



UP CMU ORIENTATION ON AUDITION RECITAL GUIDELINES & PROCEDURES

February 3, 2019

RTP Room, Abelardo Hall Annex, UP College of Music



OUTLINE OF ORIENTATION

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



GUIDELINES

1. RECITALISTS:

Students enrolled in MuP 194, 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 Mini-hall. 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 air-con & 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 College Secretary's office. For recitals outside UP CMu, 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 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.

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

Name of Student: _____ Student Number: _____

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

Recommended by: _____
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 pair the panel grading sheets from the College Secretary's Office Counter 2 (4th Flr.) & 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: _____
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. Faye

3) 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 pair the panel grading sheets from the College Secretary's Office Counter 2 (4th Flr.) & 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

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 3 – 14, 2020

Appeals for late venue reservation are subject to approval by the Dean through a letter request by recitalist duly endorsed by the chair/adviser.

NUMBER OF RECITALISTS ENROLLED THIS SEM

	194	195	196	197	198	Graduate	SUM/DEPT
A= 23	AA Music*	6*					6
	Compo			2			2
	Cond		1	2		1	4
	Music Ed						0
	Voice			6	1	3	10
	Dance			1			1
B= 29	Keyboard		7	1	5		13
	Musicology			2			2
	Strings		3	4	3		10
	WindPerc		1	3			4
TOTAL	6	12	21	9	3	1	52
*6 classes							

IMPORTANT DATES

- Mid-semester is **March 10** (Tuesday)
- All classes end **May 13** as per university calendar
- Final examination period is from **May 15 (Fri) to May 23 (Sat.)**
- **Group A: May 23** is the last day of exam/ paneled recital
- **Group B:** Unpanelled recital until **June 5** but students must submit their recital program immediately after recital to avoid deficiency tag.
- Preferably all unpaneled recitals done by **June 2** (last day of grade submission)

THOSE WHO INC THEIR RECITAL LAST SEMESTER

Recitalists who were INC last semester	Actual Available reserved date/time/venue	Remarks
Number of recitalists who are INC N = ?	March – April 2020	*With overtime charges after 5 pm and weekends

Abelardo Hall Auditorium Schedules

Today ◀ ▶ March 2020

Print Week Month Agenda

8:00 am – 1:00 pm

8:00 am – 8:00 pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar 1	2	3	4	5	6	7
	8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	2:30pm MuPC 1-10 C 5:30pm UPGO Cncert	1pm MuPC 1-10 J 5pm Concert Series	8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	8am Concert Series	8am Concert Series
8	9	10	11	12	13	14
1pm Loen M. Vitto (8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	2:30pm MuPC 1-10 C	1pm MuPC 1-10 J	2:30pm MuPC 1-10 E 6:30pm UPSO Rehea	8am College of Musi	8am EXTENSION
15	16	17	18	19	20	21
	8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	2:30pm MuPC 1-10 C	1pm MuPC 1-10 J 5pm Concert Series	8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	8am Concert Series	8am Concert Series
22	23	24	25	26	27	28
1pm Tribute to Dr. S	8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	2:30pm MuPC 1-10 C 5:30pm Guitar Vertos	10am Poiesis for Fine 1pm MuPC 1-10 J 6pm Poiesis for Fine	2:30pm MuPC 1-10 E 6:30pm UPSO Rehea	8am College of Musi	8am EXTENSION PR
29	30	31	Apr 1	2	3	4
3pm Karamian:Celel	8am Flora Zarco Riv 6pm UPSO Rehearsa	2:30pm MuPC 1-10 C 6pm UPSO Rehearsa	1pm MuPC 1-10 J 5pm Concert Series	8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	8am Concert Series	8am Concert Series

AHA MARCH 2020

MINI HALL

Today ◀ ▶ March 2020 ▾

Print Week Month Agenda ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar 1	2	3	4	5	6	7
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi		
8	9	10	11	12	13	14
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	8am EXTENSION OF	
15	16	17	18	19	20	21
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	8am EXTENSION PR	
22	23	24	25	26	27	28
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	8am EXTENSION PR	
29	30	31	Apr 1	2	3	4
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	8am EXTENSION PR	

Abelardo Hall Auditorium Schedules

Today ◀ ▶ April 2020 ▼

Print Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 3pm Karamian:Celel	30 8am Flora Zarco Riv 6pm UPSO Rehearsa	31 2:30pm MuPC 1-10 C 6pm UPSO Rehearsa	Apr 1 1pm MuPC 1-10 J 5pm Concert Series	2 8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	3 8am Concert Series	4 8am Concert Series
5 8am Extension Progi 8am Extension Progi	6 8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	7 11:30am Matthew Yai 2:30pm MuPC 1-10 C 6pm Matthew Yango	8 1pm MuPC 1-10 J	9 2:30pm MuPC 1-10 E	10 8am College of Musi	11
12	13 8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	14 2:30pm MuPC 1-10 C 6pm Lanselle Nantes	15 1pm MuPC 1-10 J 5pm Concert Series	16 8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	17 8am Concert Series	18 7am Music Theory E:
19	20 8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	21 2:30pm MuPC 1-10 C 6pm Lanselle Nantes	22 1pm MuPC 1-10 J 5pm Concert Series	23 8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	24 8am Concert Series	25 8am Concert Series
26 1pm Loen M. Vitto (27 8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	28 2:30pm MuPC 1-10 C	29 1pm MuPC 1-10 J 5pm Concert Series	30 8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	May 1	2 8am Concert Series

AHA APRIL 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	Apr 1	2	3	4
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	8am EXTENSION PR	
5	6	7	8	9	10	11
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 2:30pm Lessons of Pi	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi		
12	13	14	15	16	17	18
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	4pm GUITAR TRIO	
19	20	21	22	23	24	25
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	8:30am Lessons of Pi 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	4pm GUITAR DUO O	
26	27	28	29	30	May 1	2
8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	9am MuPC 147 11:30am MuL 11 1pm MuL 11 2:30pm Performance 5pm MuPC 1-10 G	8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12 +2 more	11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi		

Abelardo Hall Auditorium Schedules

Today ◀ ▶ May 2020

Print Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 1pm Loen M. Vitto (27 8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	28 2:30pm MuPC 1-10 C	29 1pm MuPC 1-10 J 5pm Concert Series	30 8am Concert Series 2:30pm MuPC 1-10 E 6:30pm Concert Seri	May 1	2 8am Concert Series
3	4 8am College of Musi 1pm MuPC 128-129 6pm UPSO Rehearsa	5 2:30pm MuPC 1-10 C	6 1pm MuPC 1-10 J	7 2:30pm MuPC 1-10 E 6:30pm UPSO Rehea	8 8am College of Musi	9
10	11 8am College of Musi 1pm MuPC 128-129 6pm UPSo Rehearsa	12 2:30pm MuPC 1-10 C	13 1pm MuPC 1-10 J 5pm Concert Series	14 8am Opera Worksho	15 8am UPCM U EXAM 5pm UPCM U REHEAF	16 8am UPCM U EXAM 5pm UPCM U REHEAF
17 8am UPCM U EXAM 5pm UPCM U REHEAF	18 8am UPCM U EXAM 6pm UPSO Rehearsa	19 8am UPCM U EXAM 5pm UPCM U REHEAF	20 8am UPCM U EXAM 5pm UPCM U REHEAF	21 8am UPCM U EXAM 6:30pm UPSO Rehea	22 8am UPCM U EXAM 5pm UPCM U REHEAF	23 8am EXTENSION PR
24	25 8am College of Musi 6pm UPSO Rehearsa	26 8am UPCM U REHEAF	27 8am UPCM U REHEAF	28 8am UPCM U REHEAF	29 8am College of Musi	30 8am EXTENSION PR
31	Jun 1 8am College of Musi	2 8am UPCM U REHEAF	3 8am UPCM U REHEAF	4 8am UPCM U REHEAF	5 8am College of Musi	6 8am EXTENSION PR

AHA MAY-JUNE 2020

MINI HALL

Today ◀ ▶ May 2020 ▾

Print Week Month Agenda ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	27 8:30am MuT 11 10am MuL 15 11:30am MuL 13 +3 more	28 9am MuPC 147 11:30am MuL 11 1pm MuL 11 +2 more	29 8:30am MuT 11 10am MuL 15 11:30am MuL 13 +3 more	30 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	May 1 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	2
3 8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	4 8:30am MuT 11 10am MuL 15 11:30am MuL 13 +2 more	5 9am MuPC 147 11:30am MuL 11 1pm MuL 11 5pm MuPC 1-10 G	6 8:30am MuT 11 10am MuL 15 11:30am MuL 13 +2 more	7 11:30am MuL 11 1pm MuL 11 3pm MuPC 157 6pm College of Musi	8	9
10 8am MuT 11 10am MuT 13 1pm MuPC 131 3pm College of Musi	11 8:30am MuT 11 10am MuL 15 11:30am MuL 13 1pm MuL 12	12 9am MuPC 147 11:30am MuL 11 1pm MuL 11 5pm MuPC 1-10 G	13 5:30pm UP ARCO Rel	14 8am EXTENSION PR 6pm College of Musi	15 8am EXTENSION PR	16 8am EXTENSION PR
17 3pm College of Musi	18	19	20	21 5:30pm UP ARCO Rel	22 6pm College of Musi	23 8am EXTENSION PR
24 3pm College of Musi	25 8am College of Musi	26 8am College of Musi	27 8am College of Musi	28 8am College of Musi 5:30pm UP ARCO Rel	29 8am College of Musi	30 8am EXTENSION PR
31 3pm College of Musi	Jun 1 8am College of Musi	2 8am College of Musi	3 8am College of Musi	4 8am College of Musi	5 8am College of Musi	6 8am EXTENSION PR

MH MAY-JUNE 2020

THANK YOU VERY MUCH!

