

# NORTH SHORE PIANO TEACHERS' GUILD

## RECITAL GUIDELINES

AUGUST 2004

### Dates & Locations

Recitals are traditionally held three times a year on Sunday afternoons in November, March and May. Specific dates and locations are announced at the beginning of each season. Two to four programs are scheduled for one afternoon, with each one lasting from 45 minutes to one hour.

### Fees

A fee of \$6.00 is required from participating students whether they are performing a solo piece or a duet. This fee is paid by the sponsoring teacher and is sent to the Recital Committee when submitting the required Recital Forms. This fee is *not* refundable.

If the recital committee allows the student to play in more than one program, the student will be charged for each performance.

### Performance Requirements

To be eligible to perform, a student must be well prepared. Transfer students should have studied with their current teacher for at least six months. Students are required to bow after performing their piece. The student must be no older than that of a high school senior to perform.

Students are encouraged to memorize their music for the performance, but will be allowed to use music if absolutely necessary. Students performing duets may always use their music. Duets must be performed by two students. Student-teacher duets are not permitted.

For all performers proper dress is requested.

\*No jeans or sneakers

\*Girls should wear a dress or skirt, or dress pants with a blouse or sweater

\*Boys should wear a suit and tie, or slacks with dress shirt or sweater and dress shoes

### Selecting Performance Pieces

Original pieces and arrangements of classical, jazz, folk or popular music are appropriate performance pieces. Music of the Top 40 nature is to be avoided. Original compositions by students are also acceptable.

Each student is allowed to perform one piece. Below are time limits for each level of performance.

\*Advanced Students: Five minutes

\*Intermediate Students: Three minutes

\*Elementary Students: One to Two minutes

Very young students playing pieces of sixteen measures or less can be allowed to perform two such compositions. Long compositions, such as sonatas and waltzes, should not use repeats. Performance of one movement only of a sonata is allowed. Check with the Recital Committee if you are uncertain about the time limit or selection of a piece. Teachers are not allowed to submit the same piece for two students.

## **Submitting Recital Forms**

It is important to use the preprinted Recital Forms when entering students to play in the recitals. The student fee must accompany the recital form. Please keep a master copy of the Recital Form for photocopying purposes. If you do run out of forms, please contact the corresponding secretary. Recital forms may also be downloaded from our website: [www.nspanoguild.org](http://www.nspanoguild.org). When filling out the forms, please print clearly or type. Be sure to fill the form out completely and also indicate the order in which you wish your students to play. The use of e-mail to submit student names to the Recital Committee is not acceptable. The Recital Committee **must** receive all submissions of recital forms by the date that the forms are due.

Teachers are limited to entering up to ten students total for each recital day. A teacher may enter more than ten students, with the understanding that those "extra" students may not gain a place on that day's programs. When entering more than five students for a recital day, please understand that your students may be split between different recitals to achieve balance in the programs. They will be placed in consecutive recitals for the teacher's convenience. When submitting your recital form, please indicate if you are requesting certain students to perform in the same recital.

Teachers need to let the Recital Committee know if a high school senior will be receiving an award and they should send a biography with the recital form unless the teacher is planning to read the bio at the recital.

## **Responsibilities of Recital Committee Members**

Recital Committee Members are responsible for setting the programs for the day's recitals and for serving as chairpersons on the day of the recital.

The Recital Committee will meet one to two weeks prior to the recital to set the programs. After the programs are set, the recital committee must contact participating teachers to let them know what time their students need to arrive at the recital in which they are performing. The member appointed by the President(s) to type the programs, must receive them allowing sufficient time to type them and have them copied.

On the day of the recitals, the committee members will perform necessary duties, such as bringing the programs, seating the students in the proper order, making announcements and passing out the programs.

The Committee is responsible in making sure the money collected for fees is sent to the Treasurer of the Guild.

The Recital Committee should be informed in advance about any high school senior who will be performing in a recital. The student is eligible to receive a gift and a certificate from the Guild provided he or she performs in various recitals throughout the years. The senior will receive the gift and the certificate at the last recital she or he performs in that year. If it is not possible for a student to perform in a recital in his or her senior year, the student will be given the gift and the certificate through her or his teacher. The Recital Committee must notify the Executive Board of any graduating seniors due to receive a gift and a certificate.

The Recital Committee should call the Executive Board if there are any questions.

## **Executive Board Duties**

The recital duties of the Guild's Executive Board are to locate three locations for recitals keeping in mind the following concerns: parking, condition of piano, price, and size of room. Another consideration is to try their best to spread the locations out according to the demographics of the members. The President(s) must appoint a member to type the programs and have them copied.

Other concerns for the Board:

- \*March recital should not conflict with NEPTA recital, traditionally held 2<sup>nd</sup> Sunday in March.

- \*If there are enough willing participants, the 2<sup>nd</sup> recital in March is often set aside as a grade 9 through 12 recital, or grades 8 through 12 if necessary.

- \*Prepare gifts and certificates for high school seniors.