

Recital Information Checklist

Undergraduate and Postgraduate Students must note the following requirements:

RECITAL INFORMATION

Recital Program and Approval

- Discussed my program with my Principal Study teacher and Chair of Unit.
- Discussed my program with my associate artist/s and arranged sufficient rehearsal time.
- Prepared in advance, information to complete the Online Recital Examination Program Approval form by clearly printing the details of my recital and program. I have accurately detailed my performance times and understand that the Examination Panel may stop a recital that runs overtime.
- After completing the Online Recital Form, print a copy of the form for my records. Have my Principal Study teacher sign my printed form. The Chair of Unit will then be sent the form electronically.
- If recording, I have ticked the box on the Recording page. Students should be aware that recording should not interfere with the running of recitals and that you must make your own recording arrangements.
- I understand that I am expected to perform the approved program in full.
- I have submitted my completed and approved Online Recital Examination Program Approval Form by **Friday 25th September, 2009**.
- If I wish to make a change to my program (i.e.: works, order of performance, associate artists) I must submit a written request for approval to my Principal Study teacher and Chair of Unit. I must then submit the approved request by **Friday 16th October, 2009** to the Space and Timetabling Coordinator.

Program notes (Required for Performance Honours Students and Postgraduate students only.)

- I have prepared my program notes and submitted a minimum of 15 copies **at least three days before my recital** to the Chair of Unit via the Staff and Students Support Office, Rm2151 .
- If I am an undergraduate vocal student I may prepare translations of songs and submit a minimum of 10 copies **at least three days before my recital** to the Chair of Unit via the Staff and Students Support Office, Rm2151.

Recital schedule

- A draft schedule is posted in September on the Level 1 noticeboard (in the Percussion area) or at the following website: <http://www.music.usyd.edu.au/CS/courseinfo/recitals.shtml>. The final schedule is to be posted by late October.
- **I have checked the draft recital schedule and understand that there will be changes and updates to the schedule. It is my responsibility to regularly check the Level 1 noticeboard for any changes and updates.**
- If my accompanist is not available on my scheduled date I must see the Space and Timetabling Coordinator by the **Friday 25th September, 2009**. Changes to recital dates due to accompanist availability will not be considered after this date.
- Any recitals which are rescheduled due to accompanist availability will only be rescheduled to a date within the period 2 days before or 2 days after the original scheduled date.

SET UP/SPECIAL REQUEST INFORMATION

Piano and staging

- I have completed the Online Recital Set up form and am responsible for requesting a particular piano, two pianos, or other stage requirements on the Recital Examination Program Approval form.

Harpsichord, Fortepiano and other special requests

- I am responsible for applying to use the harpsichord or fortepiano by completing a Online Recital Examination Program Approval Form by **Friday 25th September, 2009**.

AV Set up and Requirements

- If I require AV equipment I must notify the Music Technology department in person and by email by **Friday 25th September, 2009**.
- Once the recital date and time have been finalised I must notify the Music Technology department in person and by email by the **23rd October, 2009**.

Set-up/balance time

- 15 minutes is allowed between each performance for set-up and balance. If I am late, I will lose some or all of this time. I understand that if earlier recitals run overtime, every effort will be made to allow me the full 15 minutes balance/set-up time but this cannot be guaranteed. (Jazz students are allowed 30 minutes set-up time and Percussion students 30 minutes to one hour, provided the schedule can allow for this.)

Stage management

- If help is needed with stage movements during a recital, I must discuss this with the Stage Manager during the set-up period.

Photography

- I understand that photography is not allowed during performances.

General public

- I understand that my recital is open to the public.

DEFERRING A RECITAL INFORMATION

Deferring a recital before the recital date

- Guidelines governing deferment of examinations are on page 13 of the Sydney Conservatorium of Music Handbook, 2009.
- If you need to request approval to defer your recital, you must complete a Deferred Recital Application form available from the Space and Timetabling Coordinator.
- You must submit this form, including the formal recommendation of the relevant Chair of Unit, and your medical certificate and/or other supporting documents **before the date of your recital** to the Space and Timetabling Coordinator.
- A request to defer a scheduled recital must be approved by the Chair of Unit.
- The relevant Chair of Unit and the Space and Timetabling Coordinator should be informed immediately of any intent to request a deferral of your scheduled recital.
- You must also complete a Special Consideration form or a Professional Leave form available from the Student Administration Office (Level 3).
- **All Semester 2 deferred recitals are to take place between the 30th November-4th December, 2009.**

Grounds to retake a recital

- Refer to page 13 of the Sydney Conservatorium of Music Handbook, 2009.
- If you attempt to perform a recital, but feel that your performance has been adversely affected by sickness or some other occurrence on the day or during the examination, you must submit a Deferred Recital Application form, supported by a medical certificate and/or supporting documentation, within 48 hours of your examination to the Space and Timetabling Coordinator.
- You must complete and submit a Special Consideration form or a Professional Leave form available from Student Administration (Level 3) to the Space and Timetabling Coordinator.

For further information, please contact:

Space & Timetabling Coordinator

Phone: 9351-1254

Email: contimetable@usyd.edu.au

Rm2151

Office Hours: 10am-1pm Monday-Friday