

# NSPTG RECITAL GUIDELINES

## FOR TEACHERS AND PROGRAM COMMITTEE

Recitals are traditionally held up to three times a year on Sunday afternoons in November, March and May. Specific dates and locations are announced at the beginning of each season. One to three programs are scheduled for one afternoon, with each program lasting from 45 minutes to one hour.

### **Fees**

A fee of \$10.00 is required for each participating student whether he is performing a solo piece or a duet. This fee is paid by the sponsoring teacher and is sent to the Recital Committee when submitting the required Recital Forms. This fee is *not* refundable.

If the recital committee allows the student to play in more than one program, the student will be charged for each performance.

### **Performance Requirements**

To be eligible to perform, a student must be well prepared. Transfer students should have studied with their current teacher for at least six months. Students are required to bow after performing their piece. All students are expected to be present for the entire recital. The student must be no older than a high school senior to perform.

Students are encouraged to memorize their music for the performance, but will be allowed to use music if necessary. Students performing duets may use their music. Duets must be performed by two students. Student-teacher duets are not permitted.

For all performers proper dress is requested.

\*No jeans or sneakers

\*Girls should wear a dress or skirt, or dress pants with a blouse or sweater

\*Boys should wear a suit and tie, or slacks with dress shirt or sweater and dress shoes

### **Selecting Performance Pieces**

Original pieces and arrangements of classical, jazz, folk or popular music are appropriate performance pieces. Top 40 music should be avoided. Original compositions by students are acceptable.

Each student is allowed to perform one piece. Below are time limits for each level of performance.

\*Advanced Students: Five minutes

\*Intermediate Students: Three minutes

\*Elementary Students: One to Two minutes

Very young students playing pieces of sixteen measures or less can be allowed to perform two such compositions. Long compositions, such as sonatas and waltzes, should not use repeats. Performance of one movement only of a sonata is allowed. Check with the Recital Committee if you are uncertain about the time limit or selection of a piece. Teachers are not allowed to submit the same piece for two students.

### **Submitting Recital Forms**

It is important to use the preprinted Recital Forms when entering students to play in the recitals. The student fee must accompany the recital form. Please keep a master copy of the Recital Form for photocopying purposes. If you run out of forms, please contact the corresponding secretary or download the Recital forms from our website: [www.nspianoguild.org](http://www.nspianoguild.org). When filling out the forms, please print clearly or type. Be sure to fill the form out

completely and also indicate the order in which you wish your students to play. The use of email to submit student names to the Recital Committee is not acceptable. The Recital Committee **must** receive all submissions of recital forms by the date that the forms are due.

Teachers are limited to entering up to ten students total for each recital day. A teacher may enter more than ten students, with the understanding that those "extra" students may not gain a place on that day's programs. When entering more than five students for a recital day, please understand that your students may be split between two recitals to achieve balance in the programs. They will be placed in consecutive recitals for the teacher's convenience. When submitting your recital form, please indicate if you are requesting certain students to perform in the same recital. To ensure a balanced recital, ideally, the playing time for any teacher's combined students would not exceed 1/3 of any one recital. For example, in a 1 hour recital, teacher X's combined students would not perform for more than 20 minutes of the recital.

High school seniors are eligible for special recognition by the guild. In order to receive the senior award, teachers need to let the Recital Committee know if a high school senior is eligible to receive the award. The teacher should mail the student biography with the recital form to the Recital Committee (unless the teacher is planning to read the bio at the recital). The student is eligible to receive a gift and a certificate from the Guild provided he performed in many recitals throughout the years. The student will receive the gift and the certificate at the last recital in which he performs during his senior year. If it is not possible for a student to perform in a recital during the senior year, the student will be given the gift and the certificate by his teacher.

### **Responsibilities of Recital Committee Members**

Recital Committee Members are responsible for organizing the programs for the day's recitals and for serving as chairpersons on the day of the recital.

The Recital Committee will meet one to two weeks prior to the recital to set the programs. After the programs are set, the Recital Committee must contact participating teachers to let them know what time their students need to arrive at the recital in which they are performing. The member appointed by the President(s) to type the programs, must receive the information allowing sufficient time to type the programs and to have them printed.

On the day of the recitals, the Committee members will perform necessary duties, such as bringing the programs, seating the students in the proper order, making announcements and passing out the programs.

The Committee is responsible for making sure that the money collected for fees is sent to the Treasurer of the Guild.

The Recital Committee must notify the Executive Board of any graduating seniors eligible to receive a gift and a certificate.

The Recital Committee should call the Executive Board if there are any questions.

### **Executive Board Duties**

The recital duties of the Guild's Executive Board are to reserve and rent locations for recitals--keeping in mind the following concerns: parking, the condition of piano, price and the size of the room. Another consideration is to try to pick locations for the recitals in accordance with the demographics of the members. The President(s) must appoint a member to type the programs, have them printed, and prepare gifts and certificates for high school seniors.