



**University at Buffalo**  
*The State University of New York*

Department of Music  
Student Programs Office

**Guidelines for M.M. Recitals**

1. As soon as an M.M. 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:
  - a. The student's major professor
  - b. At least one other member of the performance faculty, and
  - c. 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.



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**M.M. Performance Evaluation Form**

This is to certify that \_\_\_\_\_ has performed a:

\_\_\_\_\_ Solo Recital

\_\_\_\_\_ Chamber Recital

In partial fulfillment of the requirements for the M.M. 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.

# **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](mailto: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.

## Program Form

Please e-mail all program information to [rehard@buffalo.edu](mailto: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

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English translation with LINE-BY-LINE correspondence

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

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

**RECITAL RECORDING REQUEST FORM**

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 a Recital Recording Request Form.

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's YouTube channel (<https://www.youtube.com/c/UBDepartmentofMusic>).

Payment in full should be made in the form of check or money order made payable to "University at Buffalo" and must accompany the Recital Recording Request Form. The Department of Music will not record without the requisite fee.

The form and payment must be submitted in an envelope addressed to "Slee Recording Studio" in the Department of Music General Office (220 Baird Hall, Buffalo, NY 14260) at least two weeks in advance of the recital date in order to ensure recording of a recital.

The Slee Recording Studio 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 will be kept in the Slee Recording Studio archive.

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

The Recital Recording Request Form is available from the Concert Office (105 Slee Hall) when the recital is scheduled, the Department of Music General Office (220 Baird Hall), and from the department website (<http://www.music.buffalo.edu/>).

Please contact the Director of Music Technology before submitting the form and payment if there are any technical requirements for the program (e.g. tape 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.

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

The State University of New York at Buffalo  
Department of Music

**RECITAL RECORDING REQUEST FORM**

**>> REQUIRED RELEASE STATEMENT <<**

The performer who submits this form must sign the following statement. This enables us to make use of the recording in University-related teaching situations. No commercial use of the recording is implied or intended by signing the statement.

“I agree that this recording may be used by the University in teaching situations and by non-commercial radio stations such as WNED|WBFO.”

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONCERT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INSTRUMENTATION: \_\_\_\_\_

TYPE OF CONCERT (e.g. Mus. B., M.M., Certificate, etc.): \_\_\_\_\_

Audio Recording Fee (\$100.00):   Temporarily waived

Video Recording Fee (\$100.00): \_\_\_\_\_

Technical Requirement Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

☐ Check this box if you would like a live stream of your recital available on the Department's YouTube channel.

Please note below if any special technical requirements (e.g. tape playback, amplification, etc.) are needed for this event.

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Christopher Jacobs - Director of Music Technology  
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