

Guidelines for MM Recitals

1. As soon as an MM Candidate is ready to plan his/her first recital, an evaluation committee of at least three members shall be formed, its members to be chosen by the student and the major professor in consultation.
2. This committee shall include:
 - The student's major professor
 - At least one other member of the performance faculty
 - At least two full-time faculty
3. The membership of the committee shall be filed with the Student Programs Office prior to the student's first recital. The committee shall serve, as far as possible, throughout the student's career, individual members being replaced only as may be necessary.
4. In selecting recital dates, the major professor and/or the candidate shall consult the members of the evaluation committee as well as the Concert Office and inform the evaluating committee of the final date immediately.
5. It is the major professor's responsibility, as chair, to ensure that all members of the committee are informed of the agreed date, and if necessary to remind them of it. The entire committee should attend and evaluate all recitals, the resulting evaluation to be reported in writing to the student, with copy to the Student Programs Office.
6. 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.
7. Following the first recital, committee members are encouraged to make recommendations for the next program of the next recital.
8. Any other faculty member present at the recital may attend the evaluating committee's meeting, and may take part in the discussion, but may not vote.

MM Performance Evaluation Form

This is to certify that _____ has performed a:

_____ Solo Recital

_____ Chamber Recital

In partial fulfillment of the requirements for the MM Degree in

_____ on _____

(specify instrument or voice)

(date)

RESULTS:

_____ Passed

_____ Failed

_____ Deferred

COMMENTS:

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.

Program Form

Please email all program information to the Concert Manager 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: _____ Location: _____

Date: _____ Time: _____

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

Each piece should be listed as follows:

Complete title: _____ Composer dates: _____

Movements (if applicable): _____ Repeat as necessary

Composer: _____ Include intermission (if applicable) _____

Complete title: _____ Composer: _____

Movements (if applicable): _____ Composer dates: _____

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.



Accompanist Funding Request Form

Students must complete the recital accompanist form, secure all required signatures, and submit the form to the ATC in the Department of Music’s main office (220 Baird Hall) *no later than 4 weeks before the recital date*. Late submissions may result in the department being unable to assist with accompanist fees, leaving the student responsible for the full cost.

Accompanist Fee Coverage

The department provides the following financial support for recital accompanists:

- 2 rehearsal hours at \$25 per hour.
- \$50 for the recital performance.

Additional Costs

Students are responsible for any fees beyond the department's coverage, including:

- Additional rehearsal hours.
- Any other accompanist-related expenses.

Student Information

Student Name: _____

Student UB email: _____

Date of recital: _____

Location of recital: _____

Time of recital: _____

Student Signature: _____ Date: _____

Accompanist Information

Accompanist’s Name: _____

Accompanist’s email: _____

Accompanist’s Signature: _____ Date: _____

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

Department of Music Information

Instructor’s Signature: _____ Date: _____

Performance Coordinator’s Signature: _____ Date: _____

ATC’s Signature: _____ Date: _____

Degree-Required Recital Recording Fee

Students giving degree recitals (MusB or MM) 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 (arts-sciences.buffalo.edu/music/current-students).

- 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 (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 MM 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.*



University at Buffalo

Department of Music

College of Arts and Sciences

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 Hall

Workshop B17 Baird Hall

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.