# 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

#### 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.

#### 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.

#### 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 & Minihall. 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)

#### 4. PROGRAM INVITATION.

Follow standard format available online at <a href="http://www.music.upd.edu.ph/recitalprogtemp.docx">http://www.music.upd.edu.ph/recitalprogtemp.docx</a>

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.

#### 6. PAYMENT & FEES.

<u>Venue & sound system rental is FREE.</u> 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)

#### 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.

#### 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.
- 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.
- 2. Submit the signed ARC Form for audition, rehearsal, recital schedule to Ms. Ely. When the schedule is clear, proceed to venue reservation.
- 7. Check the Audition bulletin board for your assigned panel and schedule.

3. Reserve venue for audition/recital/rehearsal with Ms. Ely (See guidelines number 3).

8. Submit four copies of recital program invitation to the College Secretary's Office.

- 4. Submit ARC Form to Ms. Ely for fees and/or instrument rental charges, if any.
- 9. Do your Audition/Recital.

- 5. Present ARC form t to Ms. Ely at Counter B for panel schedule.
- 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.

#### A.R.C. Form Page 2

#### UNIVERSITY OF THE PHILIPPINES

CES approved August 20, 2015		College or	f Music			
Cas office to sugar so, some	AUD	ITION/RECITAL	CHECKLIST FORM	ſ		
Name of Student:				Student Nue	iber:	
1) DEPARTMENT: PANEL	A (Composi	ition, Conducting,	Voice & Dance)	Course Num	ber:	
•		ducation) D (Gr:				
Recomme	nded by:					
		Faculty Advisor	D	abr		
	<del>-</del>	D грагонена Спайн	uan D	ader		
2) Venue: (please check one of	nly) AH	Α	Minital	Other		
Recital Date:			Actual Recital Time	t:		
Rehearsal Date:			Rehearsal Time:			
*Specified dates (Monday, Tues	iday AM & F	riday) kave been re	served for student re-	errair.		
**For Graded Recttals, weekdo *NO Saturday/Sunday			by 2 P.M.	Approved by	/ Date:	
		_				
				Ms. Ely / Ms	. Faze	
3) Rental of Instruments / Hal	l Fees*				_	
*Char	ges for rection	als and rehearsals k	eld after Sg.m. and to	urirument used.		
				Approved by	/ Date:	
				Ms. Ely / Ma	Ms. Ely / Ms. Faye	
4) RECITAL PANEL (to be for	lifed up by the	e Department Chair				
DEPARTMENT	FACULTY	ASSIGNED	CHAIRS S	IGNATURE	DEPT, OFFICE Local Number/ Official email	
Composition						
Conducting						
Voice						
Dance						
The arbitrar gale the grand grad	ing abanda Jhann dia	a Callings Survey's Offic	e Counter S (Mr. Sig) & sist	ributer there is the gene	Defens the start of the restins.	
The College S	ecretary's O	Mice is not respon	sible for finding su	bstitute panel m	ember.	

Concerned faculty should find substitute if unavailable.

A.R.C. Form Page 2 CES approved August 30, 2015	UNIVERSITY OF TH College of AUDITION/RECITAL	Music		
Name of Student:  1) DEPARTMENT: PANEL B (Key		ings, Winds & Perc.)		er:
Recommended by	Faculty Advisor	Das	,	
	Department Chairm	san Da	,	
2) Venue: (please check one only)	AHA	Mindall	Other	
Audition Date:		Actual Audition Tim	t:	
Rehearsal Date:		Rehearsal Time:		
*Graded Auditions are schedul	ed on Mondays only.		Approved by	/ Date:
Based from your audition, an by the ganel for recttel.		de .	Mz. Ely/Mz.	Faye
3) Venue: (please check one only)		Minikall	Other	
Recital Date:		Actual Recital Time:		
Rehearsal Date:		Rehearsal Time:		
*Specified dates (Monday, Tue	aday AM & Friday) kaw	t been reserved for stu	dent rectiols. Approved by	/ Date:
			Ms. Ely / Ms.	Faye
4) Rental of Instruments / Hall Fees*				
*Charges fo	or recitals and rehearsals h	eld after 55 m. and insin	ment wed.	_
			Approved by	/ Date:
			Ms. Ely / Ms.	Faye
	n by the Department Cha LTY ASSIGNED	(rz) CHAIRS SI	GNATURE	DEPT. OFFICE Local Number/ Official email
Keyboard Musicology				
Strings				
Winds & Percussion				
The adular gale diagonal grading shoot fit.  The Collins of Security	rem die Geläge Zeerelery's Office			

Concerned faculty should find substitute if unavailable.



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 midsemester, 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	*With overtime charges after 5 pm and weekends
	(N=16 (two-hour slots for rehearsal/recital)	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
Paneled recital	Abelardo Hall Auditorium:	*With overtime
<ul> <li>N=31</li> <li>voice, dance, N=17</li> <li>conducting, N=4</li> </ul>	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)	charges after 5 pm and weekends  All classes end  Dec 3 as per university calendar
<ul><li>compo, N=3</li><li>mued, N=7</li></ul>	Mini-Hall: Dec. 3 (8-8), Dec. 6 (8-8)  N=53 (two-hour slots for rehearsal/recital)	Dec. 12 – last day of exam/ paneled recital

# VENUE RESERVATION PERIOD – FEBRUARY 7 – 11

Recitalists	Actual Available reserved date/time/venue	Remarks
Non-paneled recital	Abelardo Hall Auditorium	*With overtime
N=26	Dec. 10 (8-2), Dec. 11 (8-12), Dec. 13 (8-8), Dec.	charges after 5 pm
• keyboard, N=4	14* (8-8)	and weekends
• strings, N=6	Dec. 15 (8-8), Dec. 16 (8-8), Dec. 17 (8-8), Dec. 18 (8-8)	All classes end
• wind/perc, N=9		Dec 3 as per
	Mini Hall	university calendar
• musicology, N=4	Dec. 16 (8-8), Dec. 17 (8-8), Dec. 18 (8-8)	Dec. 12 – last day of
• grad=3		exam/ paneled '
	N=58 (two-hour slots for rehearsal/recital)	recital

# THANK YOU VERY MUCH

