

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)

[Concert Downloads Form](#) (FOR STUDENTS)

[25Live](#) (for space availability; or email facilities managers to ask)

Zack Leuchars / Daniel Valdez – Campbell Recital Hall

Constantin Basica – CCRMA Stage

RECITAL PREPARATIONS:

- Reserving Recital Space
 - **Reach out to respective facilities managers** (or Bryan Hardester, who can redirect you to appropriate person) **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
 - **Coordinate with respective facilities managers to arrange necessary technology / performance materials (INCLUDING LIVESTREAM)**
 - If planning for reception, you must *complete the [Reception Request Form](#)*
 - Try to reserve it for the duration of your recital + more time so you/your house manager can set up before/during your recital to be ready-to-go at the end
 - If planning to **purchase** recording, you must complete the [Concert Downloads Form](#)
 - 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 CCRMA Stage (especially for composition recitals) and Campbell Recital Hall
- 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
 - 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 Mario Champagne / 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 / Mario for approval**
 - Upon approval, Velda / Mario will send you an agreement form to complete
 - *TIP: Whenever you have questions, just email Mario & Velda*
 - **\$ for performers**
 - ~\$100 each performer, can vary
 - Work with Velda / Mario 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!*

- 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 draft 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

- Music Material
 - **For composition recital, material can vary**
 - Live performances
 - Recorded performances / audio
 - DAW-produced audio (using own DAW or music library's VSL)
 - Intermedia – video & audio
 - *TIP: Consider how you want your audience to consume your music!*
 - **Prepare a timeline leading up to your recital to have your materials finished**
 - You may have everything ready to go when you enroll in MUSIC198, 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
 - **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 Willy for a program notes template – DUE 2 WEEKS ADVANCE of recital**

- When you send in your draft to Willy for approval, you will need to format your program according to Willy's template
 - **READ THE DIRECTIONS provided!!**
 - Willy will get back to you with feedback & a draft; **MAKE SURE YOU RECEIVE A FINAL DRAFT FOR YOU TO REVIEW because WILLY CAN ALSO MAKE MISTAKES IN THE REFORMATTING PROCESS!**
 - 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 rescues 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 (not required)**
 - 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
 - **Provide digital copies of your sheet music of all presented works to your advisor**
 - Advisor will forward to jury for review
 - **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
 - 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 set-up 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!!**