The following basic services are provided for student recitals:

- Piano
- Chairs and music stands
- 70 programs typed and printed
- Listing in Frost School of Music Calendar
- Listing in University Web Calendar
- Usher(s) to manage BASIC lighting and handle stage moves (Gusman/Clarke Only)
- Use of Green Room prior to performance (Gusman/Clarke Only)

**TIMELINE REMINDERS**

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 3 days of</td>
<td>Payment of $60 (non-Refundable recital fee) and payment of Recording/Sound Fees are due</td>
<td>Concert Hall Office</td>
</tr>
<tr>
<td>confirming recital date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 weeks before</td>
<td>Submit Recital Program Information</td>
<td>Concert Hall Office</td>
</tr>
<tr>
<td>1 weeks before</td>
<td>Submit stage diagrams</td>
<td>Concert Hall Office</td>
</tr>
<tr>
<td>After recital</td>
<td>Pick up recording</td>
<td>Concert Hall Office</td>
</tr>
</tbody>
</table>
SCHEDULING

Required recitals for the Fall and Spring Semesters may be scheduled beginning in the Spring Semester of the previous academic year. REQUIRED recitals must take place in either Gusman Hall or Clarke Recital Halls. Elective recitals must be held off-campus.

All student recitals must be approved by the respective studio teacher.

For required recitals in a Frost School of Music facility, the student must contact the Manager of Concert Halls to determine whether the selected recital and rehearsal dates are available. If the dates are available, the selected date will be penciled in for a maximum of 3 days. During this three-day period, the student must contact the studio teacher, the accompanist, and other musicians that may be needed in the recital and members of the student's family to ensure that the dates are acceptable to all. For recitals held outside School of Music facilities, the student must contact the appropriate person and follow their required reservation procedures. Graduate Students must list their committee members on the form and obtain approval and signature from the Dean of Graduate Studies office during this three-day period as well.

Along with the request form, a $60.00 deposit (non-refundable recital fee) must be submitted. If the student chooses to hire Frost Recording Services instead of an outside company, all fees for recording services will be due at this time.

FORMS

Request for Student Recital Date
The student must complete the Request for Student Recital Date form, including the signature of the studio teacher, and return it by the end of the third day. On the fourth day, the requested date will be released.

Recital Program Information Form
The student must submit the recital program information using the approved program template provided by their studio teacher, to fsom.programs@miami.edu 21 days prior to the recital date.

Program notes will not be provided. The typesetting, reproduction, and distribution of program notes and acknowledgements are the responsibility of the student.
Stage Diagrams for Recital
This information is used by the Concert Hall Office to provide facilities and stage managers with accurate information to best facilitate your performance needs. It is imperative that we receive this information from you by the deadline in order to schedule resources for the Hall. Please make a clear diagram of your stage setup on the provided form.

RECORDING & SOUND
All recitals scheduled in Gusman Concert Hall or Clarke Recital Hall must be recorded by the Frost School of Music Recording Services Department. Selection of Sound/Recording package and payment must be made at the time the recital is scheduled. Sound/Recording Packages are as follows:

<table>
<thead>
<tr>
<th>Package</th>
<th>Description</th>
<th>Recording</th>
<th>Sound Reinforcement</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Classical / Band</td>
<td>Stereo Pair, CD Copy Included</td>
<td>None</td>
<td>$105.00</td>
</tr>
<tr>
<td>2</td>
<td>Classical / Band (with simple sound reinforcement)</td>
<td>Stereo Pair, CD Copy Included</td>
<td>Small sound system (including CD playback, wireless system, no mixer or speakers visible)</td>
<td>$155.00</td>
</tr>
<tr>
<td>3</td>
<td>Classical / Band (with complex sound reinforcement)</td>
<td>Multiple mics, CD Copy Included</td>
<td>Large sound system (including monitor speakers, mixing position in audience, up to 2 wireless systems)</td>
<td>$260.00</td>
</tr>
<tr>
<td>4</td>
<td>Jazz / MWP/MTC (Gusman or Clarke)</td>
<td>Multiple mics, CD Copy Included</td>
<td>Large sound system (including monitor speakers, mixing position in audience, up to 2 wireless systems)</td>
<td>$260.00</td>
</tr>
<tr>
<td>5</td>
<td>Musical Theater (piano + 1 voice)</td>
<td>Stereo Pair, CD Copy Included</td>
<td>Small sound system (including a wireless system)</td>
<td>$155.00</td>
</tr>
<tr>
<td>6</td>
<td>Musical Theater (more complex)</td>
<td>Multiple mics, CD Copy Included</td>
<td>Large sound system (including monitor speakers, mixing position in audience, up to 2 wireless systems)</td>
<td>$260.00</td>
</tr>
</tbody>
</table>

Prices do not include Tax. Due to equipment limitations, Jazz Vocal (undergraduate) MWP, and MTC recitals are limited to Gusman Hall.

An engineer will be assigned to your recital approximately 2 weeks prior to your event. The engineer will then contact the performer to discuss the specifics of the event.
Frost School of Music
Recital Handbook

PROGRAMS

Programs are printed based on the information on the program template received via email by the student, three weeks before the recital. Concert Hall Office based on information from the Recital Program Information Form submitted by the performer FOUR weeks before the recital. All recitalists will have one opportunity to proof their program. No changes will be allowed after the final proofreading.

For required recitals held in Gusman, Clarke, Nancy Greene, Fillmore, and Broby Halls, 70 copies will be provided at no additional charge. For "off-campus" recitals, or additional program copies, there will be a charge of $.10 per copy.

The performer is responsible for typing duplicating texts, translations and program notes, and is responsible for bringing them to the recital.

REHEARSALS

Rehearsal times are subject to availability and are scheduled for weekdays at the following times:

10AM –12PM
2PM – 4PM

The performer must contact Gusman Concert Hall Office to gain access to the hall. The performer is responsible for setting up and clearing the stage after rehearsal, returning all chairs and stands backstage, covering pianos, and clearing debris. All food and drink (except water) is prohibited in the Halls. The hall must be cleared out in time to allow for the next rehearsal to begin on time.

STAFF

The Concert Hall Office supplies staff for recitals as follows:

- Gusman Hall – 2 stage managers
- Clarke Hall – 1 stage manager

On the day of the recital, stage managers will set stage, open and close stage door for performers, and bring programs to the hall. Recitalists must provide their own page turners. Stage Managers will not turn pages under any circumstance.

Stage managers are the only personnel authorized to provide BASIC concert lighting adjustment, which is set to pre-set levels.

NOTE: If special lighting is required, it must be requested at the Gusman Concert Hall Office at least TWO weeks in advance.
RECEPTIONS

No food or drinks are permitted inside. All receptions must be held outside Gusman and Clarke Halls. No Alcoholic beverages may be served.

A kitchen is available for use in Clarke Recital Hall. A $50 deposit is required and prior arrangements must be made at the Gusman Concert Hall Office. The stage manager will open the door to the kitchen and it is the responsibility of the performer to remove all food and beverage stored in the refrigerator.

NOTE: Failure to leave the kitchen in good condition may subject the student to the forfeiture of the deposit.

CANCELLATIONS

It is the student’s responsibility to cancel any recital scheduled through the Concert Hall Office by completing a “Cancellation Form”. A recital is not cancelled until the request is signed by the student’s teacher and then approved by the Director of Concert Halls.

Inadequate preparation, problems with assisting artists, or conflicts with other performing engagements ARE NOT considered ADEQUATE reasons for CANCELLATION.

Student recitals cancelled for any reason other than documented serious illness or death in the family may not be rescheduled in the same semester within the Frost School of Music facilities a $60.00 (non-refundable) rescheduling fee will apply.
CONCERT HALL OFFICE CONTACT INFORMATION:

**Director of Music Operations/Concert Halls**
William Dillon  
Phone: 305-284-2438  
Fax: 305-284-4237  
E-mail: wdillon@miami.edu

**Director of Recording Services**
Paul Griffith  
Phone: 305-284-6922  
Fax: 305-284-4237  
E-mail: griffith@miami.edu

**Administrative Assistant**
Nilda Pradera  
Phone: 305-284-2438  
Fax: 305-284-4237  
E-mail: npradera@miami.edu

Mailing Address:  
Gusman Concert Hall  
1314 Miller Drive  
Coral Gables, FL 33146