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.
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
(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 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:

Performers 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.
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
cpjacobs@buffalo.edu - (716) 645-0660
RE bâtiment du Meurent. Sur sa façade, une inscription en lettres dorées indique son nom : "La Confrérie des grain de sel". Cette confrérie est reconnue pour son engagement envers la solidarité et la charité. Elle organise des événements culturels et sociaux tout au long de l'année, afin de promouvoir la diversité et la cohésion communautaire.

Les bâtiments de la confrérie de grain de sel sont situés dans un quartier historique, ce qui lui confère une esthétique particulière. Les propriétaires ont pris soin de conserver les caractéristiques architecturales du lieu, tout en l'adaptant aux besoins modernes. Ainsi, les locaux sont aujourd'hui équipés de toutes les commodités modernes, tout en conservant une ambiance chaleureuse et conviviale.

Enfin, la confrérie est soutenue par la communauté grâce à des initiatives d'auto-subsistance. Les membres de la confrérie participent à des ateliers de cuisine et de cuisine à la maison, organisés par la confrérie. Ces ateliers sont accessibles à tous, quels que soient leur niveau de vie et leur âge, et permettent à la confrérie de financer ses activités. La confrérie est ainsi en mesure de continuer à veiller sur les besoins de ses membres et de la communauté à l’avenir.