Recital Policy and Scheduling

Rules and Regulations

New protocols indicated in red and supersede existing policy

- Leshowitz Recital Hall is available for students enrolled in the following degree programs: BMus, MA, MM, Performer’s Certificate, and Artist Diploma.

- Sophomore and Junior Recitals will only be scheduled in G55 or 201.

- Events in the Recital Hall are staffed by Production Office personnel while events in G55 and 201 are unstaffed.
  - No staging support will be provided, but a technical assistant to run the audio archival recording and streaming of recitals will be provided.
  - Additional production resources and personnel can be made available on a case by case basis as determined necessary.

- Room setup and restore is the responsibility of the performer for both G55 and 201.

- Archival audio recording happens for all Leshowitz Recital Hall events. Contact Phil Clifford for more information. Recording arrangements for G55 and 201 are the responsibility of the performer.

- The Cali School does not provide any video recording services.

- Leshowitz Recital Hall events are available for streaming on request.

- Recitals must not exceed 90 minutes in length, inclusive of one 10-minute intermission.
  - In accordance with the most recent research on performance safety in the context of COVID-19, recitals shall consist of two halves no longer than 30 minutes each with a mandatory 10-minute intermission between each half.
• You will have 30 minutes for a sound check starting one hour before your recital. The house will be opened 30 minutes prior to your scheduled recital start time.

• Recitals must always start on time unless there is a need for production to hold. No exceptions.

• No encores permitted. House lights will come up at the conclusion of your final piece.

• No food, drink, or receptions are permitted in the building.

• No cancellations are permitted unless there is an emergency approved by the Director.

• Recitals canceled without approval will only be rescheduled in G55 or 201.

• All recital production requirements are subject to the Production Manager’s approval.

  • *In order to safely accommodate ensemble work in the space available on the stage, no group larger than a quintet shall perform in Leshowitz Recital Hall.*

  • *Performers will be responsible for handling their own chairs and stands as necessary, as no staging support will be provided during this time. Stage transitions and movement on stage should be kept to a minimum to ensure a safe environment.*

  • *G55 and 201 have a maximum occupancy of 10 personnel, inclusive of the recitalist’s teacher and any other faculty required to be in attendance. The maximum number of performers in an ensemble shall be 10 minus the number of necessary faculty to facilitate the recital, provided social distancing practices can be adhered to.*
Scheduling

Student recitals are held in the Leshowitz Recital Hall, room G55, and room 201. Events in the Recital Hall are staffed by Production Office personnel while events in G55 and 201 are unstaffed. In order to book the Recital Hall, your recital must be scheduled at least one month in advance. Recital scheduling for all spaces opens on August 1st, one month before the beginning of the Fall semester. Recital Hall scheduling for the Fall semester closes on November 15 while Spring semester recital scheduling closes on April 15. No recitals are available for scheduling in the Recital Hall after those dates – any events scheduled after those deadlines will only be scheduled in G55 or 201.

*Recital bookings may begin immediately. Flexibility in booking very early dates in the Semester will be provided in the case of any September recitals shorter than the one month in advance timeframe.*

In order to successfully schedule and finalize your recital date, you must complete the following:

- Meet with your advisor to determine how many recitals (if any) are required to complete your degree.

- Find three dates* that you, your accompanist, and your instructor have available for your recital.

- Meet with Taylor Goodson in person to schedule your recital. Office hours are posted on his office door, Chapin 129. If you are not at school during the available hours, send an email to goodsont@montclair.edu to schedule an alternate time.

  - *Accommodations for phone/Zoom/etc. will be made to eliminate face to face contact during this time.*

- Once a date has been confirmed with Taylor, you will receive a blue recital scheduling form. This will begin a two-week countdown to your deadline. IMPORTANT: If this scheduling process is not completed within two-weeks of receiving your blue form, your date will be erased from the calendar and released for other use.
• This process will still occur, but with a PDF of the blue recital form that will be emailed rather than physically transferred.

• Your private instructor must sign the top section of the recital form.
  
  • **Your private instructor will review the form, digitally sign, and return it to you.**

• Bring your signed form to the Production Manager, Phil Clifford, to discuss your anticipated program and any production needs. If approved, Phil will receive your blue form and reconfirm your recital with you, your instructor, accompanist, the area coordinator, and the scheduling office via email. Your recital is now scheduled and fully confirmed.
  
  • **Forward your signed form via email to Phil Clifford at a time that you can discuss your recital. Accommodations for phone/Zoom/etc. will be made to eliminate face to face contact during this time.**

• If at any time during this process you foresee any problems meeting your deadline, contact Phil and Taylor via email. If you do not meet your deadline and have not communicated beforehand, you will forfeit the use of the recital hall and your date will be released. All recital communications must happen via official Montclair State University email accounts only.

• One scheduled two-hour dress rehearsal is permitted per recital. Dress rehearsal time is not guaranteed and is subject to the availability of your performance space. Speak to Taylor to schedule your dress rehearsal after your recital is confirmed.
  
  • **One scheduled one-hour dress rehearsal is permitted per recital. A short break must be taken during the rehearsal in accordance with current research on performance safety during this time.**

*Available recital times in G55 & 201:
Tuesday – Friday: 5 & 8pm; Saturdays: 2, 5 & 8pm; Sundays: 11am, 2 & 5pm. No recitals will be scheduled on Mondays or during University holiday weekends.

*Available recital times in Leshowitz Recital Hall:
Tuesday – Friday: 8pm; Saturdays & Sundays: 2, 5 & 8pm
No recitals will be scheduled on Mondays or during University holiday weekends.