

NEC Prep students are encouraged to give solo recitals at the end of the academic year. Please refer to the procedures and guidelines below.

To be eligible, students must be registered through the Preparatory School for at least **24 private lessons** in the current academic year and have approval from their private teacher.

Certificate students may begin scheduling required recitals on **March 7, 2020**.

All students may begin scheduling non-required recitals on **March 21, 2020**.

The deadline to submit recital applications is **April 25, 2020**.

## **BOOKING A DATE & HALL**

Preparatory School students may hold recitals between **Monday, May 18 and Sunday, June 14 on weekdays at 4 PM or 8 PM or on Saturdays/Sundays at 12 PM, 4 PM, or 8 PM**. Students may choose from the following halls: Brown Hall, Williams Hall, the Keller Room, and Pierce Hall. (Please note that some dates/times may not be available in all halls). If you request a recital date before the college graduation (May 20), the date cannot be confirmed until three (3) weeks prior to the date because college students have priority for recital space.

Please complete the attached Recital Application and return to Chris Hotchkiss, Operations Coordinator, in the Prep Office or by email: [Christopher.hotchkiss@necmusic.edu](mailto:Christopher.hotchkiss@necmusic.edu). You will then receive the Recital Confirmation and Production Forms that must also be completed and returned to our office before your recital is confirmed. **The deadline to submit recital applications is April 25**, but we encourage students to reserve their space as soon as possible because halls can fill up quickly.

## **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 Production Form. **Pianos may not be moved. If you arrive and the piano is not properly positioned, please have the security guard call stage crew personnel to move it for you.**

## **RECORDING**

The NEC Recording and Performance Technology Services (RPTS) department may be available to professionally record your recital (audio and video). Requests for these services must be received no less than three (3) weeks prior to the recital date but requesting earlier is recommended as staff availability is not guaranteed. For more information or to request services please contact RPTS at 617-585-1275 or by email at [RPTS@necmusic.edu](mailto:RPTS@necmusic.edu). 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.

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 previously.

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.



# Student Recital Application

2020

**TYPE OF RECITAL (please circle one)**    Certificate III    Certificate IV    Studio    Non-required

**Name of Recital Applicant(s):** \_\_\_\_\_

**Private Teacher's Name:** \_\_\_\_\_

**Instrument:** \_\_\_\_\_

If Level III Certificate, is this a half or full recital?                      Half \_\_\_\_\_    Full \_\_\_\_\_

Will you be sharing this recital with another Prep student? Yes \_\_\_\_\_    No \_\_\_\_\_

Please write the name of the other student: \_\_\_\_\_

**Requested DATE AND TIME (only recital times of 12 PM, 4 PM, or 8 PM are available)**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

**Requested HALL: (Pierce Hall, Keller Room, Williams Hall, Brown Hall)**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

**Will there be a reception?**                      Yes \_\_\_\_\_    No \_\_\_\_\_

All receptions will be held IN THE HALL, with the exception of receptions in Brown (which will take place in the FOYER)

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

**Harpichord Needed?** (fees may apply)    Yes    No

**Percussion or other?** (fees may apply)    Yes    No

**CONTACT INFORMATION**

**Name of parent/guardian:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_    **E-mail:** \_\_\_\_\_

**RECITAL CONFIRMATION AND PRODUCTION FORM**

Once your date, time and hall have been requested, you will receive a **Recital Confirmation and Production forms** via email. You must return the recital confirmation and production form to **Chris Hotchkiss** by the deadline indicated on the form in order to confirm your recital date.

**Recital Confirmation and Production Forms to be emailed to:** \_\_\_\_\_

*Please return to*

**Chris Hotchkiss, Operations Coordinator**

**Office Hours: T-F 9 PM-5 PM, S 8 AM-4 PM**

**Phone: 617-585-1123, E-mail: Christopher.hotchkiss@necmusic.edu**