

**MASTER OF MUSIC (CLASSICAL)  
RECITAL BOOKING FORM**

**STUDENT INFORMATION - PLEASE PRINT CLEARLY**

Student Name:	Student Number:
UM Email:	Voice/Instrument:
Date of Recital:	Time of Recital:

**Note: Recitals are held evenings from Monday to Saturday**

RECITAL	LOCATION
<input type="checkbox"/> Recital 1	<input type="checkbox"/> Eva Clare Hall - 65 Dafoe Road
<input type="checkbox"/> Recital 2	

**OTHER RECITAL LOCATION - IF NOT LISTED ABOVE**

- For Other Recital Location, permission from the Associate Dean (Graduate) is required.
- The student is required to provide the Eckhardt Gramatté Music Library with a recording of their Recital if it does not take place in Eva Clare Hall.

Other Location Address: \_\_\_\_\_

Approval of the Associate Dean (Graduate): \_\_\_\_\_ Date: \_\_\_\_\_

PRE-RECITAL Date: _____ Time: _____ Location: _____

**EQUIPMENT REQUEST - For Eva Clare Hall only**

- Digital Harpsichord
- Piano -
- Staging Requirements – List Instruments involved, No. of Chairs/Stands required, etc.

**PAYMENT - \$100 Recital Fee (If On Campus)**

- \$100 fee is required, non-refundable and non-transferrable.
- **Booking is not confirmed until payment is received.**
- Payment is to be made in person at the DFOM Reception Office Room 319

**Form of payment:**  Cash  Debit  Visa  MasterCard  Cheque - Payable to the University of Manitoba

**SIGNATURES**

- I have read, understood, and agree to abide by the Master of Music Recital Policy. See policy on the back of this form.
- I agree that no alcohol is allowed on the University of Manitoba campus as per University of Manitoba policies.
- I agree I will not hold a reception at Desautels Faculty of Music facilities.

Student:	Date:
Major Practical Study Instructor:	Date:
Advisor (If different than MPS):	Date:
Advisory Committee Member:	Date:
Advisory Committee Member:	Date:

Print

Sign

## MASTER OF MUSIC RECITAL POLICY

The student, in consultation with the Advisor of Record, must have the Thesis/Practicum (Recital program) proposal approved by the Advisory Committee and on file in the Marcel A. Desautels Faculty of Music office a **minimum of two (2) months prior to the proposed Recital date. The Pre-Recital Hearing and the Recital must be booked using the *Graduate Recital Booking Form*.**

### PRE-RECITAL HEARING

- There will be a Pre-Recital Hearing **at least one (1) month before the scheduled recital**. The purpose of the Pre-Recital Hearing is to assess whether or not the student has attained the level of preparation necessary to meet the expected standards of the program. Normally, all Advisory Committee members are required to be present at this Hearing.

Following completion of the Hearing, the Committee shall take one of the following actions:

a) Grant final approval to proceed with the Recital as scheduled, with no stipulations.

Or

b) Grant provisional approval to proceed with the Recital as scheduled, with stipulated changes/improvements. In this case the Committee shall determine the nature of and procedures for approval of such changes/improvements that will be required prior to the granting of final approval. Final approval to proceed with the Recital must be obtained at least two (2) weeks before the proposed Recital date. The Advisor is normally responsible for ensuring that the stipulated changes/improvements are made according to the instructions from the Advisory Committee.

Or

c) Decide that the student is not prepared to perform the Recital at the required level, and that it must be rescheduled. In this case another Recital date and Pre-Recital Hearing date are to be rescheduled, such dates to be decided as a result of consultation between the student and the Advisor of Record.

In all cases the student will be verbally notified of the outcome of the Pre-Recital Hearing by the Advisory Committee as soon as possible, and in writing as soon as practical thereafter (normally within one week). Such notifications shall include the details of any stipulated changes/improvements.

### RECITAL TIMES AND FORMATS

- To book a Recital (and Pre-Recital), please submit the *Graduate Recital Booking Form* to the **Facilities and Events Coordinator, Sue Stone Scott** ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)) a minimum of 45 days before the proposed Recital date. Payment must be received before the booking is confirmed. A late fee of \$25 will apply for recitals booked fewer than 45 days before the Recital.
- Normally, Recitals occur between September and May, however, Recitals scheduled outside this time are subject to the availability of both the Examining Committee and support personnel.
- Finalized Recital programs must be emailed to [music@umanitoba.ca](mailto:music@umanitoba.ca) in "Word" format a **minimum of one (1) week before the Recital**. The program must follow the *Recital Program Template* provided on the DFOM Forms webpage <https://umanitoba.ca/music/student-experience/forms>. If the program is not received by the deadline, students will be responsible for formatting and printing their own. NOTE: The Desautels Faculty of Music office will provide 30 copies of the Recital Program as well as copies to the Examining Committee.

### RECITALS

- Monday – Saturday. No reception is allowed after these Recitals.
- Contact Sue Stone Scott ([Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca)) to book the dress rehearsal. (All students may book a maximum of four (4) hours for dress rehearsal prior to a Recital.
- Recitals should be treated as professional engagements. Students are fully responsible for all organization. Start early! Book the venue only after confirming the date with any musicians who will be assisting you. The date may not be changed except with approval from the Associate Dean (Graduate).
- Any formal booking requires a \$100 non-refundable, non-transferable Recital fee. Failure to return the room to good order, or failure to clear equipment and personal belongings immediately after the Recital will result in additional charges. Contact [music@umanitoba.ca](mailto:music@umanitoba.ca) for methods of payment and more information about fees.

