Facility Regulations for Student Recitals

1. **NO SMOKING, EATING, DRINKING, BALLOONS, OR USE OF INCENSE OR CANDLES** in the halls, classrooms, or Concert Hall.

2. No selling of any items without permission from the School of Music & Dance Office.

3. All rooms must be returned to their original, typical layout after the scheduled event—use the layout guides in each room for directions. The Concert Hall must be cleared. If you have moved anything off stage, YOU MUST RETURN IT.

4. Musical equipment may not be used without written permission of the School of Music & Dance.

5. There is a **$100 refundable cleaning deposit** required at the time you book your recital and should be turned into the Reservations Facilitator. **Failure to return everything to its proper place will result in the forfeiture of your deposit.** This includes the Concert Hall and Reception Venue.

6. Cleaning the room before or after your event is your responsibility. Janitorial services may be provided only at additional cost, and must be secured at least one month prior to the event. There is no trash pick-up on Friday or Saturday. **It is your responsibility to remove any trash generated on Friday, Saturday, or Sunday.** Bring your own trash bags and be prepared to take trash out with you.

7. **One or more Concert Managers are required per recital. The rate for vocal recitals is $50; the rate for instrumental recitals is $60.** For recitals requiring movement of pianos or other large instruments, and/or multiple set-ups, an additional Concert Manager will be required, to be paid at the rate of $25 per hour. Mrs. Lucy Yamakawa Cox will help you determine if you need more than one Concert Manager.

8. Any posters, signs, or tables you set up in the foyer or halls must not impede traffic through doorways, hallways, or any other walkway. **Painting masking tape** (usually blue) is the only acceptable wall adhesive.

9. Sound equipment and cameras are not allowed in the aisles of the Concert Hall.

I have read and understood the above statements:

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Name (printed)  
Signature  
Date
Requirements for Student Recital Programs

1. The $30 reservation fee includes 60 recital programs to be printed by the School of Music & Dance Office. You are responsible for providing drafts for these forms and proofreading and finalizing your programs.

2. The School of Music & Dance Office produces the recital programs. The deadline for submitting your proofread, approved program copy is a **minimum of three weeks prior to your recital**. You must use this link to complete your program: [https://sjsu.qualtrics.com/jfe/form/SV_cC0s8JnBRCE60V7](https://sjsu.qualtrics.com/jfe/form/SV_cC0s8JnBRCE60V7)

3. Your program must include the following:
   - your name
   - date and time of recital
   - type of recital (Junior/Senior/Graduate and voice/instrument)
   - location
   - instructor’s name
   - program order or set list (with composers and dates, if applicable)

4. You are responsible for your recital posters, program notes, and translations.

5. When notified, come to Music Room 165 to approve a hard copy of your final program proof.

6. Collect your programs from the main Office.

**Penalty late fees:** Our graphic designers build up a queue of work during the concert season, and rush jobs are an extreme inconvenience to them. Therefore, late recital programs will be met with a late fee determined by the time at which it is received:
   - **two weeks** before concert costs $15;
   - **one week** is $30;
   - **the day before or of your recital** will cost you $60*

*There will be no guarantee that you will receive the programs in time for your performance.

I have read and understood the above statements:

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Name (printed)
-------------------------------------------------------------
Signature
Student Recital Checklist

IN ORDER FOR YOUR STUDENT RECITAL REQUEST TO BE COMPLETED, YOU MUST FOLLOW EACH OF THESE STEPS:

1. ______ Pay your Music Use Fee.

2. ______ Pass your Piano Proficiency.

3. ______ Complete and deposit these forms in the main Office no later than one month prior to your recital:
   - Facility Regulations for Recitals Form
   - Requirements for Student Recital Form
   - Student Recital Checklist
   - Student Recital Reservation Form,
   - Student Recital Request Form (top portion)

4. ______ Book your recital with Ms. Easther Ng in the main Office.

5. ______ It is your responsibility to organize your own ushers and/or stage managers eight weeks prior to your recital.

6. ______ It is your responsibility to arrange for your own lighting, sound, or video recording technicians six weeks prior to your recital. Recording equipment cannot be placed in the aisles.

7. ______ Arrange your Senior Recital Hearing with your applied instructor. Your hearing should take place no later than four weeks prior to your recital. Once you have passed your hearing, obtain signatures from all attending faculty members indicating their approval.

8. ______ Three weeks prior to your recital, you must submit a digital copy of your program to [https://sjsu.qualtrics.com/jfe6/form/SV_cC0s8JnBRCE60V7](https://sjsu.qualtrics.com/jfe6/form/SV_cC0s8JnBRCE60V7) The SMD Marketing Team will produce 60 copies of your recital program. The Marketing Team is not responsible for producing posters, flyers, program notes, translations, or press releases. It is your responsibility to advertise for your recital.

9. ______ Once you have completed your recital, obtain signatures of approval from the faculty members who attended.

10. ______ Submit your finalized Recital Request form to the main Office no later than two weeks after your recital.

I have read and understood the above statements:

Name (printed)

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Signature                                      Date
Student Recital Request Form

Return this form completed with the Reservation Deposit Form, reservation deposit, and a typed copy of your program to reserve your recital date.

NAME OF PERFORMER:                     SJUID:                     MUSIC USE FEE: PAID/NOT PAID
APPLIED AREA (VOICE MAJORS, SPECIFY VOICE TYPE):
DATE PIANO PROFICIENCY WAS PASSED:          /          /          RECITAL TYPE (CIRCLE ONE)
                        JUNIOR BM  SENIOR BA
                        SENIOR BM  GRADUATE
APPLIED INSTRUCTOR:                     INSTRUCTOR EMAIL:
DESIRED RECITAL DATE:                     RECITAL
LOCATION: SIGNATURES OF APPROVAL:
1. Applied instructor (required of all recitals)  2. Second instructor (required for Senior and Graduate recitals)
3. Advisor (required of all recitals)  4. Accompanist (required if applicable)

Recital Hearing: Required for Senior Recitals and Some Junior Recitals (check with your Area Coordinator)

HEARING DATE (MUST BE 4 WEEKS PRIOR TO RECITAL):          /          /          
HEARING RESULTS (CIRCLE ONE): PASSED / NOT PASSED
FACULTY SIGNATURES
1. Applied instructor  2. Second Attending Instructor

Recital Approval (Completed after the recital has taken place)

Signatures acknowledge that the recital described above has occurred and met the standards of the SJSU School of Music & Dance

1. Applied instructor  2. Second Attending Instructor

Director Approval

Director Signature                     Date

Student Recital Reservation Form
NAME(S): 

APPLIED INSTRUCTOR: 

EMAIL: 

PHONE: 

INSTRUMENT: 

LEVEL: 

DEGREE: 

RECITAL DATE: 

SEMESTER/YEAR: 

LOCATION: 

RECITAL TIME: 

☐ 1:30 (12-3PM) 

☐ 4:30 (3-6PM) 

☐ 7:30 (6-9PM) 

JOINT RECITAL? 

IF SO, WITH WHOM?: 

PIANO SELECTION 

OTHER INSTRUMENTS 

MUSIC OFFICE ONLY 

RESERVATION FEE $30___________CHECK #______ CASH 

CONCERT MANAGER FEE$ _________CHECK #_______ CASH 

CLEANING DEPOSIT: $100___________CHECK #_______ CASH 

PAID RECITAL FEES:_______________ BY:_____________ DATE___ 

PROGRAM DEADLINE_________________________

USE THIS DIAGRAM TO DRAW YOUR PREFERRED INITIAL STAGE SET-UP 
leave the stage as shown in the diagram when your recital is over 

All percussion against backwall 

Piano #1 

Piano #2 

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