

Wagner College
Department of Music
Guidelines and Forms for Recitals
Version: August 30, 2004

This package contains guidelines and forms for student musical performances at Wagner College.

A recital is an important public event. A student who gives a recital represents not only himself or herself but also Wagner College. For this reason the Music Department sponsors recitals only by students who it determines are ready and able to present public performances and have demonstrated sufficient responsibility by meeting all requirements and deadlines outlined in this document.

Recital requirements

Music majors at Wagner were formerly required to perform recitals in their junior and senior years. This is no longer the case for students declaring their Music major in 2002 or thereafter. Other students have the option of following either the older or the newer set of requirements.

Although the recital is no longer required, fourth-year Music majors carry out a Senior Project as part of the Senior Learning Community (LC). Many students choose to perform a recital in partial fulfillment of this requirement. Students contemplating this option must fulfill all of the requirements outlined in this document, as well as additional course requirements as determined by the instructor of the Senior Reflective Tutorial (MU 400). This course is normally taken in the spring semester of the senior year.

Recitals are not graded as such. However, at least two faculty members must attend and evaluate each recital, using the attached Recital Evaluation Form. An approved recital substitutes for a jury hearing in any semester in which a student is required to perform the latter.

Eligibility for presenting recitals

Any Wagner College student may perform a recital, provided that he or she has:

- (1) passed a Music Department jury hearing during the previous semester
- (2) completed the attached Event Request Form and submitted it to the department office by the deadline indicated on the form
- (3) submitted an approved recital program no more than four weeks prior to the approved recital date
- (4) arranged for at least two faculty members to attend the recital.

Students may collaborate in the performance of recitals, including those performed as Senior Projects, provided that each student has individually met requirements 1, 2, and 4 above.

Recital mechanics

Once scheduled, a recital cannot be cancelled or rescheduled except because of serious illness or other emergency. A recital can be rescheduled only after the student submits a new Event Request Form. A student who fails to perform a scheduled recital without an acceptable explanation will not be permitted to schedule any other recital in the Music Department.

Before a recital application is submitted it must be signed by a faculty member. In the case of a senior recital that is to be performed as part of the Senior LC, the application must be signed by the instructor of the Senior Reflective Tutorial. Otherwise it should be signed by the student's studio teacher or, if none, the academic adviser. At least two faculty members must attend the recital and complete a Recital Evaluation Form (see below). The student is responsible for notifying faculty of his or her recital date, supplying them with copies of the form, and assuring that the form is submitted to the Music Department office.

Most recitals take place in the Music Performance Center in Campus Hall. The student is responsible for appointing a stage manager who will assist in presenting the recital. The following tasks are normally carried out by the stage manager, although they are ultimately the responsibility of the student giving the recital:

- assuring ahead of time that the recital hall will be open and accessible for the performance
- delivery of printed programs to the recital hall
- setup of stage, chairs, etc., in the hall prior to the performance
- control of lighting before and during the performance
- closing door(s) at the time the performance begins and admitting latecomers only during appropriate breaks in the program
- assuring that food and drink are not consumed during the performance or intermission(s)
- returning the hall to its previous setup and condition after the performance

It is essential that the hall be clean and neat after each recital. If there is a reception, food and drink must remain inaccessible until after the conclusion of the recital, and all waste must be disposed of. Any cleaning or repair costs arising from a recital will be charged to the student.

Recital programs

At least four weeks before the scheduled recital date, each student is responsible for submitting a program in the required format to the Music Department office. Students should prepare programs electronically, following as closely as possible the format shown in the attached sample program. The program must be approved by the department chair before the department will print or distribute flyers and programs. Seniors performing recitals in conjunction with an RFT should be aware that the instructor of the RFT may impose additional requirements, such as

inclusion of program notes.

The checklist below lists information that you need to provide when submitting a recital program. A sample program follows. Your actual program should follow the sample program in all respects, with careful attention paid to the use of boldface, italics, centering, and other special formats for certain parts of the program. Correct spelling and grammar are also essential, including proper accents and diacriticals in foreign-language names and texts. Incomplete or incorrect programs will be returned for correction *by you*.

Formatting of word-processing documents will vary depending on your software and printer setup, so use the online sample program in .pdf format as your guide. Information to provide:

1. Names of principal performers, identified by instrument or voice (not accompanist)
2. When and where the performance takes place
3. Name of principal teacher (optional)
4. For each composition:
 - full title of the complete work, including any opus number or other identifying notation
 - list of specific movements performed (give tempo marks for instrumental movements; text incipits for arias and other vocal numbers)
 - full name of composer, with dates
 - name of arranger, if any
 - names of additional performers not listed at the top of the program
5. Texts (original language--**required** for vocal works; include the names and dates of librettists)
6. Translations (in English--**required** for vocal works; set in parallel column to right of original language)
7. Program notes (optional; see guidelines in sample program below)
8. Performer biographies (optional; see guidelines in sample program below)
9. Acknowledgments (optional; see guidelines in sample program below)

Required information about composers, titles, and texts can often be found by examining the printed score or by consulting *The New Grove Dictionary of Music and Musicians*, 2d edition (in the library, REFERENCE ML100 .N48 2001). The Music Department office has an older edition of this work. Look up the name of the composer, then search for your selection in the list of works that comes at the end of most composer entries. Many song texts and translations can be found in Philip Miller, *The Ring of Words* (ML54.6 M5 R5 1963). You can also consult CD liner notes for translations of texts and plot summaries.



The Music Department of Wagner College presents

Dorian Lake, tenor
with
Joyce Chung, piano

Saturday, April 13, 2002, at 8 p.m.
Music Performance Center, Campus Hall

Dorian Lake is a student of James Sergi.

Program

Per questa bella mano, K. 612

Wolfgang Amadeus Mozart (1756-1791)

Vincent Moncada, violoncello

from *Kindertotenlieder*

Gustav Mahler (1860-1911)

1. Nun will die Sonn so hell aufgeh n!

5. In diesem Wetter

Intermission

from *Airs chantés*

Francis Poulenc (1899-1963)

Air vif

from *Fiançailles pour rire*

La dame d André

from *Métamorphoses*

Reine des mouettes

from *Old American Songs*, vol. 1

Aaron Copland (1900-90)

1. The Boatman's Dance

2. The Dodger

5. I Bought Me a Cat

Deep River

Traditional Spiritual, arranged by Henry T. Burleigh
(1866-1949)

Texts and translations

[Texts and translations *both* are *required* for all vocal recitals. Even English texts should be printed. Avoid placing the text for a given song over a page break.]

Per questa bella mano,

Per questi vaghi rai
Giuro, mio ben, che mai
Non amero che te.
L' aere, le piante, i sassi,
Che i miei sospir ben sanno,
A te qual sia diranno
La mia costante fè.
Volgi lieti, o fieri sguardi,
Dimmi pur che m'odi o m'ami!
Sempre acceso ai dolci dardi,
Sempre tuo vo che mi chiami,
Ne cangiar può terra o cielo
Qua desio che vive in me.

Kindertotenlieder

Nun will die Sonn' so hell aufgehn,
Als sei kein Unglück die Nacht geschehn!

Das Unglück geschah nur mir allein!
Die Sonne, sie scheint allgemein!
Du mußt nicht die Nacht in dir verschränken
Mußt sie ins ew'ge Licht versenken!
Ein Lämplein verlosch in meinem Zelt!

Heil sei dem Freudenlicht der Welt.
--Friedrich Rückert (1788-1866)

By your lovely hand,

By your beautiful eyes,
I vow, my dearest, that never
Will I love another but you.
The breezes, the plants, the rocks,
Which well know my sighs,
Will tell you of
My constant loyalty.
Look brighter, oh stern visage,
And tell me whether you hate or love me!
Your tender looks have won me,
I want you to call me always yours.
Neither earth nor heaven could change
That desire within me.

Songs on the Death of Children

Now the sun will rise as brightly,
As if no misfortune had occurred in the
night!

The misfortune has fallen on me alone.
The sun, it shines for everyone.
You must not keep the night inside you;
You must immerse it in eternal light.
A little light has been extinguished in my
household;

Light of joy in the world, be welcome.

[Additional texts and translations would follow here. Include English texts, if any, flush left.]

Program Notes

[Program notes are optional, although they may be required for Senior Projects. They should include, at a minimum, the following types of information for each composition, without duplicating information such as composer's dates that is already in the program itself:

year in which the selection was composed

place (city and country) in which the selection was composed

historical style of the selection (Baroque, Classical, Romantic, etc.)

genre of the selection (e.g., aria, art song, sonata, concerto)

in the case of arrangements, the original scoring of the selection (e.g., flute and orchestra in the case of a concerto arranged for saxophone and piano)
in the case of vocal works, the title and date of the work from which the text was taken, and the name of the author of the text
in the case of dramatic works (such as opera selections), the name of the character who sings the selection and his or her role in the plot]

The Performers

[Biographies of the performers are optional. Only the principal performers (those named at the top of the program) should be included. Biographies should be informative and concise, not flowery marketing blurbs. Typical information to include:

place of origin and/or current home
year at Wagner (if a student) or name of institution and number of years associated with it
major or principal area of study at Wagner
major studio instructor and other important teachers
previous significant concert experience: give name of ensemble, conductor, city, major repertory performed, or other pertinent information
academic achievements such as senior theses
future plans]

Acknowledgments

[This section is optional. This is where you thank people who made a significant contribution to the technical production of your concert. It is best not to go overboard, but don't neglect to thank stage manager(s); department staff who may have helped in the production of your program; anyone who supplied you with music or other materials needed for the performance; any person or institution that provided any special financial support for the concert. It is not usually necessary or appropriate to thank Wagner College faculty, your parents, good friends, etc., unless they made some extraordinary or unusual contribution.]

Wagner College Music Department: Event Request Form

All students and faculty wishing to present a public event under All students and faculty wishing to present a public event under All deadline indicated.* deadline indicated.* By submitting this form you commit yourself to performing on the date and time which indicated below. You are responsible for submitting a program and making all other necessary arrangements. A completed form for a student recital should be filed in the student's permanent record.

YOUR NAME: _____ *Circle one:* faculty student guest

PHONE: _____ EMAIL: _____

EVENT TITLE: _____

TYPE OF EVENT (*circle one*): student recital studio recital faculty recital college ensemble other

DATE REQUESTED: (*circle one*): fall spring summer Day (e.g., Sat.): _____, 200__.
month date year

Location: _____ Event begins at (time): _____ AM PM

Reserve time beginning at: _____ AM PM ending at: _____ AM PM

DRESS REHEARSAL: date: _____ location: _____

begins at (time): _____ AM PM ends at (time): _____ AM PM

STAGE MANAGER: _____ LOCAL PHONE: _____

FOR STUDENT RECITALS: I passed a jury hearing on (*date*): _____.

YOUR SIGNATURE: _____ DATE: _____

STUDENTS: signature of teacher *or* academic adviser**: _____ Date: _____

RESCHEDULE TO (*date*): _____ (*time*): _____

If this event will require expenditure by the department, attach an itemized budget and complete the following:

TOTAL FUNDS REQUESTED: _____ SOURCE (ACCOUNT NUMBER): _____

PAID GUEST ARTIST: name: _____ SSN: _____

address: _____

This information is required for all paid guest artists.

Circle here if additional paid guests are involved and list their complete information on the back.

APPROVAL (DEPT. CHAIR): _____ DATE: _____

*Deadlines: studio recitals must be scheduled during the first five weekdays of the semester; faculty recitals and ensemble be scheduled during the second five weekdays before the end of the examination period of the preceding semester. Requests not made during these periods will be approved at the discretion of the department chair.

**Must be signed by the instructor of the Senior RFT if the recital is part of a Senior Project.

Wagner College Music Department: Recital Evaluation Form

Name of student _____ Date of recital _____

Instrument or voice _____ Name of faculty evaluator _____

The student giving the recital is responsible for distributing copies of this form to at least two faculty members who will attend the recital. Completed forms are to be placed in the student's permanent record.

Faculty evaluator: enter check marks in the appropriate spaces below; add comments to the right (comments are *required* if unacceptable is checked). Place additional comments on the back.

Acceptable Unacceptable Comments

Mechanics

Professional appearance

Stage demeanor

Stage management

Performance

Accuracy (notes, rhythms)

Diction (voice only)

Tuning (instruments only)

Intonation

Ensemble

Sign below if you agree with this statement: In my judgement, this recital on the whole was an acceptable presentation by a Wagner College student.

Signature of faculty evaluator _____ Date _____