIOR TO RECITAL:** Deadline for submitting your **poster design** to the Marketing & Outreach Manager for approval. Unapproved posters may be removed.
- **ONE WEEK PRIOR TO RECITAL:** Finalize your **program notes** and make arrangements with Cindy Masterson in the Music Department Office to make copies.
- **DAY OF RECITAL:** You will have access to the hall to warm-up for one hour, beginning 90 minutes before your recital time. Your warm-up must end a half-hour prior to the recital so that the hall can be opened to the public.

#### IV. BOOKING A DATE

A list of available dates will be sent to rising seniors each summer. Once this list is sent, recital dates are booked in the order requests are received. Please email the Music Department's Production Manager to request a date. We recommend sending a preferred date and one or two alternate possibilities in case your preferred date is no longer available. The Production Manager will email you back to confirm your recital date.

**Once your date is booked, it is considered final and cannot be changed** unless extraordinary circumstances arise. As such, please consider the following before making your date request:

- Availability of your studio instructor and other musicians participating in your recital (accompanists, etc.)
- Availability of family and friends from out of town to travel to Princeton on the dates you request
- Other commitments and responsibilities (academic or otherwise) that exist or might arise on the date of your recital and in the weeks prior
- Availability of instruments and equipment you may need to borrow from the Department or University ensembles for your recital – please confirm availability of such equipment with the Production Manager.

*Confirmed recital dates will not be changed for any reason without the written approval of the appropriate Program in Performance Director (Michael Pratt for classical instrumental recitals except piano, Gabriel Crouch for classical voice & piano recitals, Rudresh Mahanthappa for jazz recitals).*

Please note that in the interest of maximizing the attendance at all events, the Music Department does not schedule more than one event during the same time, even if they are in different venues.

#### V. MARKETING AND PROMOTION

The Concert Office provides marketing and promotion support for student recitals as follows:

- **POSTERS:** Students are encouraged to produce a poster to advertise their performance on campus. The Concert Office can print 20 color copies of posters for senior PIP recitals only (8.5x11 inches with 1/4 inch margins). All other students and ensembles (and seniors who wish to print larger posters or a greater quantity) are responsible for their own printing.
  - The design **must include the Music Department logo** (<http://bit.ly/1yifMGx>)
  - The poster must include proper name of venue (e.g. Taplin Auditorium in Fine Hall), name and instrument of all performers, basic program information, ticket information.
  - The design **must be approved** by the Marketing & Outreach Manager no later than three weeks before the concert.
  - If you need assistance with poster design, you must contact the Marketing & Outreach Manager at least four weeks in advance of concert.
  - Posters that do not follow the above guidelines may be removed.
- **TV SLIDES:** A TV slide may be created for any student performance for display in the Woolworth Center lobby. The slide should be emailed to the Marketing & Outreach Manager and must meet these guidelines:

- High-resolution (at least 300 dpi)
- JPEG or PDF file
- Ideal size is 16x9 inches
- Must include the Music Department logo (<http://bit.ly/1yifMGx>)

- **PUBLICITY AND PROMOTION**

- Student recitals will be listed on the Department website calendar, University public events calendar, Twitter and Facebook pages where appropriate, submitted for University calendar featured events, and included in the Department's monthly e-calendar.
- Students who would like to pursue further publicity efforts (such as preparing a press release) may schedule a meeting with the Marketing & Outreach Manager at least six weeks before concert date to discuss ways they can promote their recital on their own. **Any performance presented under the auspices of the Department of Music cannot be publicized off campus without approval.**

## VI. PRODUCTION

Per the timeline above, your recital details are due to the Production Manager no later than four weeks before your recital date. It is assumed that your recital will utilize the Taplin Auditorium piano (for accompaniment for non-piano students), and your instrument. You should indicate any additional instruments involved in your recital in your program text. Harpsichords, percussion, and other large instruments require special arrangements to be made for delivery. Please email the Production Manager about these needs as soon as possible.

*Please note that any under-the-lid piano must be approved by the Department Chair (the Production Manager will submit your request to the Chair once you send the form).*

Pieces that call for amplification or playback are fine, but you must email the Production Manager with the details for these pieces when you send your program text. The Production Manager will contact you to set up a production meeting if needed.

## VII. PROGRAM

Your program text must be submitted no later than four weeks prior to your recital date or the 15<sup>th</sup> day of the month before your recital, whichever is earlier, to the Production Manager, the Marketing & Outreach Manager, and the appropriate Program in Performance Director for approval (Michael Pratt for classical instrumental recitals except piano, Gabriel Crouch for classical voice & piano recitals, Rudresh Mahanthappa for jazz recitals).

Please submit the program text in a left-justified word document, using the following formats:

**For classical programs:**

COMPOSER  
 (composer's dates)  
*Name of Piece*, Op./cat.# (if applicable)  
 Listing  
 Of  
 Movements

Other performer(s), *Instrument*  
 Estimated duration (by movement)

Example:

ROBERT SCHUMANN  
 (1810-1856)  
*Märchenbilder*, Op. 113  
 Nicht schnell  
 Lebhaft  
 Rasch  
 Langsam  
 Albert Einstein, *Piano*  
 Durations: 3 – 4 – 3 – 5 minutes

**For jazz programs:**  
Title of Piece  
Composer  
Arranger (if applicable)  
Estimated duration

Example:  
Duke Ellington's Sound of Love  
Charles Mingus  
arr. Jack Walrath  
Duration: 12 minutes

*Encores:*

If there will be an encore or encores, please include the same information for each (in a clearly labeled "encore" section of the document so that they are not printed in the program).

*Artist Bios:*

Please also include a bio of yourself and each performer appearing on the recital. Your bio should be about 200 words; additional performers bios may be shorter. Please include any Princeton students or alumni's class years in their biographies (ex. "Bob Smith '94 is an accomplished pianist...").

Send all program information in a word document to the Production Manager, Marketing & Outreach Manager, and the appropriate Program in Performance Director, at least four weeks prior to your recital.

## **VIII. PROGRAM NOTES FOR PROGRAM IN PERFORMANCE SENIOR RECITALS**

You are required to write program notes for each piece on your senior recital (singers must include song texts and translations in the program notes). You are responsible for contacting Cindy Masterson in the Music Department Office to arrange a time for you to come in and make copies of your program notes. You must bring these copies to your recital for distribution.

**Please note that program notes are a requirement for completion of the Program in Performance Certificate. If your program notes are not completed and printed for distribution at your recital, you may be putting completion of your Certificate in jeopardy.**

## **IX. RECORDING**

All Senior Program in Performance Recitals and Senior thesis performances are audio recorded by the Music Department's Audio Specialist. Junior recitals are not recorded by the Department, but you are welcome to make your own arrangements with a recordist. A list of recommended recordists is available upon request. Any non-Department staff members recording your recital must bring all of their own equipment and must set up and break down within the time allotted to you in the hall.

The Music Department does not video record recitals, but you are welcome to make your own arrangements for the recital to be video recorded. Cameras must be set up behind the last row of seats, leaving at least a three-foot passage between the camera/tripod and the wall. No cords may be run across the aisle (there is a receptacle outlet available that does not create a tripping hazard). For recitals that are being audio recorded by Department personnel, an audio feed for the camera can be provided with advance notice.

## X. LIVE STREAMING

All public performances in Taplin Auditorium are live-streamed via Kaltura at <http://bc.princeton.edu/live/taplin/>. If you do not want your performance to be streamed, please inform the Production Manager.

## XI. RECEPTIONS

You are welcome to arrange a reception following your performance. There are two tables in the ground floor lobby of Fine Hall that you can use to set up food and drinks. Most students (or parents) arrange to bring food and drink for the reception on their own, though you are welcome to hire caterers to do so if you wish. Please be conscious of the following policies and recommendations regarding receptions:

- **ALCOHOL POLICY:** Alcohol may not be served at the reception per the policy set forth by the Office of the Dean of Undergraduate Students.
- **DECORATIONS:** You may decorate the lobby as you wish for your reception, keeping in mind that all decorations must be removed before you leave that evening. **Please note that no open flames (candles/etc.) are permitted.**
- **CLEAN-UP:** You are responsible for cleaning up the Fine Hall lobby following your reception. There is one garbage can in the lobby. **If the garbage can is full, do not leave items on the floor next to it.** Anything that cannot fit in the garbage can may be taken to the dumpster behind the building.
- **SECURITY:** While it has rarely been an issue, there have been incidents in the past where people came in and helped themselves to food while the recital was in progress. If the reception is to be setup before or during the recital, we recommend buying a few extra paper tablecloths to cover everything while people are inside the recital. If you are able to find someone to sit and watch over the reception during the recital, that is ideal. The Music Department is unable to provide such a service.