



School of Music

Student Recital Reservation Form

Date submitted: _____

Type in highlighted fields.

Your Name: _____ UNF ID: N _____

E-mail: _____ Phone Number: _____

Instrument/Voice Category: _____ Applied Teacher: _____

Recital Date: ____ / ____ / ____ Time: _____ Room: (specify): _____

Degree Program: BM
 MM
 Performer's Certificate

Year (BM only): Freshman
 Sophomore
 Junior
 Senior

Will you need:

Piano* Yes No
Two pianos Yes No
Harpsichord Yes No
Organ (large) Yes No
Organ (portative) Yes No
Podium Yes No
Projector Yes No
PA equipment Yes No

Required for Degree: Yes
 No

Category: Solo Recital
 Chamber Recital
 Lecture-Recital
 Group
 Other (specify): _____

**Please note that works for prepared piano are no longer permitted.*

I have received a copy of the Concert and Recital Regulations and Policies and will perform my recital under the terms outlined.

Student's Signature: _____ Date: _____

Recital Committee Signatures: Recitals not required for degree program only need one signature.

Member #1 Signature: _____

Name (please print): _____ Date: _____

Member #2 Signature: _____

Name (please print): _____ Date: _____

Member #3 Signature: _____

Name (please print): _____ Date: _____

UNF School of Music

Student Recital Scheduling, Regulations and Policies

- I. **Performance Times *** (Please see updated times due to COVID-19 health and safety protocols on page 7 of the document)
- a. Standard Fine Arts Center performances held in rooms 1200, 1404, 1415, 1420, etc.
 - i. Monday-Wednesday: 5:30 p.m. or 8 p.m.
 - ii. Thursday: 8 p.m.
 - iii. Friday: 3 p.m., 5:30 p.m. or 8 p.m.
 - iv. Saturday/Sunday: 10 a.m. (Saturday only), 12:30 p.m., 3 p.m., 5:30 p.m., or 8 p.m.
 - v. Each performer gets 60 minutes of warm-up and/or set-up time in the Recital Hall before the start of their recital.*
 - vi. A dress rehearsal for up to 1.5 hours may be scheduled two months before the recital, unless it is within the first week of the semester.*
 - b. Recitals outside the Fine Arts Center must be approved by applied teacher and School of Music Director.*

***See COVID-19 Restrictions on page 6.**

II. **Schedule and Confirm Recital Date**

- a. Send an email to schoolofmusic@unf.edu with **a minimum of 3 dates** on which you, your accompanist/ensemble, and your teacher are available. The office will indicate which dates and rooms are available.
- b. Obtain approval of date, time, and location from all required parties by completing the required **Student Recital Reservation Form**.
- c. To confirm your recital date, submit the Student Recital Reservation Form with *all required signatures* (use digital signatures) to Courtney Diaz at least 2 weeks prior to your recital.
- d. Non-required recitals can be scheduled after September for Fall semester or January for Spring semester.
- e. All registered recitals (Junior (opt.), Senior, MM) will receive a grade of P (Pass), F (Fail), or I (Incomplete).

III. **Recital Program**

- a. Program printing requires:
 1. A copy of your program signed by your applied teacher with formatting that matches the attached template from your pre-recital jury is required for final booking.
 2. Send an electronic copy of your program (Word document) to schoolofmusic@unf.edu.

IV. **Pre-Recital Juries**

- a. Three weeks before recital date, students must present three typed, hard copies of the intended program to the adjudicators (recital committee members) and perform their recital program as required by their applied teacher.
 - i. The program must follow the template provided by the School of Music.
- b. If a student does not pass the pre-recital jury, arrangements will be made to reschedule both the hearing and recital.

V. Venues/Equipment in the Fine Arts Center

- a. Recital Hall (Room 1200), 180-seat capacity
 - i. 1 Steinway D (9ft. - LOCKED), organ, harpsichord, digital organ/portative organ (LOCKED).
 - ii. Computer, projector, internet access
 - iii. Chairs and stands in hallway closet (LOCKED)
- b. Choir Room (Room 1404)
 - i. 1 Steinway C (7.5-foot), 1 Yamaha (9-foot), chairs and stands (upon request)
 - ii. Students are responsible for setting up extra audience chairs on risers as needed
- b. Band/Orchestra Room (1420)
 - i. Yamaha C7X (7.5-foot), chairs and stands
 - ii. Projector, internet access
 - iii. Students are responsible for setting up and striking chairs for the audience
- c. The overall availability of pianos may depend on other scheduled events. To ensure a specific piano is absolutely necessary, check with Dr. Bennett (45/2409).
- d. Students are responsible for coordinating with a committee member for the locking/unlocking of the Recital Hall (and the unlocking/locking of the piano in the Recital Hall. Faculty without keys should see Dr. Bennett)
- e. Students are responsible for setting/striking the stage in all rooms. The stage should be restored to its original state immediately following your recital.
- f. **PA System:**
 - i. Students are welcome to use the PA system for recitals with the following guidelines:
 - ii. Recital date must first be cleared by Professor Dennis Marks.
 - iii. Your applied teacher is responsible for providing access to the system and ensuring it is used in a safe and appropriate manner. Applied teachers are responsible for returning the components to the storage room in 1415.
 - iv. Those without key access must make arrangements with UPD (904-620-2800) to secure the PA system to its proper location.
- g. Should any damage occur to the space or any equipment during your recital, set-up, or tear-down, you will be held responsible and liable for all repair/replacement required.

VI. Recital Length*

	<u>Minimum</u>	<u>Maximum</u>
Junior Recital (non-required)	25 mins.	55 mins.
Junior Recital (required)	45 mins.	55 mins.
Senior Recital	50 mins.	60 mins.
Performer's Certificate	50 mins.	65 mins.
Master's Recital	50 mins.	65 mins.

Please note that the timings above represent actual performing times and do not include breaks, intermissions (no longer than 10 minutes), etc. All recitalists performing in a standard Fine Arts Center timing (See I.a.) must complete performance, strike the stage, and clear out of stage/green room within 90 minutes.

***See COVID-19 Restrictions on page 6.**

VII. Programs

- a. See attached program template. **Programs for required and non-required recitals must be approved by the School of Music Marketing Coordinator prior to printing.**
- b. The student is responsible for picking up printed programs from the School of Music office during business hours.
- c. School of Music regulations prohibit posting programs and/or posters on walls/doors using any material but tape. Please do not post recital posters on windows, ceilings, floors, or in restrooms.
 - i. To display a recital poster within the School of Music, bring a copy to the office for approval.
 - ii. Following the recital, students are responsible for removing all related posters.
- e. The School of Music prints recital programs (60 copies) for **senior recitals only**. In-house printing for non-senior recital programs is not allowed.
- f. Voice students are responsible for printing their own text translations.

VIII. Receptions (See COVID-19 protocols below)

- a. Serving refreshments is permitted in the lobby (or in Room 1404 if recital is booked in the Choir Room) following your recital.
- b. University regulations require that food be pre-packaged or store bought (no home-baked goods, etc.). Trays from Sam's, Publix, Costco, etc. are allowed.
- c. Absolutely NO alcohol can be served or sold on campus unless you hire Chartwells Catering.
- d. Chartwells requires at least seven days' notice prior to the event. They can be contacted at 904-620-3888 or catering@unf.edu.

IX. Miscellaneous

- a. Piano/keyboard needs
 - i. Any lid removal must be coordinated through Dr. Bennett.
 - ii. Any prepared piano must have prior approval from Dr. Bennett.
 - iii. Use of the digital harpsichord/organ/celesta must be reserved through Dr. Bennett or Dr. Hines.
 - iv. Use of the organ in the Recital Hall must be coordinated through Dr. Hines.
- b. **Encores are not allowed at student recitals.**
- c. All performers must wear appropriate attire.
- d. **Postponed recitals** will need approval of faculty and Courtney Diaz.
 - i. If a student does not perform a recital in the semester registered, the faculty must award a grade of an "I" (Incomplete) and is responsible for updating the grade in *MyWings* once the recital is given.

Important Reminders

1. Non-required recitals are not allowed beyond Week 10 in the Spring semester.
2. Room 1420 is recommended for MM lecture-recitals.
3. Summer recitals may only be presented with advanced permission of your committee. However, many dates may be unavailable due to heavy workshop and camp scheduling and summerclasses.
4. Special consideration may be given to percussion, jazz, and conducting recitalists for scheduling times and locations according to the specific requirements of their performances. These performers should bring their needs to the attention of the scheduling manager at their appointment time.
5. No recital may be scheduled at the same time as a UNF large ensemble performance.
6. Recitals (required and non-required) may not be scheduled during finals week.
7. A student may not give a recital the final week of the semester in which s/he graduates.
8. Once the 4-week deadline has passed, the student is responsible for performing. The applied teacher may not intervene unless it is to demonstrate extenuating circumstances. If a recital is canceled after the 4-week deadline and extenuating circumstances cannot be demonstrated, the recital is considered a failed recital. The final decision rests on the Music Department Chair in conjunction with the appropriate Area Coordinator.

University of North Florida

COVID-19 Health and Safety Regulations

Shared Responsibility

A successful return to campus depends on all of our personal and collective behaviors and actions. We are one Osprey family, and that means we always look out for each other and support one another in challenging times. Each of us must take steps to stay well and persistently protect each other, both on campus and in the community. Creating a safe and healthy environment for all Ospreys is a shared responsibility that will include protecting your own health, while also protecting your friends, family, classmates and colleagues.

Masks Required on UNF Campus and During Recitals

To protect the health and safety of the Osprey community, all faculty, staff, students and anyone else on UNF's campus must wear a mask in all indoor and outdoor areas at all times (**this includes during your performance**). Employees working alone in their offices and students who are alone in a room are the only exceptions at this time.

Visitors

Except for UNF Alumni Hall and Ann and David Hicks Hall (One-Stop Student Services), **visitors (non-UNF faculty, staff, students) are not permitted** on campus. This includes the Fine Arts Building. All student recitals will be live streamed to allow the virtual participation of family and friends.

Room Capacity for Student Recitals

1200 (Recital Hall): Maximum Capacity 38*

1404 (Choral Room): Maximum Capacity 26*

1415 (Jazz Room): Maximum Capacity 20*

1420 (Orchestra Room): Maximum Capacity 25*

*For any recital with singing or wind playing, the maximum capacity is 12 in any of the above rooms. The maximum duration of singing or wind playing is 30 minutes. It is possible to extend the duration up to 60 minutes only if there is no audience and you are only performing alone or with an accompanist. **Everyone must remain masked at all times, even when performing.**

Please work with your instructor on programming a recital that will fit within these restrictions. Also, consider including other activities to enhance and lengthen your recital (e.g. speaking in depth about the music you chose to program, make connections between music and something else that you are passionate about, include a selection or two of pre-recorded performance, etc.).

Dress rehearsals should follow the same restrictions above. If your warm-up/set-up time requires singing or wind playing, please follow the same restrictions above and allow a one-hour break in the room prior to the start of your recital. Alternatively, you may choose to reserve an additional room for warm-up,

following the same restrictions above. For example, you could setup the Recital Hall, warm-up in 1404, 1415, or 1420, and return to the Recital Hall to perform your recital.

Receptions

Receptions that usually take place after the recital in the rooms/hallways are **not allowed** at this time.

Revised Recital Times (as of January 2021)

Weekends only:

Fridays:

7:30 p.m. (booked from 6:30 p.m.- 9:00 p.m.)

Saturdays & Sundays:

12:30 p.m. (booked from 11:30 a.m.-2:00 p.m.)

4:00 p.m.(booked from 3:00 p.m. - 5:30 p.m.)

7:30 p.m. (booked from 6:30 p.m.-9:00 p.m.)

UNF School of Music Recital Program Template

Type your program according to the outline below and the template on the next page. A program will not be accepted unless it is typed in a Microsoft Word document.

1. The name of the person presenting the recital, followed by the instrument or voice
2. Type of recital must be included: "Junior Recital," "Senior Recital," "Master's Recital," etc.
3. The day of the week and the date of the recital
4. Time and place of recital
5. "Assisted by" (accompanist's name), (instrument)
6. "PROGRAM"
 - A. Title
 - i. If by J. S. Bach, include BWV number
 - ii. If by Mozart, include K. number
 - iii. If by Schubert, include D. number
 - B. Give the full name of the composer followed by dates of birth and death
 - C. If the composer is living, give either his/her date of birth or the date of the composition's publication.
7. If performing an excerpt (i.e. a few movements) of a larger work, start the first line with: *From* (italicized), list the title of the larger work, and list movements indented on subsequent lines.
8. If there is to be an intermission or a short pause, note its placement in the program.
9. The name of someone who plays an obligato should follow the title of the work in which he plays.
10. For all required recitals, include "This recital is given in partial fulfillment of the requirements for the Bachelor (or Master) of Music degree. (...Bachelor of Music Education degree, Bachelor of Jazz Studies degree, etc.)"
11. For all recitals include "(Performer's name) is a student of (Major teacher)."
12. Before turning in a program, check carefully for spelling, accents, umlauts, etc.
13. The student is responsible for picking up the printed program from the music office during regular business hours.



School of Music

Jillian Allen, Soprano
Bachelor's Recital
Saturday, November 7, 2020
Recital Hall – 5:30 p.m.

Assisted by Sachiko Frampton, Piano

PROGRAM

From Samson
“Let the Bright Seraphim”

G. F. Handel (1695-1759)

Morgen
Allerseelen
Ständchen

Richard Strauss (1864-1949)

Trois Mélodies

Nuit d'étoiles Automne
A Chloris

Claude Debussy (1862-1918)
Gabriel Fauré (1845-1924)
Reynaldo Hahn (1874-1947)

INTERMISSION

La Serenata

Paolo Tosti (1846-1916)

From Regina
“What will it be for me?”

Marc Blitzstein (1905-1964)

This recital is given in partial fulfillment of the requirements for the Bachelor of Music Education degree.
Ms. Allen is a student of James Hall.

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Phone: (904) 620-2961 Director: Dr. Clarence Hines www.unf.edu/coas/music