

DEPARTMENT OF
MUSIC
AT PRINCETON

Policies and Procedures for Student Recitals and Thesis Performances

PLEASE NOTE: All students enrolled in the Program in Performance (PIP) 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.

PROGRAM IN PERFORMANCE (PIP)
GENERAL QUESTIONS/REQUIREMENTS/ETC.

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I. ELIGIBILITY FOR USE OF TAPLIN AUDITORIUM

- **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. Due to the demand on Taplin Auditorium's schedule, juniors are required to pair up with another junior and hold a joint recital.
 - 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 full 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 and your project budget.
 - 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.*
 - Please note that non-PIP performances are not guaranteed a date in Taplin Auditorium, though we will do our best to accommodate as many performances as possible. Please note that April and May are particularly busy, and the best opportunity for non-PIP performances is in March or earlier.

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 FULL WEEK OF CLASSES:** Seniors should submit date requests to the Office Assistant for their Program in Performance Recital for priority booking of the hall.
- **FIRST DAY OF THIRD FULL WEEK OF CLASSES:** Juniors may begin to request recital dates, if any are still available.
- **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 (i.e. 4-6pm for a 7:30pm recital).*

- **FOUR WEEKS PRIOR TO RECITAL, OR THE 15th DAY OF THE MONTH BEFORE YOUR RECITAL, WHICHEVER IS EARLIER**
 - Submit your **recital program** and **performer bios** to MusicPrograms@princeton.edu. This email will distribute the program information to the appropriate staff members.
 - 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 and printing. Unapproved posters may not be posted, and may be removed if found in Music Department spaces.
- **ONE WEEK PRIOR TO RECITAL:** Finalize your **program notes** and make arrangements with one of the Music Department Offices (2nd floor of Efron Music Building or 3rd floor of Woolworth) to make copies.
- **DAY OF RECITAL:** For classical instrument and voice recitals, you will have access to the hall to warm-up for one hour, beginning 90 minutes before your recital time (i.e. 6-7pm for a 7:30pm recital). Your warm-up must end a half-hour prior to the recital so that the hall can be opened to the public. Please remember to bring your program notes and give them to the Stage Manager or usher for distribution.
For Jazz recitals, your 2-hour soundcheck begins 3.5 hours before your recital time. Your soundcheck must end 1.5 hours before your recital time to give the crew an appropriate meal break and so that the hall can be opened to the public. Please remember to bring your program notes and give them to the Stage Manager or usher for distribution.

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 Office Assistant in the Efron Music Building (contact information on page 1 of this document) 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 Office Assistant 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 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 50 color copies of posters for senior PIP recitals only (11x17 inches). All other students and ensembles are responsible for their own printing.
 - Unless you feel comfortable with design software, please use the free online software **www.canva.com** to design your recital poster.
 - After making a free account on the site, click on the "custom dimensions" box on the upper right corner of the homepage. Set those dimensions to 17x11 inches (horizontal poster) or 11x17 (vertical poster).
 - Remember that your poster must include the following items:
 - The Music Dept logo (attached)
 - Proper name of venue, including both auditorium and hall (e.g. Taplin Auditorium, Fine Hall)
 - Full date (day of week, month, date, year)
 - Full name, class year, and instrument of all performers
 - Basic program information (can be just list of composers)
 - Ticket information. If tickets are free, the poster must specify: "Free, Unticketed."
 - The design **must be approved** by the Marketing & Outreach Manager no later than three weeks before the concert.
 - The **poster file must be submitted** to the Marketing & Outreach Manager
 - As a "PDF Print" and check the box "crops & bleeds." (this will be the file sent to the printer)
 - As a JPEG file (this will be the file displayed on the Woolworth lobby screen)
 - 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 file
- Ideal size is 16x9 inches

- 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, any special needs are due in writing to the Production Manager no later than four weeks before your recital date.

It is assumed that your recital will utilize your instrument and piano accompaniment, if applicable. You should indicate any additional instruments involved in your recital in your communication with the Production Manager. Harpsichords, percussion, and other large instruments require special arrangements to be made for delivery, and may require rental or moving fees, depending on instrument availability. These fees can often be covered by the Program in Performance, but arrangements must be made well in advance. Please email the Production Manager about any special needs needs you have as soon as possible.

Please note that any under-the-lid piano must be approved by the Department Chair. If your recital involves under-the-lid piano, please inform the Production Manager.

Pieces that call for amplification or playback are fine, but you must email the Assistant Production Manager with the details for these pieces. S/he will contact you to set up a production meeting if needed.

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VII. PROGRAM

Your program text must be submitted no later than four weeks prior to your recital date or the 15th day of the month before your recital, whichever is earlier, to MusicPrograms@princeton.edu.

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

*Please do not attempt to format your program layout. The Concert Office has specific guidelines and standards that it follows, and your program layout will be created professionally from the ***left-justified word document*** you submit.*

Programs not submitted following these guidelines will be returned to you for correction.

Encores:

If there will be an encore or encores, please include the same information for each (in a clearly labeled "encore" section of the ***left-justified word 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 ***left-justified word document*** to MusicPrograms@princeton.edu, at least four weeks prior to your recital or by the 15th day of

the month before your recital, whichever is earlier. Submitting before this deadline is greatly appreciated.

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 as well). You are responsible for contacting one of the Music Department Offices to arrange a time for you to come in and make copies of your program notes. The copies will not be made for you. 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 – you can ask the Stage Manager to show you where it is). The Department has a camera for students to borrow. Please contact Michael Langley, Technical Support Manager (langley@princeton.edu), and copy Bryan Logan on all Department Camera requests.

X. LIVE STREAMING

All public performances in Taplin Auditorium are live-streamed at <http://bc.princeton.edu/live/taplin/>. If you do not want your performance to be streamed, please inform the Assistant Production Manager ahead of time, or the Stage Manager on duty at your recital.

XI. RECEPTIONS

You are welcome to arrange a reception following your performance. There are tables on the 2nd 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 must be bagged and taken to the garbage cans 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.