



West Virginia University®

COLLEGE OF CREATIVE ARTS

STUDENT RECITALS

Fall 2020

GUIDELINES, FORMS, AND HELPFUL HINTS

Revised: 9/19/2020

This document applies to all degree-required Student Recitals receiving production crew support in the Creative Arts Center.

Creative Arts Center

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General Info

For Fall 2020, Student Recitals will be limited to those that are degree-required. Additionally, all student recitals scheduled for this semester will be live streamed with an in-person audience limited only to members of the applicable studio (see pg. 5 for more details).

To aid in the management of recitals this semester, all available slots have been consolidated to three weekends to ensure the needs of all productions, including your recital, are met with the highest level of professionalism.

In order to maintain these high standards, each Student Recital rehearsal and performance will be run by a student stage manager. The stage manager is responsible for the stage, backstage areas, and house, and will work diligently to ensure you have a smooth, uninterrupted rehearsal and a successful recital. Some of their duties include supervising the production crew, starting and ending rehearsals and performances on time, enforcing General House Rules, and keeping the backstage areas secure. The stage manager has been trained to help your recital run seamlessly by coordinating these elements so that you and your applied instructor can focus on your repertoire.

Because your rehearsal and recital may have different stage managers, it is important that you provide certain information through the Advance Information online form and answer certain questions at your rehearsal. Good communication between you and your stage manager is essential to the smooth and professional running of your recital.

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Student Recital Timeline Checklist

- At least **FIVE weeks** before your recital:
 - Schedule your dress rehearsal with the Operations Office.
 - If applicable, discuss the use of the harpsichord with Dr. Bill Haller.
 - Read the Student Recital Packet in its entirety. Contact Jamie in the Operations Office if you have questions (Jamie.Whooley@mail.wvu.edu or 304-282-7357).
- At least **FOUR weeks** before your recital:
 - Submit the [Advance Information](#) online form.
 - Submit the [Percussion Request](#) online form (if needed).
 - Type your program following the template available at <http://bit.ly/2phz9ns>.
 - Send your program to your applied instructor for proofing.
- **THREE weeks** before your recital:
 - Recruit page turner(s), if applicable. (see pg. 5 for important details)
 - Review the Student Recital Packet to make sure you haven't missed anything.
- **TWO weeks** before your recital:
 - Make final corrections on your program.
 - Save your final program as a pdf.
 - Submit your pdf program using the [Recital Program Submission](#) form online.
- **WEEK of** your recital:
 - Remind everyone involved when your rehearsal and recital are scheduled.
 - Share the link to your livestream with friends, family and your social media channels.
- **DAY of** your recital:
 - Be on time.
 - Have fun.

For questions regarding the running of your recital or rehearsal, contact the Operations Office at 304-293-4171 or Jamie.Whooley@mail.wvu.edu.

For any other inquiries, contact Ms. Lewis at 304-293-4532 in the School of Music.

Cancellations

Due to the high demand placed on our limited resources, it is expected that all Student Recitals scheduled through this process will take place on the day and time originally scheduled. If you and your applied instructor decide that a cancellation is necessary, you must contact the CAC Operations Office immediately (Jamie.Whooley@mail.wvu.edu). From there, the cancellation will be disseminated to all interested parties.

In all cases, except those of extreme hardship (e.g. debilitating illness) as identified by the School of Music, you will not be permitted to reschedule in the Creative Arts Center within the same academic semester. As arranged with the SOM administration, you may be permitted to reschedule or choose to postpone your recital until the following academic semester in order to perform in Bloch Hall or Falbo Theatre. Please do not contact the Operations Office to reschedule; you will be directed to the School of Music.

The swapping of recital slots is not permitted.

Special consideration will be given to all cancellation and rescheduling requests related to COVID-19 and recommended quarantine circumstances.

Scheduling of Rehearsals

Each full recital will receive one 1-hour 45-minute (1:45) rehearsal. Each half recital will receive one 1-hour rehearsal.

Rehearsal slots are offered each week based upon the number of Student Recitals and the other demands of the production calendar on that particular week. *Please contact the Operations Office (Jamie.Whooley@mail.wvu.edu) to schedule your rehearsal at **least five weeks before your recital**.* Rehearsal slots for the entire semester are available for scheduling now. For the best chance of obtaining your ideal rehearsal time, contact the Operations Office early.

Fall 2020 Special Restrictions

To further mitigate the spread of COVID-19, additional safeguards have been implemented for recitals during the Fall 2020 semester.

- the in-person audience will be limited to faculty and other members of the recitalist's studio;
- all recitals may feature no more than three performers;
- any recital may only have one vocalist;
- all performance setups must adhere to the same physical distancing guidelines used in other settings within the School of Music:
 - 12' for singers indoors,
 - 10' for wind players,
 - 6' for everyone else
- page turners must be from within the pianist's own household;

- vocalists must wear a mask at all times, including while singing;
- wind instrumentalists must wear a mask anytime they are not playing, including while backstage, during the walk to or from stage, and during any pauses between pieces;
- all other participants, including pianists, percussionists, string players, page turners, etc. must wear a mask at all times;
- musicians must move their own music stands; crew will move other items during transitions at the stage manager's discretion;
- recitals may not include an intermission;

In-person Attendees

In-person attendees will be limited to faculty and other members of the recitalist's studio. All attendees must wear a mask at all times and will be seated by staff to aid in physical distancing from other attendees, the performers on stage, and the crew.

In-person attendees may arrive up to 30 minutes prior to the published start time, but we ask that all plan to be seated at least 10 minutes prior to the start to ensure the livestream and the recital can begin on time and without interruption.

Livestreaming

The School of Music will arrange for the livestreaming of your recital. The livestream will begin five minutes before the start of your recital and will run uninterrupted until the conclusion of your recital. Additional details will be made available as your recital approaches.

General House Rules

Performers are permitted to have sealable water bottles onstage or backstage only. No other food or drink is permitted in the venue or backstage at any time. This includes during performances and rehearsals. Any food or drink, other than water, integral to your performance must receive approval from both the School of Music and the Operations Office prior to your rehearsal.

If a fire alarm goes off in the building, all audience members, performers, and crew must exit the building. The stage manager will make an announcement to the audience and assist in their evacuation. A representative from the Morgantown Fire Department must come to the CAC to give the all-clear. At that point, patrons can be let back into the building, and your recital may resume.

Please see the section on page 6 regarding authorized recording opportunities.

Following the performance, production crew will need to clear the venue within five minutes in order to adhere to our tight production schedule.

Personnel

Personnel directly involved in your recital includes you, your accompanist, guest musicians, your page turner, your applied instructor or their representative, and the stage manager and production crew on duty. These are the only people permitted to attend your rehearsal or be backstage before or during your recital. Additional rehearsal attendees may be approved for academic reasons. Please see Rehearsal Day on page 8 for details.

Page turners

For Fall 2020, page turners will be limited to members of the pianist's household due to the inability to maintain physical distance during the performance. As with other personnel, page turners will also be expected to wear a mask at all times.

Technical Info

With prior approval from the Operations Office, video support is available in Bloch Hall. Your stage manager will be able to assist you with setup and running of this equipment as determined at your rehearsal. Any video equipment to be used in Falbo must be provided by the recitalist.

A portable sound system appropriate for sound playback and light reinforcement may be available for your recital but must receive approval from the Operations Office prior to your rehearsal to ensure the required equipment is available. Recitalists will be responsible for securing their own audio engineer, who must be approved by the Operations Office in order to use Creative Arts Center equipment. A list of qualified freelancers can be made available upon request.

Portable Student Recital Sound System

- 2 @ JBL EON610 Powered Speaker
- 1 @ Soundcraft EPM6 6-Channel Mixer
- 2 @ Shure SM58 Vocal Microphone
- 2 @ Shure SM57 Instrumental Microphone
- 4 @ Microphone Boom Stand
- 1 @ Radial Engineering JPC Stereo DI
- 3 @ 50' XLR audio cable
- 4 @ 25' XLR audio cable
- 2 @ 5' XLR audio cable
- 1 @ 5' 1/8" Mini audio cable

Lighting in Bloch Hall will consist of a no-color wash of the stage. Lighting in Falbo Theatre has some limited flexibility provided by a rep light plot. For additional information, contact the Operations Office.

House lights typically remain at a program-reading level. Any special cueing of light changes (e.g. bringing up the house lights mid-performance) must be discussed at your rehearsal.

Length of Performance

Per School of Music guidelines, your recital is expected to complete within 75 minutes of your scheduled recital start time. This includes any transitions, introductions and pauses.

This semester, **intermissions will not be permitted.**

Spontaneous, unplanned encore performances are not permitted at Student Recitals.

Authorized Recording Opportunities

WVU Sound Productions audio recordings may be requested for all recitals at the expense of the recitalist pending availability of equipment and staff. The Recording Request Form and more information can be found online at <http://www.music.wvu.edu/student-resources/recording-policy>.

Additionally, video recordings are permitted for student recitals. In accordance with copyright law, any recording of your recital, audio or video, is authorized for your archival use only. These recordings are not authorized for distribution or broadcast, including video hosting websites such as YouTube.

Any tripods or other equipment must be clear of all walkways in accordance with the Fire Marshal and should be set up in designated areas only. Your stage manager will assist with this prior to your recital.

Piano Use

There is an inventory of concert pianos that serve the needs of all performances held in the Creative Arts Center's venues, including student recitals. The Operations Office works with the School of Music piano technician to manage this inventory for all productions. The specific piano available for your performance will be based upon the whole of the production calendar at the time of your recital. You may contact Kirill Tyulkov to request a specific piano. Every effort will be made to accommodate your request. While student recitalists are not *guaranteed* a choice of piano, you will be provided the same piano at both your dress rehearsal and your recital.

Prepared Piano and Other Non-traditional Techniques

A **prepared piano** is a piano that has been modified in some fashion—perhaps with objects placed in it—in a very special way as dictated by a composer of a prepared piano composition. **Non-traditional techniques** include any form of interacting with the piano other than fingers touching the 88 keys.

These are both valid practices, but may only be done as prescribed below, and in consultation with the assigned piano technician. If you plan to utilize any of these techniques, contact the Operations Office as far in advance as possible, but not less than four weeks before your recital, to schedule a meeting with a technician.

1. **All structural changes** to any piano must be supervised or performed by the School of Music's designated piano technician. This includes removing the lid or attaching anything to strings or soundboard to modify the sound.
2. **Marking strings.** Small stickers may be used on plate parts to mark notes. Only the stickers provided by the piano shop are to be used. Care must always be used not to touch the dampers as they are easily bent. The performer is responsible for removing any stickers immediately after any rehearsal or performance. There should be nothing applied directly to the strings.
3. **Striking and plucking strings.** Strings may be struck or plucked with fingers or guitar pick. Since oil from the skin will tarnish strings over time, please wash hands well before touching any string. Other devices must always be of a material that will not mar or scratch strings. On steel strings, brass or aluminum may be used. Acceptable materials for the copper-wound bass strings include wood, plastic, rubber, etc. Piano Shop technicians are available to help the performer select materials that will not damage the piano.
4. **Foreign Objects.** When literature calls for the insertion of screws or mutes between piano strings, the material must be softer than the string. In extreme cases, an older piano outside of our typical concert grands will need to be brought in. The piano technician will make the final decision on acceptable materials.
5. **Common sense.** Most damage to pianos can be avoided by using good judgment. When you consult with the piano technician, an alternative can usually be found to satisfy both the performer and this policy.

Remember that **non-traditional** and **prepared piano techniques** require a special preparation so advance planning and consultation is a must.

Student Recital Harpsichord Protocol

Contact Bill Haller to discuss your harpsichord needs at least five weeks prior to your recital. He will be the one to confirm that the harpsichord will be available for your recital and to tell you when and where you can rehearse with the harpsichord before your final dress rehearsal in the venue.

The Dowd French Classic instrument with three courses on two keyboards is housed in Room 1069 and is available for solo harpsichord playing and continuo playing in Bloch Hall.

Dr. Haller will work with Kirill Tyulkov to arrange for the instrument to be moved to and from the venue for dress rehearsals and recitals. Production Crew will not move a harpsichord to or from any other room without the explicit instruction of Dr. Haller or Kirill Tyulkov.

Any tuning of the instrument must be arranged with Kirill Tyulkov.

Rehearsal Day

The 1-hour 45-minute rehearsal slot you scheduled with the Operations Office is all-inclusive. This means that within 105 minutes, you will need to load-in, tune, rehearse, run, discuss, work, re-run, and load-out. The stage manager will work to help you make the most efficient use of your time, but you should expect to spend some amount of time answering questions that will ultimately result in a more polished performance.

In order to accommodate as many recitalists as possible, rehearsals are typically scheduled back-to-back. This semester we will maintain a 15-minute period between rehearsals to allow for the exchange of air in the room before the next recitalist enters. Please be considerate of your fellow recitalists by remaining quiet as they are finishing up and by clearing out quickly once your time has elapsed. It is recommended that you arrive a few minutes ahead of your scheduled start time and wait in the hallway outside the backstage area. Please be careful not to block the doors to the backstage area or the piano storage room. As soon as the stage manager is able, he or she will invite you in.

In order to have a productive and efficient rehearsal, think about your transitions ahead of time. One of the best ways to help you figure out what might make your recital flow smoothly is to go watch other recitalists. If you need help drawing up your plan, don't hesitate to contact the Operations Office.

Be sure to submit your pdf program online prior to your rehearsal. Your stage manager will ask you to confirm that nothing has changed.

The first few minutes of your rehearsal will be for the stage manager to go over a few logistics with you, your accompanist, and any guest performers. It is understood that music students are exceptionally busy, but it is essential that—if at all possible—all performers attend your rehearsal.

Plan to finish your rehearsal five minutes early. This allows time for you to ask the stage manager questions and touch base with your teacher. It also allows the room to be cleared so that the next rehearsal can begin on time.

Your Dress Rehearsal is closed. This means the only people permitted in the venue are your applied instructor (or their representative) and people *directly* involved in the recital as described in the Personnel section on page 5. For academic reasons, additional attendees may be approved by the Operations Office with at least one week's notice and the consent of your applied instructor.

You may record your rehearsal. The setup and teardown of any equipment for this purpose must also fit within your allotted rehearsal time.

Recital Day

You and any additional performers are expected to arrive 30 minutes prior to your recital. This will be at least 15 minutes after the room has been vacated by the previous recitalist. Please do not expect to be let in early as you will be asked to wait in order to allow for proper air changeover in the venue.

Please wait in the backstage hallway. As soon as he or she is able, the stage manager will allow you onstage to setup, tune and warm up. **You will have 25 minutes to prepare before the livestream starts.** You will then have five more minutes backstage before the recital begins as scheduled.

We will begin exactly on time; **please advise all performers, page turners, faculty, and studio members attending in person that we would like them to be seated 10 minutes prior to the start time.**

Following the recital, you will be asked to vacate the venue within five minutes to allow us to stay on schedule. You will not be permitted to greet in-person attendees in the venue or backstage following the performance.

Timeline for recital day

30 minutes to start time: you and all others involved in the recital arrive;

**other studio members attending in-person may arrive up to 30 minutes prior to the start of your recital but should plan to be seated by 10 minutes to start time*

5 minutes to start time: stage manager will call performers to places
and livestream starts

start time: recital begins on schedule

75 minutes or less *after* start time: you exit the stage and livestream ends

5 minutes after *end* time: you gather your belongings and clear the area

Receptions

This semester, in-person receptions will not be permitted.

Links to Forms

Advance Information Form

<https://www.cognitofrms.com/WestVirginiaUniversity2/AdvanceInformation>

Percussion Request Form

<https://www.cognitofrms.com/WestVirginiaUniversity2/PercussionRequest>

Recital Program Submission Form

<https://www.cognitofrms.com/WestVirginiaUniversity2/RecitalProgramSubmission>