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*

*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 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 (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!!