



# Fall 2022

## SENIOR RECITAL GUIDE

Dear Senior Recitalists,

Performance is a central component of every student's education at The New School for Jazz and Contemporary Music. The Senior Recital is not only a required part of the curriculum, but represents the culmination of your years of study and a transition to a career in performance. It is an opportunity to showcase your talents and creativity. We believe it is one of the most exciting events in your time at The New School.

Senior Recital is a course you must register for. **Like any course there are several requirements that must be fulfilled in order to receive a passing grade, beyond the recital performance itself.** These requirements are outlined in this guide.

This guide is intended to give students a clear understanding of the policies and procedures for successfully presenting their senior recitals. Following the guidelines in this manual will ensure that your performance goes smoothly, and you pass the Senior Recital requirement.

Our collective goal is for you to have the most meaningful and successful senior recital possible; thank you for your cooperation with these guidelines.

Sincerely,

Ryan Anselmi & Amanda Ekery

## Requirements

This guide provides you with the details you need in order to schedule, produce and publicize your performance. In order to pass the Senior Recital, the policies in this manual must be followed. Please read all information carefully, and do not hesitate to ask questions of any of the appropriate staff members listed, as well as your Senior Seminar teacher.

There are five main criteria for passing the Senior Recital requirement:

1. **Scheduling your Recital Date via [Acuity Link](#)** – Opens at 10am on Friday, September 16th  
– Closes at 10am on Friday, September 16th
2. **Submitting your Publicity Materials** – Friday, November 11th
3. **Submitting your Production Form and Stage Plot** – Friday, November 11th
4. **Submitting Concert Program** – Friday, November 11th and/or on the day of the recital.

### 1. Scheduling your Senior Recital *(The link opens September 16th and closes September 16th)* Registration

Senior Recitals are typically performed in the last semester of attendance. Any student who has completed 110 credits or more is eligible to register for Senior Recital with an academic advisor during registration or pre-registration. BA/BFA students who are pursuing a double degree should consult with their academic advisor as to an appropriate time to give their Senior Recital.

#### Signup

We are using a system called [Acuity](#) which will allow you to view available recital dates and times and self sign up for a date!

Identify a date that works for you, keeping in mind the availability of preferred band members, as well as any friends and family who you want to attend virtually.

Recitals are scheduled on a first come, first served basis.

All recitals booked with the [acuity link](#) are scheduled to perform in the 5th floor performance space at 55 West 13th street.

Recitals generally begin the first week of April for the Spring term and the last week of November for the Fall term.

**When: Friday, September 16th**

**Where: [Online via Acuity](#)**

## **2. Publicity Materials** *(Due Friday, November 11th)*

Please submit the following materials to COPA Production via [this Google form](#)

1. Event Description
2. Press-ready photo
3. Recital Poster
4. Concert Program

Your recital will be posted on the new school events page  
(<https://event.newschool.edu/graduatingstudentrecitals>)

## **3. Production Form** *(Due Friday, November 11th)*

Please submit the following materials to COPA Production via [this Google form](#)

1. Personnel with instruments
2. Input list
3. Stage plot

A staff engineer and videographer/lighting technician will be assigned to provide live sound reinforcement and make a recording of your Senior Recital. If you foresee any special technical needs, they may be discussed by contacting Ryan Anselmi ([anselmir@newschool.edu](mailto:anselmir@newschool.edu)) well in advance of your recital date.

Each student receives a live to 2-track recording of their recital and a corresponding video file. These files are accessible from the email that will be sent out to all students regarding all recordings for the current semester.

You may request the Pro Tools multi-track session file of your recital by checking the appropriate box on the **Production Form**. **If you want the complete Pro Tools session of your recital, you are required to bring a USB 2 compatible hard drive to your recital.**

## **4. Concert Program** *(Friday, November 11th and/or on the day of the recital)*

Students are required to create, and distribute a written concert program for their recital performance. The program should contain the following information and be duplicated and made available to the audience at the concert. You will also need to upload a pdf of the program to this [form](#)

**\*\*Please note that only New School students, faculty, and staff will be allowed in the audience this fall.**

1. Performance title, date and location
2. Performers and instruments
3. Compositions with corresponding composers and arrangers
4. Acknowledgements and performance notes.

## **5 . PERFORMANCE GUIDELINES**

1. All band members must arrive **one hour before** the recital begins for stage set-up and sound check.
2. Sound check must be completed no later than 15 minutes before the recital start time.
3. Recital length is 45-50 minutes. Be advised that there are often multiple recitals per day (each with a set-up and sound check), so timelines must be strictly adhered to.
4. If your recital starts late, you must still end your recital on time.
5. If you do not adhere to the timeline, you risk failure.
6. Currently everyone must be masked while performing. This includes vocalists and instrumentalists. This may change in the coming months as we get closer to the recital season. More information will be sent to everyone via email.

**If you have any questions about the Senior Recital process, please  
contact Ryan Anselmi at [AnselmiR@newschool.edu](mailto:AnselmiR@newschool.edu)**