



University at Buffalo
The State University of New York

Department of Music
Student Programs Office

Guidelines for Mus B, Pre-Recital Jury and Recital

1. When a Bachelor of Music performance candidate is ready to plan the pre-recital jury and the degree recital (normally in the senior year), a three-person evaluating committee shall be formed.
2. A jury performance of the recital material, with the possible exception of ensemble works, will be presented for the evaluating committee 3 to 4 weeks in advance of the projected public performance.
3. The evaluating committee, formed by the candidate and the major professor, should consist of a minimum of two faculty members plus the major professor. One of these two faculty members must be identified, in whole or in part, with a non-performance area. The major professor should personally request the faculty members' presence at the pre-recital jury and book B1 Baird through the SPO in 226 Baird.
4. Information on jury and recital request forms must be verified and signed by the unit coordinator in order to finalize a recital date.
5. Candidate obtains committee member signature and finalizes date with Concert Manager. Special permission is needed for non-departmental venues. This must be approved by the Concert Manager and Performance Coordinator.
6. The jury shall decide on the preparedness of the student for the scheduled public recital. The pre-recital jury is also expected to provide constructive criticism.
7. The major professor who will chair the evaluating committee, must be in attendance at the pre-recital jury, otherwise, it will automatically be invalidated. If, in case of emergency, it proves impossible for the major professor to attend the pre-recital jury, the following procedure must be observed.
 - a. The pre-recital jury should be postponed until such time as the major professor can attend.
 - b. If the pre-recital jury cannot be postponed, the major professor, with the approval of the unit coordinator, must delegate another faculty member to chair the committee.
8. If the jury performance is judged "satisfactory," the student will be permitted to present the recital publicly on the predetermined date. The evaluating committee need not be present at the public performance.

If the jury performance is judged "unsatisfactory" the student must cancel the public performance date and re-schedule both jury and recital dates no earlier than the following semester.

9. The original evaluation committee should be retained for rescheduled jury performances.
10. RESULTS OF THIS PRE-RECITAL JURY MUST BE CONVEYED BY THE CLOSE OF THE NEXT WORKING DAY TO THE STUDENT PROGRAMS OFFICE BY THE MAJOR PROFESSOR VIA THE PRE-RECITAL JURY EVALUATION FORM.



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MUS. B. PRE-RECITAL JURY & RECITAL REQUEST

Student Name & Person Number: _____

Email Address & Telephone Number: _____

Instrument / Voice: _____

Public Recital Date / Time / Location: _____

Pre-Recital Jury Date / Time / Location: _____

Major Professor booked room for Pre-Recital (B1 Baird / Other): _____

Performance Coordinator Signature: _____

I agree to perform the recital requested above, if approved, at the time and date specified. If the recital is not approved, or must be cancelled for some other reason, I forfeit the opportunity to reschedule my performance in the same semester and must wait to present it in the following semester.

Student Signature: _____

Major Professor Signature

Committee Signature

Committee Signature

Committee Signature

Return to Student Programs Office, 226 Baird 6 weeks in advance of scheduled recital date



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Pre-Recital Jury Evaluation Form

This is to certify that _____ has / has not successfully
(student)
completed a pre-recital jury in _____ allowing him / her to perform
(instrument/voice)
a public Bachelor of Music Recital on _____ in _____
(date) *(room / location)*

Evaluation Committee:

*Major Professor Signature **

Committee Signature

Committee Signature

Committee Signature

TO BE GIVEN TO MAJOR PROFESSOR (APPLIED MUSIC INSTRUCTOR)
***Major Professor: Please return this form to the Office of Student Programs
before the close of the next working day.**



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Pre-Recital Jury Comment Sheet

Name: _____

Comments:

Faculty Signature

Program Form

Please e-mail all program information to rehard@buffalo.edu at least four weeks prior to your recital date if you wish for the Concert Office to typeset and duplicate your concert program. Programs will not be accepted later than four weeks prior to the recital date, in which case the printed program, including photocopying, becomes the responsibility of the performer.

Information should be submitted to the Concert Office according to the following guidelines, sent both as regular e-mail text and as a Word attachment:

Performer Name

Accompanist (if applicable)

Degree

Date

Time

Location

Any additional assisting artists, other than primary accompanist and in alphabetical order

Each piece should be listed as follows:

Complete title

Movements, if applicable

Composer

Composer dates

Repeat as necessary

Include intermission, if applicable

Program notes, text translations, and/or a biography may be included. Please note that previously copyrighted program notes cannot be accepted. Please identify the author of any program notes submitted.

If you are submitting translations, please follow this format:

Foreign language text

English translation with LINE-BY-LINE correspondence

Please be sure to include the name of the UB faculty member with whom you study.

Piano/Harpsichord Tuning

Please contact Piano Technician Devin Zimmer well in advance of your performance to discuss keyboard needs for both your concert and any related rehearsals.

devinzim@buffalo.edu

(716) 645-0647

Mailbox 220 Baird

Workshop B17 Baird

Important: Any preparation of pianos must be pre-arranged with the piano technician.

Concert/Recital Hall normally opens one hour prior to performance.

Performers should leave the stage no later than 30 minutes prior to the beginning of the concert in order to admit audience members.

SUNY @ Buffalo Department of Music

Degree Required Recital Accompanist Funding Request Form

Student must complete this form and obtain all signatures. Form must then be submitted to the ATC in the General Music Office, 220 Baird, at least 4 weeks prior to the recital. Failure to do so may result in the department not being able to assist with the accompanist fees and the student being responsible for the full payment.

The department will pay the accompanist for 2 rehearsal hours at \$25 per hour, and \$50 for the performance. Any additional fees or rehearsal hours are the financial responsibility of the student.

Today's Date: _____

Student Name: _____ Signature: _____

Student Email: _____

Date of Recital: _____ Time: _____

Location of Recital: _____

Accompanist's Name: _____ Signature: _____

Accompanist's Email: _____ Date: _____

**** Accompanist MUST complete ALL HR paperwork, honoraria / Extra Service and UP-8 PRIOR to the start of REHEARSALS !**

Instructor's Signature: _____ Date: _____

Performance Coordinator's Signature: _____ Date: _____

ATC (Dusti Dean) Signature: _____ Date: _____

The State University of New York at Buffalo
Department of Music

Degree-Required Recital Recording Fee

Students giving degree recitals (Mus. B. or M.M.) in Baird Recital Hall or Lippes Concert Hall electing to have their recitals recorded by the Department of Music must submit an online recording request form with credit card payment.

The Department of Music will not record without the requisite fee. The recital recording request form is available on the Department of Music's website (<https://arts-sciences.buffalo.edu/music/current-students.html>).

Audio recording is available for a one-hundred-dollar (\$100.00) fee.*

Video recording is available for an additional one-hundred-dollar (\$100.00) fee.

If selecting video recording, students may also have a live stream of their recital broadcast on the Department of Music's YouTube channel (<https://www.youtube.com/c/UBDepartmentofMusic>).

The form and payment must be submitted at least two weeks in advance of the recital date to ensure recording of a recital.

The Department of Music will provide a link to download the recordings. Your UBIT name and password will be required to access the files.

Recitals recorded by the Department of Music will be kept in the Slee Recording Studio archive.

Please allow 1-2 weeks for the processing of your recital recordings.

Please contact the Director of Music Technology before submitting the form and payment if there are any technical requirements for the program (e.g. media playback, amplification, etc.). Technical requirements may incur an additional fee depending on their complexity.

DISCLAIMER: According to the DEPARTMENTAL GUIDELINES FOR M.M. RECITALS (Rev. 2/97), Item 6 states that: "All recitals must be recorded (the choice of recording format – audio only or video – is left to the major professor in consultation with the committee). If a committee member is unable to attend a recital, the member should so advise the committee chair, and should evaluate the recorded recital as soon as possible." If a student chooses not to utilize the department's recording services, other arrangements for recording must be made. Students may bring their own recording equipment or hire an outside recording engineer. The Slee Recording Studio is not responsible for recording student recitals for which no form has been submitted or fee has been paid.

*This fee has been temporarily waived.

Christopher Jacobs - Director of Music Technology
220 Baird Hall, Buffalo, NY 14260
cpiacobs@buffalo.edu - (716) 645-0660