

Senior Composition Recital Guide

Tips & tricks to a composition recital with digital media - created summer 2022

**The 'Recitals at a Glance' page gives you a lot of details on planning your recital, but this document also contains what is NOT given on that page: things learned in the practice of putting together a recital!*

IMPORTANT LINKS:

[Recitals at a Glance](#)

[Concert Request Form](#) (FOR ADVISORS)

[Reception Request Form](#) (FOR STUDENTS)

[25Live](#) (for space availability)

RECITAL PREPARATIONS:

- Reserving Recital Space
 - **Check on 25Live to verify available dates – from this, choose your recital date**
 - When you have selected your space & date, *ask your advisor to complete [Concert Request Form](#)*
 - If planning for dress rehearsal, coordinate with advisor & facilities manager(s) to **get it scheduled.**
 - **Performance materials (INCLUDING LIVESTREAM)** range necessary technology
 - Reception: Try to reserve your concert space for the duration of your recital + more time so you/your house manager can set up your reception before/during your recital to be ready-to-go at the end
 - If planning to **purchase** additional recording(s) of your Capstone concert, you must complete the [Request a Recording](#)
 - Note reservation deadlines per quarter; **reservations are due one quarter in advance** of the quarter you intend to have your recital.
 - Talk to your advisor about what spaces you'd like to use; most common are Campbell Recital Hall, and CCRMA Stage (only if your pieces involve new technology).

- Selecting Your Jury
- **Three faculty members in the department of music (professors & lecturers)**
 - Consider faculty members who have been supportive of your work and growth as a musician & individual.
 - At least one member should be related to your concentration
 - The project advisor cannot be an adjudicator.
- **Inform your advisor of who you are considering for your jury**
 - Provide *at least three names*, include others as back up in case one or more are unavailable.

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- Feel free to ask prospective jurors beforehand! (not required)
- Advisor will email your selection of faculty members to ask & confirm availability to be on your jury.
- Coordinate with your advisor to confirm official jury.
- Inquire about jurors' availability to watch recordings / livestream.

○ Funding & Budgeting

○ *Funding your recital*

- Music Dept. sets aside a specific amount each fiscal year for senior recitals
- Email Bryan Hardester / Velda Williams for a rough estimate of what they can support for your academic year
- The music department admin staff will not provide you with past budget examples or a specific number for funding guidelines; it's up to you to create your own #s and documents to record your budget.

○ *Creating your budget*

- Create a spreadsheet with what you intend to purchase & send to Velda / Bryan for approval.

Upon approval, Velda / Bryan will send you an agreement form to complete.

TIP: Whenever you have questions, just email Bryan & Velda

○ *\$ for performers*

~\$100 each performer, can vary.

Work with Velda / Bryan to process payments

○ *\$ for VST Plug-ins (digital sounds for DAWs).*

You can ask for money to purchase digital sounds to produce music for your recital.

Probably excluding samplers & DAW software; though you could inquire & try!

○ *\$ for reception*

- Food – baked goods, packaged goodies, chips, etc.
- Drinks – Juice, 8 oz water bottles
- Clean up supplies – trash bags, tablecloth, wipes/sprays, napkins, utensils, etc.
- *TIP: People love a reception; highly encouraged!*
- *TIP: It's a reception, not a follow-up dinner, so you don't have to cater anything crazy!*

o Example Budget*

BUDGET #1		BUDGET #2	
ITEM	COST	ITEM	COST
LIVE PERFORMANCE	\$600	DAW VSTs	\$499
Violin (I)	\$150	Sacconi Strings Quartet	\$499
Violin (II)	\$150		
Viola	\$150		
Cello	\$150		
FOOD	\$88	FOOD	\$88
Water bottles	\$10	Water bottles	\$10
Fruit Juice	\$10	Fruit Juice	\$10
Assorted snacks	\$50	Assorted snacks	\$50
Plates	\$5	Plates	\$5
Utensils	\$5	Utensils	\$5
Cups	\$4	Cups	\$4
Napkins	\$4	Napkins	\$4
MISC.	\$12	MISC.	\$12
Trash bags	\$7	Trash bags	\$7
Disinfecting Wipes	\$5	Disinfecting Wipes	\$5
TOTAL:	\$700	TOTAL:	\$599

*NOTE: This is a more abnormal budget considering the first dra9 only accounted for one live performance and the second accounts for none. If you will have more live performances, you'll need to consider a larger budget/distribution of funds

o Music Material

o For composition recital, material can vary.

- Live performances
- Recorded performances / audio.
- DAW-produced audio
- Intermedia – video & audio
- TIP: Consider how you want your audience to consume your music!

o Prepare a -meline leading up to your recital to have your materials finished.

- You may have everything ready to go when you enroll in MUSIC198A, or you may not; everyone has their own timelines!
- If you are finishing your materials over the course of the quarter of your recital, set mini-deadlines for yourself to finish works and present to your advisor for review.

o Prepare your material to be readily accessed (FOR DIGITAL MEDIA) ▪

Aim to consolidate your files into one location.

- - You have lots of options to pull up your material on the day of your recital: Same folder on computer, Slideshow with embedded materials (will have to reduce quality to run smoothly), etc.
- Preparing Program & Program notes

○ **Reach out to Michael Still for a program notes template – DUE 2 WEEKS ADVANCE of recital**

○ **You are required to have your program notes proof-read by a Faculty member, before sending them to Michael.** This is arranged in consultation with your project advisor

- When you send in your draft to Michael for approval, you will need to format your program according to Michael's template .
- **READ THE DIRECTIONS provided!!**
- Michael will get back to you with feedback & a draft;
- You can include images in program notes, but they will be printed in B&W.
- **TIP: Refer to Stanford Orchestras / Wind Symphony / other ensembles & recitals' programs for ideas!**

○ **Credit any media used that is not your own.**

- If your recital includes film rescores and other media that you did not produce yourself, make sure to include credits in your program.
- Film scores: include director, producing company (i.e. DreamWorks, Pixar, etc.), and year of release.

○ **Plan a reception to conclude your recital**

- Consider a plan for set-up either before, during, or after your recital.
- People will want to say hi to you right after your recital, so try to set up before the end of your presentation!

- Preparing Sheet Music

○ **Create a Google drive or similar and upload your professional looking scores, with cover page.**

- Give access to that drive to your three adjudicators
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○ **Make sure to review sheet music for edits & modifications**

- Especially older works
- Sheet music should reflect performances shown at recital (live & recorded)

Recital Publicity

○ **All students are responsible for their own flyer & marketing**

- Create your own flyer – follow guidelines on [Recitals at a Glance](#)
- Dept will print out only BW copies; colored copies are your own responsibility. If you are to print online through FedEx Office, as of March 2026, the cost is around \$15.00 (for ± 15 copies) – they can be picked up at the location on California Ave in Palo Alto. There is also a UPS Store close by to campus that offers printing services as well, I would assume for a similar price.

Lastly, I believe you can print in color on campus through Cardinal Print for pretty cheap, they list color prints online as 7.5 cents per page (as of March 2026). Though I don't have experience using that service so I'm not sure how it works.

- Post your flyers.
- You are responsible for your own pins/staples.
- ~10 printouts are sufficient to go across Braun.
- Consider the signposts across campus, especially Meyer Green

Create FB Event page.

- Send out email invitations to friends, colleagues, mailing lists, etc.

- Dress Rehearsal & House Manager Support

- *Find a friend to help you with your recital.*

- Help with setting up & handing out programs, ushering people, setting up reception, etc.
- Whatever you need to make your recital run smoothly.

- *FOR COMPOSITION RECITAL: Have a friend help run your tech (play videos, audio, slideshows, etc.)*

- **BE CLEAR & PRECISE about your needs – walk them through your program & tech, step-by-step**

- They should know how to pull up materials/adjust lighting & tech without your direct guidance because you will be busy presenting.
- Better to prepare someone you know ahead of time rather than someone you meet on the day-of

- *Dress Rehearsal*

- If you have performers, this is the time to run through your live performances.
- If you have digital media (audio / video), this is the time to check with facilities managers on your tech needs.
 - Technology availability (projector, speakers, outlets & chargers, transfer of digital materials, etc.)
 - Sound check (make sure all digital audio is presented at similar levels of volume across files)
 - Lighting check (especially when presenting videos, will you be changing lights throughout your recital?)
 - **SAVE SAVE SAVE YOUR FILES when editing!**
- In addition to dress rehearsal, plan to be 1-2 hours early to your recital for setup and last-minute adjustments & overview with the people involved in your recital!

DAY OF THE RECITAL:

- Sound / Technology Check
 - *Coordinate with facilities managers to set-up at least 1-2 hours in advance*
 - THIS SHOULD BE SEPARATE FROM YOUR DRESS REHEARSAL, time for last minute tweaks.
 - *TIP: Have your house manager-buddy be present to go over details/logistics of your recital*
 - **Tech Checklist**
 - Device with ALL digital files, ready to access & play.
 - WORKING speakers & good sound levels.
 - WORKING projector at a good height & appropriate resolution / display.
 - **CHARGER, plugged-in to device**
 - **Notifications & auto-saves TURNED OFF (DON'T HAVE OUTLOOK OPENED!)**
 - **Lighting is OK for performances / visual media**
- Your Jury
 - *Jurors will seat themselves wherever for your recital; no special arrangements for jury are needed.*

After your recital, they will congregate with your advisor to discuss your recital Following your recital, you will receive notice from Rowen on results for honors.

If one or more jury members are attending virtually or watching a recording, make sure your tech is set up and that you leave with your necessary files to be delivered.
- Presenting Your Works
 - **Make sure all tech is functioning properly BEFORE your doors open**
 - *Consider your transitions between works*
 - Are you verbally presenting each work? Will there be silent transitions, like a classical concert? Are you showing media on a slideshow?
 - Make sure you have everything ready to go (especially if moving performance materials)
- Your Reception
 - People will want to come and see you & talk to you upon finishing!
Make sure you hang around until the end, you are responsible for clean up!
 - Gather any loose garbage (especially wrappers, if applicable)
 - **TAKE & THROW OUT THE TRASH!!**
- Evaluation rubric
 - Next page is the rubric the adjudicators will use to evaluate your project.

Composition – Capstone Project Rubric

Student's name: _____

Event's date: _____

Location: _____

Time: _____

	<u>Music</u>		<u>Logistics</u>		
Outcomes:	Technique	Creativity	Program	Program notes	Oral communication
	Demonstrate control over the musical elements.	Demonstrate individual and inventive ideas.	Understand how to put together a program fitting of a Capstone Project.	Present relevant and accurate descriptions of the music in a way that provides the listener with context (historical, stylistic, programmatic, etc) and/or insight into the creative process.	Able to engage with the audience and share clear, substantial, and contextual information about the music.
Exemplary	Overall, the music indicates a high level of technical competence.	Overall, the music is very imaginative.	Selection of works is very appropriate for a Capstone Project.	Well-informed, polished, and of appropriate length and tone.	Well-spoken, eloquent, and engaging.
Proficient	Overall, the music indicates a good level of technical competence.	Overall, the music is imaginative.	Selection of works is appropriate for a Capstone Project.	Accurate and technically correct.	Articulate, coherent, and interesting.
Marginal	Overall, the music indicates an average level of technical competence.	Overall, the music could be more imaginative.	Selection of works is somewhat appropriate for a Capstone Project.	Sketchy, inaccurate, clichéd.	Unclear, inarticulate, and staid.
Unacceptable	Overall, the music indicates a low level of technical competence.	Overall, the music lacks imagination.	Selection of works is not appropriate for a Capstone Project.	Inaccurate, poorly written.	Boring, unprepared, and apathetic.