

STUDENT RECITAL AGREEMENT

Name		Recital Date	
AU ID#		Recital Time	
Email		Program length	
Phone		Instrument	
Recording*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Keyboard	<input type="checkbox"/> Piano <input type="checkbox"/> Harpsichord <input type="checkbox"/> None
Address	<i>(where to mail recording)</i>	Rehearsal Time	<i>(must schedule with DOM Admin Assistant)</i>
Other Musicians Performing	<i>(names & instruments)</i>	Other Needs	<i>(please specify)</i>

A fee of \$15 applies for any additional recordings beyond the one complimentary recording per recital. Please allow 5-10 business days to receive your recording in the mail.

Recital Information

All student recitals and rehearsals must be booked through the office manager in the Department of Music. Students will be charged a \$70 fee for a recital. This fee includes one complimentary CD recording per recital. Students presenting **approved** degree recitals can use the concert hall in preparation for their recital for no more than four (4) hours in the days between their recital audition and the degree recital

It is understood that student recitals are to be performed without sound reinforcement. Any sound reinforcement requests/needs must be approved in advance by your teacher and the Department of Music Chair, and discussed with Howard Center management at least two weeks prior to your recital.

Stage hands are not provided by the Howard Center. You are responsible for any stage hands that you may need for your recital. You are also responsible for setup and tear down on stage of any instruments, stands, equipment, etc. A piano (if requested) will be on stage prior to your recital and must remain there for the entirety of your recital. Please do not move any pianos on or off stage. Only Howard Center personnel and/or members of the Music faculty are authorized to move the pianos.

A green room will be made accessible for your recital. A green room code can be obtained from Howard Center staff. Upon leaving, green rooms must be emptied of all your belongings and trash, used towels must be deposited in the main office, and all lights and monitors must be turned off.

A Howard Center audio technician will be available one half hour prior to your recital and will be present to

record the performance. One complimentary audio recording of the recital will be prepared for you within two weeks of your recital and will be mailed to the address listed above. You may also pick up your copy at the Howard Center office if you so choose. Video recordings are not available through the Howard Center.

Rehearsals

Students presenting **approved** degree recitals can use the concert hall in preparation for their recital for no more than four (4) hours in the days between their recital audition and the degree recital. Access to the piano and main stage must be scheduled through the Department of Music Administrative Assistant.

Rehearsals will not be scheduled until this signed form has been turned in to Howard Center management.

If a piano is required for rehearsal, Howard Center management will make its best effort to have the piano on stage before the rehearsal begins. However, when Howard Center is short on staff, your assistance may be required to move the piano when you arrive for your rehearsal.

Reception Information

The Lobby is available for a reception after your recital. You will have access to the lobby to begin setting up one to two hours prior to the beginning of your recital. **Set up is solely your responsibility.** Howard Center staff will be available to help you locate chairs and tables. Linens and decorations are not provided.

The benches located in the Lobby may be moved to the hallways if desired. The flower arrangements are not to be moved. No helium balloons, candles (open flame), or painting (spray or brush) are allowed anywhere in the building. No items are to be adhered to walls or windows.

The kitchen will also be made available for your use. The kitchen is for serving purposes only, no cooking is allowed. The Howard Center must approve all catered meals. All food and drinks must be vegetarian and alcohol-free.

The lobby must be cleared of all items and cleaned immediately after the reception. **Clean up is solely your responsibility.** All tables and chairs must be taken down and stored, all decorations and equipment must be removed, and anything that was moved or disassembled must be put back in working order. A "Clean Up Check List" may be issued shortly before your reception time is over. It is your responsibility to make sure each item on the list has been met and a Howard Center representative's signature has been obtained.

Because there are most likely events taking place after your recital, **the lobby and kitchen must be cleared and the building vacated of you and your guests within three (3) hours of the start time of your recital, unless other arrangements are made with Howard Center management.** These alternative arrangements must be made no less than one week prior to your recital. It is your responsibility to make sure everything is cleared and cleaned within your allotted time.

Recital Promotion

The Howard Center is willing and able to promote your recital by posting a digital poster on our lobby monitor. Posters appear the best if they are sized to the screen (1920 x 1200, landscape) and are in PDF format. The Howard Center does not post hard copies of posters. A digital file must be emailed to Howard Center management.

Agreement

I have read and understand fully the above listed conditions for using the Howard Performing Arts Center for my recital. I understand that my recital and rehearsals will not be officially scheduled until I have signed this agreement and returned it to the Howard Center office.

Student's signature

Date

Department Chair's signature

Date