

## Richmond Branch Recital Procedures

1. A list in printing or typing of those students performing in the recital must be submitted to the "recitals" post office box, two weeks before the recital deadline. **NO LATE ENTRIES OR PHONE LISTS WILL BE ACCEPTED.**
2. The list **must include the following**: The student's name and age, the composer and grade of the piece, the length of the piece, and the accompanist's name.
3. **All written entries are final.** There can be no changes after the application deadline or at the recitals.
4. Pieces should be fairly short and attractive. In consideration of our younger participants, please choose inspiring music. Students are expected to play from memory. No repeats should be played and only one movement of a multi-part work. Pieces should be of Grade 1 level and up unless the recital committee specifies that beginners are allowed. Any recognized syllabus may be used as a guide. **No photocopies** are permitted for any recital. This rule will be strictly enforced.
5. Memorization is **mandatory** for First Class Honours Recitals.
6. **Teachers will be suspended from entering students in the branch recitals for a period of 3 months if any of their students use photocopy music during any public performances.**
7. Each recital will be approximately one hour in length.
8. The teacher's fee for submitting to recitals is **\$15.** (Including First Class Honours Recitals) **This fee MUST ACCOMPANY THE LIST.**
9. Teachers may present up to a maximum of seven (7) students per RECITAL DATE or to a maximum time of fifteen (15) minutes per RECITAL DATE. Maximum presentation time for a single student is 5 minutes. Exception: Advanced repertoire 8 minutes or under, maximum one advanced student per recital time.
10. **Teachers are expected to be in attendance if their students are performing, and should volunteer as host or door person.**
11. Teachers are asked to instruct students about stage deportment (curtsey, bow, walking – not running, etc.). Appropriate attire is required for all recitals. No torn or sloppy T-shirts or jeans, and no runners. **Performance will be prohibited unless dress code is observed.**
12. Teachers willing to serve as accompanists are appreciated. Please contact the convener. **Instrumentalists – please inform host if music stand is required.**
13. The Recital Host is to thank the accompanists.
14. The convener and/or the recital host should always be notified of cancellations. **Please do everything possible to keep cancellations to a minimum.** Students must report to Host **5 minutes** before recital.
15. Parents and friends are requested to stay until the Recital is finished and to observe proper concert decorum.
16. Use of cameras and video recorders is at the discretion of the recital committee and the recital host. **No flash cameras** allowed during the performance.
17. Admission to recital is \$2.00 per person, \$5.00 per family. Performers, teachers and accompanists are admitted free of charge.
18. When filling the recital form, please mark down clearly whether the students are entering the First Class Honours recital or the General recital. For 1<sup>st</sup> Class Honours recital, please specify the marks received for proper certificate typed. Trophy winners are required to perform in the Recital. Student receiving trophy, but not performing will not receive a certificate. Option \$5 charge if requested. Funds will go towards scholarship.

RECITAL PROCEDURES