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 upon 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. Easther Ng 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 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/jfe6/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*

7. 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
San José State University  
School of Music & Dance

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 Easther Ng in the main Office.

5. 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.

6. 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.

7. Three weeks prior to your recital, you must submit a digital copy of your program to https://sjsu.qualtrics.com/jfe/form/SV_cOzs8JnBRCE60V7. 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.

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

9. 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)  
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: ____________________________  SJSU ID: ________  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 BM  SENIOR BA  GRADUATE

APPLIED INSTRUCTOR: ____________________________  INSTRUCTOR EMAIL: ____________________________

DESIREDCERTAL DATE: ____________________________  RECITAL LOCATION: ____________________________

SIGNATURES OF APPROVAL:

1. ____________________________________________  2. ____________________________________________

Applied instructor (required of all recitals)  Second instructor (required for Senior and Graduate recitals)

3. ____________________________________________  4. ____________________________________________

Advisor (required of all recitals)  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. ____________________________________________  2. ____________________________________________

Applied instructor  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. ____________________________________________  2. ____________________________________________

Applied instructor  Second Attending Instructor

Director Approval

__________________________________________  ______________________________

Director Signature  Date
San José State University  
School of Music & Dance

Student Recital Reservation Form

NAME(S): .................................................. APPLIED INSTRUCTOR: ..................................................
EMAIL: .................................................................... PHONE: ..............................................................
INSTRUMENT: .......................................................... LEVEL:DEGREE: .................................................. RECITAL DATE:
...........................................................................................................................
SEMESTER/YEAR:
........................................................................................................LOCATION: ..............................................................
RECI TAL 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.
All chairs and stands on racks

Piano #1

Piano #2

Organ

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 above;
5. Failure to comply will result in forfeiture of cleaning deposit.