

RECITAL GUIDELINES

Students who are registered through the Preparatory School for at least 12 private lessons each semester are encouraged to give solo recitals at the recommendation of their teacher. In order for us to handle requests efficiently, we ask that you refer to the procedures and guidelines below.

BOOKING THE DATE

Preparatory School students may hold recitals between Monday, May 23 & Sunday, June 12. Students have use of the following halls: Brown Hall, Williams Hall, the Keller Room, Pierce Hall (SB 118), St. Botolph 113, and St. Botolph G01. During the regular school year (September – May) the New England Conservatory college students have priority for recital space. **If you desire a recital date before the college graduation (May 22), the date cannot be confirmed until three weeks prior.**

Please complete the attached Recital Request Application and return to Rebecca Bogers, Concert & Ensemble Manager, either in person (Tuesday – Friday 9am-5pm St. Botolph 107; Saturday 8am-4pm Jordan Hall Field Office); or by fax: 617-585-1135. You will then receive the Recital Confirmation Form that must be completed and returned.

SET-UP

The hall will be opened one-half hour prior to your recital start time. The hall will be set for your recital, but no stage personnel will be available during your recital for stage changes. If you need a piano, it must be requested on your recital confirmation form. **Pianos may not be moved. If you arrive and the piano is not properly positioned, please have the security guard page stage crew personnel to move it for you.**

A double-manual harpsichord, A=440/415, is available in Brown Hall on the floor only. A single-manual harpsichord, A=440/415, is available in Williams and St. Botolph Halls on the stages only.

Use of NEC percussion instruments and NEC harps is restricted to Williams and Brown Halls and fees may apply.

If you have any intention of using a prepared piano, please submit your detailed request to Piano Services, ext. 1273, at least 10 working days prior to your recital date. Prepared piano includes identifying strings by any device such as masking tape, chalk, etc., removing the lid, or any other unusual piano preparations. A fee may apply.

Extra charges: Use of a second piano \$50.00 Use of a harpsichord \$75.00

RECORDING

The NEC Recording Department may be able to professionally record your recital. Please contact the Audio Department at ext. 1275 during business hours for fees and more information. You may videotape and/or record your recital, but please leave aisles and doorways clear of tripods and cords, as they are a fire code violation.

PROGRAMS

The Preparatory & Continuing Education office will be pleased to print your recital programs. Please submit information (name, instrument, private teacher name, pieces, movements, composer, etc.) in writing, e-mail (Rebecca.Bogers@necmusic.edu) or fax (617-585-1135) to Rebecca Bogers **at least 2 weeks** prior to your recital date. The programs will be printed in the standard one-page NEC format and we will provide up to 75 copies of your program. Please make arrangements to pick up your programs from the Preparatory School office (x1130) before your recital. If you make your own programs, please list the recital location under the words “New England Conservatory.” Please provide 2 copies to the office for our records.

Students performing a recital for a certificate requirement must submit a copy of their program with a faculty member’s signature to indicate certificate approval.

New England Conservatory is not responsible for lost or stolen items during your recital. The recital applicant will be charged for damages due to misuse of the hall and/or its contents.

It is expected that recitals at New England Conservatory be programmed to last no longer than 2 hours. All performers and audience members should vacate recital hall and foyers to the hall no later than 2 hours after the recital is scheduled to begin unless an agreement has been made.

RECEPTIONS

If you would like to have a reception, please indicate so on your Recital Request Application. You will then need to read and sign the Recital Agreement portion of your Recital Confirmation.

If you have any questions please contact Rebecca Bogers, Concert & Ensemble Manager of the Preparatory School, either in person (Tuesday – Friday 9am-5pm St. Botolph 107; Saturday 8am-4pm Jordan Hall Field Office); by calling 617-585-1127; or by e-mailing Rebecca.Bogers@necmusic.edu



RECITAL REQUEST APPLICATION

TYPE OF RECTIAL (please circle one) **Certificate** **Studio** **Non-required**

Name of Recital Applicant(s): _____

Private Teacher's Name: _____

Instrument: _____

Requested DATE AND TIME:

First Choice: _____

Second Choice: _____

Requested HALL: (SB 118, Keller, Williams, Brown, SB GO1, SB 113)

First Choice: _____

Second Choice: _____

Do you plan on having a reception? Yes No

All receptions taking place in Williams, Keller, or the SB Building will be held IN THE HALL; receptions in Brown will take place in the FOYER

Piano Needed? (please circle one) Yes No Second Piano Needed? Yes No

Prepared Piano (fees may apply)? Yes No Harpsichord Needed (fees may apply)? Yes No

Harp Needed? (restricted to Brown or Williams Hall, fees may apply) Yes No

Percussion? (restricted to Brown or Williams Hall, fees may apply) Yes No

Please attach a separate sheet with specific Percussion Request

CONTACT INFORMATION

Name of parent/guardian: _____

Phone number: _____ **E-mail:** _____

Recital Confirmation: once your date, time and hall has been requested and scheduled, you will be sent a recital confirmation form via the email provided below. You must return this form to Rebecca Bogers in order to confirm your recital date.

Recital Confirmation Form to be emailed to: _____

Please return promptly to

Rebecca Bogers

Room 109, St. Botolph

Office Hours: T-F 9am-5pm Sat. 8am-4pm

Phone: 617-585-1127 E-mail: Rebecca.Bogers@necmusic.edu

Fax: 617-585-1135