

The background of the cover is a close-up, slightly blurred photograph of several musical staves. The staves are white with black lines, and various musical notes and symbols are scattered across them. The lighting is soft, creating a warm, artistic atmosphere.

San José State University

**Music Student
Recital Packet**
2016–17

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 and 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 and 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:

.....
Name (printed)

.....
Signature

.....
Date

Requirements for Student Recital Programs

1. The \$30 reservation fee includes 60 recital programs to be printed by the Music Office. You are responsible for providing drafts for these forms and proofreading and finalizing your programs.
2. The Music Office produces the recital programs. The deadline for submitting your proofread, approved program copy is a **minimum of three weeks prior to your recital**. Email a digital copy of your program to **ha-marketing@sjsu.edu**.
3. Your program must include the following:
 - your name
 - date and time of recital
 - type of recital (Junior/Senior/Graduate and voice/instrument)
 - location
 - teacher 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 166 to approve a hard copy of your final program proof.
6. Collect your programs from the Music 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:

.....
Name (printed)

.....
Signature


.....
Date

Student Recital Reservation Form

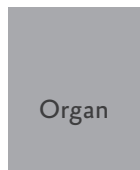
NAME(S): _____ APPLIED INSTRUCTOR: _____
 EMAIL: _____ PHONE: _____
 INSTRUMENT: _____ LEVEL: _____ DEGREE: _____
 RECITAL DATE: _____ SEMESTER/YEAR: _____ LOCATION: _____
 RECITAL TIME: 1:30 (12-3PM) 4:30 (3-6PM) 7:30 (6-9PM)
 RECEPTION _____ MUSIC ROOM: 150 161 182 OTHER: _____
 JOINT RECITAL? IF SO, WITH WHOM?: _____
 PIANO SELECTION: _____ OTHER INSTRUMENTS: _____

MUSIC OFFICE ONLY

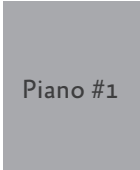
RESERVATION FEE \$30 CHECK # _____ CASH _____
 CONCERT MANAGER FEE \$ CHECK # _____ CASH _____
 CLEANING DEPOSIT \$100 CHECK # _____ CASH _____
 PAID RECITAL FEES: BY: _____ DATE: _____
 ONLINE EVENT MANAGER : BY: _____ DATE: _____
 PROGRAM DEADLINE _____




All percussion against backwall.
All chairs and stands on racks



Organ



Piano #1



Shells

Lights

CLEANING INSTRUCTIONS

1. No trash or Programs in Hall or on stage
2. Lights out
3. No equipment left in hallways
4. Stage returned to diagram below
5. Failure to comply will result in forfeiture of cleaning deposit