



UPCMU ORIENTATION ON AUDITION RECITAL GUIDELINES & PROCEDURES

August 30, 2018 or September 3, 2018



OUTLINE OF ORIENTATION

- Guidelines
- Procedures
- Forms
- Venue Schedule
- Q & A



GUIDELINES

1. Students enrolled in MuP 195-198, (undergrad), MuEd 197, MuP 290-292 (grad) must accomplish the checklist and submit this ARC form before the midterm deadline.

GUIDELINES

2. RESERVATION. There will be NO multiple reservations. Strings, Keyboard, Voice departments have audition/exam policy guidelines prior to recital.

- a) Students are strongly advised to hold recitals and auditions at the AHA or Minihall. In any event that the hall is unavailable or an outside campus recital is necessary, the recitalist must secure permission from his/her Department, College Secretary, and the Dean.
- b) Students are not allowed to bring out any instrument of the College; but if he/she deems it necessary, the student must submit a letter of request to the Music Office and, if approved, a permit and instrument rental charge will be issued to him/her.

GUIDELINES

3. TIME SLOT. For Graded Recitals, weekday schedule only and must finish by 8 PM. There will be NO Saturday/Sunday graded recitals. Rehearsal and Recital time for venue reservation is limited to 2 hours maximum for rehearsal* and 2 hours maximum for recital. For graded audition and rehearsal, the maximum time allowance each is 2 hours for recital and 2 hours for rehearsal. Listed are the modular schedules for the AHA & Mini-hall. ONLY the following days and timeslots are reserved for these:

*Opera/Dance rehearsal is allowed 4 hours maximum for rehearsal.

Monday, Tuesday, Friday: 8:00-	Monday and Friday:
10:00 AM	2:00 – 4:00 PM
10:00 AM-12:00PM	4:00 – 6:00 PM**
12:00 – 2:00 PM	6:00 – 8:00 PM**

GUIDELINES

4. PROGRAM INVITATION. Follow standard format available online and at the college bulletin board. Strictly follow rehearsal/audition/recital schedule. Since the recital is a public academic graded presentation, only repertoire approved by the department is allowed. (NO encore/additional pieces.)

5. CANCELLATION. Inform College Secretary's Office of cancellation TWO weeks before, to give time for the office to inform the panel of cancellation. The student can only reschedule the recital venue once. Student who fails to cancel their recital will receive failing marks, except for reasons such as force majeure and medical emergencies.

GUIDELINES

6. PAYMENT & FEES. Venue & sound system rental is FREE. Recitalist will be charged minimal fees for aircon & lights. Recitals done from 8:00-5:00 will not be charged crew fee but recitals, auditions, rehearsals after 5 p.m. and during weekends will be charged crew overtime fee. A corresponding fee will be charged for the use of an instrument outside the College upon the approval of the Dean of a written request prior to the recital (see guideline no. 2.b)



GUIDELINES

7. PANEL. The adviser should be present during the recital. Four faculty members who will serve as panel should be present during the audition/recital.
8. FORMAT. Start with the Lupang Hinirang (pre-recorded). Limit intermission time to 15 minutes.
9. RECEPTION. No reception is allowed within the premises of the College of Music during audition and recital. However, packed food for performers and guest artists may be distributed in a designated holding area.



GUIDELINES

10. DOCUMENTATION. Four copies of the program are to be submitted to the ColSec office. For recitals outside UPCMu, submit documentation video/audio recording to College Secretary's Office together with the four copies of the program.

PROCEDURE

1. Read ARC guidelines and sign conforme below. Have the ARC Form Pages 1 & 2.1 signed by the faculty adviser and department chair.
2. Submit the signed ARC Form for audition, rehearsal, recital schedule to Ms. Ely or Ms. Faye. When the schedule is clear, proceed to venue reservation.
3. Reserve venue for audition/recital/rehearsal with Ms. Ely or Ms. Faye (See guidelines number 3).
4. Submit ARC Form to Ms. Ely/Faye for fees and/or instrument rental charges, if any.
5. Present ARC form t to Ms. Ely at Counter B for panel schedule.
6. Submit ARC form to Ms. Ely on or before midterm for panel consideration. The College Secretary's Office will endorse ARC form to department chairs for panel assignment after the midterm deadline.
7. Check the Audition bulletin board for your assigned panel and schedule.
8. Do your Audition/Recital.
9. Submit four copies of recital program invitation to the College Secretary's Office.
10. If you did your recital outside the UP College of Music, submit video/audio recording to College Secretary's Office along with four copies of your recital programs.

UNIVERSITY OF THE PHILIPPINES
College of Music
AUDITION/RECITAL CHECKLIST FORM

Name of Student: _____ Student Number: _____

1) DEPARTMENT: PANEL A (Composition, Conducting, Voice & Dance)
C (Music Education) D (Graduate Program) Course Number: _____

Recommended by: _____ Date: _____

Faculty Adviser

Date

Department Chairman

Date

2) Venue: (please check one only) AHA _____ Mindall _____ Other _____

Recital Date: _____ Actual Recital Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

*Specified dates (Monday, Tuesday AM & Friday) have been reserved for student recitals.

**For Graded Recitals, weekday schedule only and must finish by 8 PM.

*NO Saturday/Sunday graded recital.

Approved by / Date: _____

Ms. Ely / Ms. Faye

3) Rental of Instruments / Hall Fees*

*Charges for recitals and rehearsals held after 5p.m. and instrument used.

Approved by / Date: _____

Ms. Ely / Ms. Faye

4) RECITAL PANEL (to be filled up by the Department Chairs)

DEPARTMENT	FACULTY ASSIGNED	CHAIRS SIGNATURE	DEPT. OFFICE Local Number/ Official email
Composition	_____	_____	_____
Conducting	_____	_____	_____
Voice	_____	_____	_____
Dance	_____	_____	_____

The adviser gain the panel grading sheet from the College Secretary's Office (Room 2 (Mn. Ely)) & distribute these to the panel before the start of the recital.

The College Secretary's Office is not responsible for finding substitute panel member.
Concerned faculty should find substitute if unavailable.

UNIVERSITY OF THE PHILIPPINES
College of Music
AUDITION/RECITAL CHECKLIST FORM

Name of Student: _____ Student Number: _____

1) DEPARTMENT: PANEL B (Keyboard, Musicology, Strings, Winds & Perc.) Course Number: _____

Recommended by: _____ Date: _____

Faculty Adviser

Date

Department Chairman

Date

2) Venue: (please check one only) AHA _____ Mindall _____ Other _____

Audition Date: _____ Actual Audition Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

*Graded Auditions are scheduled on Mondays only.

Approved by / Date: _____

Based from your audition, an endorsement will be made
by the panel for recital.

Ms. Ely / Ms. Faye3) Venue: (please check one only) AHA _____ Mindall _____ Other _____

Recital Date: _____ Actual Recital Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

*Specified dates (Monday, Tuesday AM & Friday) have been reserved for student recitals.

Approved by / Date: _____

Ms. Ely / Ms. Faye

4) Rental of Instruments / Hall Fees*

*Charges for recitals and rehearsals held after 5p.m. and instrument used.

Approved by / Date: _____

Ms. Ely / Ms. Faye

5) AUDITION PANEL (to be filled up by the Department Chairs)

DEPARTMENT	FACULTY ASSIGNED	CHAIRS SIGNATURE	DEPT. OFFICE Local Number/ Official email
Keyboard	_____	_____	_____
Musicology	_____	_____	_____
Strings	_____	_____	_____
Winds & Percussion	_____	_____	_____

The adviser gain the panel grading sheet from the College Secretary's Office (Room 2 (Mn. Ely)) & distribute these to the panel before the start of the recital.

The College Secretary's Office is not responsible for finding substitute panel member.
Concerned faculty should find substitute if unavailable.

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CONFORME

I have read and understood the recital guidelines & procedures.

Non-compliance of the recital/audition guidelines will mean forfeiture of recital privilege venue for the semester enrolled.

Conforme:

Name and Signature of Student

Date

Noted by:

Name & Signature of Faculty adviser

Date

VENUE RESERVATION PERIOD– SEPT. 10-14

Type of Recital and Needed slots	Actual Available reserved date/time/venue	Remarks
Paneled small N=14 (voice)	December 3, AHA, 8am – 5 pm (5 slots) December 3, MH, 12 – 5 pm (2 slots)* December 4, AHA, 8 am – 2 pm (3 slots) December 4, AHA, 5 pm – 8 pm (1 slot)** December 4, MH, 8 am – 5 pm (5 slots)*** December 5, AHA, 5 pm – 8 pm (1 slot)**	**With overtime charges ***All classes end Dec. 3 as per university calendar.

VENUE RESERVATION PERIOD – SEPT. 10-14

**Paneled big N=13
(voice, dance, N=3,
conducting, N=4,
compo, N=3 mued,
N=1)**

November 26, AHA, 8 am – 5 pm (5 slots)

November 26, MH, 1pm = 6 pm (2 slots)*

November 27, AHA, 8 am – 2 pm (3 slots)

November 27, AHA, 6 pm – 8 pm (1 slot)**

November 27, MH, 6 pm – 8 pm (1 slot)**

November 28, AHA, 8 am – 1 pm (2 slots)

November 28, AHA, 6 pm – 8 pm (1 slot)**

****With overtime
charges**

VENUE RESERVATION PERIOD – SEPT. 10-14

Non-graded recital N=36
(winds, keyboard, Asian
music, strings)

December 15, AHA, 8 am – 8 pm (6 slots)**

December 15, MH, 8 am – 8 pm (6 slots)**

December 16, AHA, 8 am – 8 pm (6 slots)**

December 16, MH, 8 am – 8 pm (6 slots)**

December 17, AHA, 8 am – 5 pm (5 slots)

December 17, AHA, 5 pm – 8 pm (1 slot)**

December 17, MH, 8 am – 5 pm (5 slots)

December 17, MH, 5 pm – 8 pm (1 slot)**

December 18, AHA, 8 am – 5 pm (5 slots)

December 18, AHA, 5 pm – 8 pm (1 slot)**

December 18, MH, 8 am – 5 pm (5 slots)

December 18, MH, 5 pm – 8 pm (1 slot)**

December 19, AHA, 8 am – 5 pm (5 slots)

December 19, AHA, 5 pm – 8 pm (1 slot)**

December 19, MH, 8 am – 5 pm (5 slots)

December 19, MH, 5 pm – 8 pm (1 slot)**

****With overtime
charges**