



UPCMU ORIENTATION ON AUDITION RECITAL GUIDELINES & PROCEDURES

August 28 - 29, 2019 – 4:00 to 5:00 PM

Room 202, Abelardo Hall, UP College of Music



OUTLINE OF ORIENTATION

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



GUIDELINES

1. RECITALISTS:

Students enrolled in MuP 195-198, (undergrad), MuEd 197, MuP 290-292 (grad) must accomplish the checklist and submit the Audition Recital Checklist (ARC) form before the deadline set for the semester.

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.

Rehearsal/Recital Times	
8:00-10:00 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**
	** (With overtime charge)

GUIDELINES

4. PROGRAM INVITATION.

Follow standard format available online at

<http://www.music.upd.edu.ph/recitalprogtemp.docx>

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/teacher 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 before reserving.
2. Submit the signed ARC Form for audition, rehearsal, recital schedule to Ms. Ely. When the schedule is clear, proceed to venue reservation.
3. Reserve venue for audition/recital/rehearsal with Ms. Ely (See guidelines number 3).
4. Submit ARC Form to Ms. Ely 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 deadline 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. Submit four copies of recital program invitation to the College Secretary's Office.
9. Do your Audition/Recital.
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.

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

FOR RECITALISTS WHO WERE INC LAST SEMESTER:

- As per CEB decision (January 28, 2019), recitalists who were INC last semester who did not re-enroll their recital subject this semester must schedule your recital in the mid-semester if you want to avail of the AHA / MH.
- Otherwise, if you want to have your recital after the mid-semester, please arrange for a venue outside the UP College of Music. Write a letter to the dean for approval of your recital outside the college as this is an academic requirement.

VENUE RESERVATION PERIOD– FEBRUARY 7 - 11

Recitalists who were INC last semester	Actual Available reserved date/time/venue	Remarks
Number of recitalists who are INC N = 10	November 5 – 8:00 – 2:00 November 6 – 8:00 – 12:00 November 8 – 8:00 – 8:00 (N=16 (two-hour slots for rehearsal/recital))	*With overtime charges after 5 pm and weekends All classes end Dec. 3 as per university calendar Dec. 12– last day of exam/ paneled recital

VENUE RESERVATION PERIOD – FEBRUARY 7 - 11

Recitalists	Actual Available reserved date/time/venue	Remarks
<p>Paneled recital</p> <p>N=31</p> <ul style="list-style-type: none"> • voice, dance, N=17 • conducting, N=4 • compo, N=3 • mued, N=7 	<p>Abelardo Hall Auditorium:</p> <p>Nov. 12 (8-2), Nov. 13 (8-12), Nov. 15 (8-12) Nov. 19 (8-2), Nov. 20 (8-12), Nov. 22 (8-8) Nov. 26 (8-2), Nov. 27 (8-12), Nov. 29 (8-2), Nov. 30* (8-8), Dec. 3 (8-2), Dec. 4 (8-12), Dec. 6 (8-4)</p> <p>Mini-Hall:</p> <p>Dec. 3 (8-8), Dec. 6 (8-8)</p> <p>N=53 (two-hour slots for rehearsal/recital)</p>	<p>*With overtime charges after 5 pm and weekends</p> <p>All classes end</p> <p>Dec 3 as per university calendar</p> <p>Dec. 12 – last day of exam/ paneled recital</p>

VENUE RESERVATION PERIOD – FEBRUARY 7 – 11

Recitalists	Actual Available reserved date/time/venue	Remarks
<p>Non-paneled recital N=26</p> <ul style="list-style-type: none"> • keyboard, N=4 • strings, N=6 • wind/perc, N=9 • musicology, N=4 • grad=3 	<p>Abelardo Hall Auditorium Dec. 10 (8-2), Dec. 11 (8-12), Dec. 13 (8-8), Dec. 14* (8-8) Dec. 15 (8-8), Dec. 16 (8-8), Dec. 17 (8-8), Dec. 18 (8-8)</p> <p>Mini Hall Dec. 16 (8-8), Dec. 17 (8-8), Dec. 18 (8-8)</p> <p>N=58 (two-hour slots for rehearsal/recital)</p>	<p>*With overtime charges after 5 pm and weekends</p> <p>All classes end Dec 3 as per university calendar</p> <p>Dec. 12 – last day of exam/ paneled recital</p>

THANK YOU VERY MUCH

