Wind, Brass and Percussion Area

Instrumental Studies Handbook

Fall 2015 – Spring 2016
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Major/Minor Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Advising</td>
<td>2</td>
</tr>
<tr>
<td>Graduate Offerings</td>
<td>2</td>
</tr>
<tr>
<td>Performing Organizations</td>
<td>3</td>
</tr>
<tr>
<td>Large Ensemble Clarifications</td>
<td>3</td>
</tr>
<tr>
<td>Chamber Music Opportunities</td>
<td>4</td>
</tr>
<tr>
<td>Private Lesson Policies</td>
<td>4</td>
</tr>
<tr>
<td>Recital Policies</td>
<td>5</td>
</tr>
<tr>
<td>Regular and Pre-Recital Jury Policies</td>
<td>5</td>
</tr>
<tr>
<td>Upper-Division Jury Description and Policy</td>
<td>5</td>
</tr>
<tr>
<td>Service Organizations</td>
<td>7</td>
</tr>
<tr>
<td>Northern Arizona Community Music and Dance Academy (School of Music)</td>
<td>8</td>
</tr>
<tr>
<td>Procedures for Lockers and University-Owned Instruments</td>
<td>8</td>
</tr>
<tr>
<td>Lockers</td>
<td>8</td>
</tr>
<tr>
<td>University-Owned Instruments</td>
<td>8</td>
</tr>
<tr>
<td>Procedure for Instrument Check-out</td>
<td>8</td>
</tr>
<tr>
<td>Percussion Equipment</td>
<td>9</td>
</tr>
<tr>
<td>Office &amp; Faculty Listing / Important Telephone &amp; Room Numbers</td>
<td>9</td>
</tr>
<tr>
<td>Music and Theatre Office</td>
<td>9</td>
</tr>
<tr>
<td>Band and Orchestra Office</td>
<td>9</td>
</tr>
<tr>
<td>Jazz Studies Office</td>
<td>9</td>
</tr>
<tr>
<td>Music Faculty</td>
<td>9</td>
</tr>
<tr>
<td>Ardrey and Ashurst Auditoria</td>
<td>10</td>
</tr>
<tr>
<td>Upper-Division Jury Information and Agreement</td>
<td>11</td>
</tr>
<tr>
<td>Ensemble Scholarship Exemption Form</td>
<td>15</td>
</tr>
</tbody>
</table>
**Music Major/Minor Requirements**

To be considered a Music Major, a student must:

1. Audition for acceptance into the music program.
2. Be enrolled in academic, performance, and applied music courses for the major.
3. Audition for and participate in a large ensemble in the field of the major for each semester in residence.
4. Perform in a large ensemble on their principal instrument.
5. If you are in marching band you must audition for placement and participation in Wind Symphony, Symphonic Band or Orchestra to reinforce private lesson instruction.

To be considered a Music Minor, a student must:

1. Audition for acceptance into the music program.
2. Be enrolled in the pre-freshman or freshman theory sequence and/or music history and/or other required music courses for the minor.
3. Audition for and participate in a large ensemble in the field of the minor for each semester while completing minor requirements.

**Advising**

- All Freshmen Music Education Majors will be advised at the Gateway Student Success Center.
- All Sophomore Music Education Majors will be advised by assigned music faculty in the music education area; see bulletin board near the School of Music Office (room 120) for assignments.
- All Upper-Division Music Education Majors will be advised by assigned music faculty in the music education area; see bulletin board near the School of Music Office (room 120) for assignments.
- All Music Performance Majors are assigned to their studio professors for the entirety of their degree.
- All Music Minors are assigned to Dr. Rick Stamer.
- All Bachelor or Arts (BA) in Music students are assigned to Dr. Bruce Reiprich, Julie Hedges Brown, Stephen Brown, and James Leve.
- For current information go to [http://nau.edu/CAL/Music/Student-Resources/Advising/](http://nau.edu/CAL/Music/Student-Resources/Advising/)

**Graduate Offerings**

The graduate program at NAU is designed to effectively prepare the student for professional careers or doctoral pursuits in the areas of performance, education, accompanying, and scholarship. Our faculty and curricular offerings provide both breadth and depth in conducting, performance, music teaching, music history, Suzuki, and theory-composition. The following master’s degrees are offered at NAU:
Large Conducted Ensembles

**Wind Symphony** is NAU’s premiere wind ensemble and is recognized nationally for high performance standards of outstanding literature. The ensemble’s primary conductor, Dr. Daniel Schmidt, Director of Bands, selects diverse and contemporary repertoire to challenge students and bring out their highest level of performance. This ensemble has commissioned and premiered many works by composers of international fame. The Wind Symphony has performed at the national and regional conferences of the College Band Directors National Association, the Arizona Music Educators Conference, frequently records CD’s for Carl Fischer Music of New York and Daehn Publications, and traveled to Europe in May, 2007. Performers in this ensemble are placed by audition only, taking place prior to the beginning of each semester. Contact the band office for further information, 523-3413 or SymphonicWinds@nau.edu.

**Symphonic Band** performs a variety of literature that is considered to be the core repertoire of the wind medium. Works performed by this ensemble are considered to be essential knowledge for music performance majors and music education majors. This band is conducted primarily by Mr. Elliott Tackitt, Associate Director of Bands. Performers in this ensemble are placed by audition only, taking place prior to the beginning of each semester. Contact the band office for further information, 523-3413 or SymphonicWinds@nau.edu.

**Collegiate Band (spring only)** is conducted by NAU’s graduate wind conducting assistants along with Dr. Schmidt. These conductors strive to provide an enriching and educational musical experience for wind and percussion performers. No audition is required, and non-major participation is strongly encouraged.

**The Lumberjack Marching Band** provides an opportunity for all NAU students of all majors from accounting to zoology to participate in an exciting musical experience. The solid sound and visual performance of Arizona’s only retro-rock college marching band builds energy and enthusiasm at NAU’s home football games, as well as representing NAU at select performances in the region. Special engagements have included performances at Arizona Cardinals football games in the new Cardinals’ Stadium in Glendale, the Arizona State University and University of Arizona games, and as host and Exhibition Band at the Bands of America Regional Championship Competitions, held in the NAU Skydome, as well as our own NAU Band Days.

**University Orchestra** is open by audition to all string, wind, and percussion students at NAU. Under the direction of Dr. Daniel O’Bryant, this ensemble presents several concerts throughout the year, including presenting the winners of the Annual Solo Competition. The orchestra also serves as the NAU Opera Orchestra. Further information regarding this ensemble can be obtained by contacting Dr. Daniel O’Bryant at 523-2340 or orchestras@nau.edu.
Large Ensemble Clarifications

- Music Education Majors are required to participate in the NAU Marching Band for two semesters in order to fulfill their degree requirements.
- Music Education Majors may count Marching Band as their large conducted ensemble for two semesters as long as they are performing on their primary instrument in the ensemble.
- All music majors are required to complete a minimum of eight SEMESTERS of large ensemble participation during their undergraduate experience and must participate in a large ensemble during every semester of enrollment as a music major at NAU (student-teaching semester excluded).

All ensemble placements are made by studio teachers and ensemble directors.

Ensemble Pre-placement:

Fall Semester: Freshman will be placed in Symphonic Band and if Music Education Majors, Marching Band.

Spring Semester: Students will be advised by their studio teacher as to which ensemble to register.

Default Placements:

When a student needs to be placed in a second ensemble because of scholarship requirements and all of the scholarship eligible groups are full the following groups can be used as exceptions:

Marching Band
Jazz Band I
Chamber Music

The ensemble which is allowed will be determined by the studio teacher in collaboration with the Director of the School of Music or the Ensemble Director. These exceptions will be for one semester only. A letter or form will be filled out allowing the student a one-semester exception. (form at end of handbook)

Chamber Music Opportunities

The following small ensembles are offered for credit through NAU:
- Mixed Woodwind Ensembles Dr. Rebecca Scarnati
- Mixed Brass Ensembles Ms. Nancy Sullivan & Dr. Stephen Dunn
- Flute Ensembles Dr. Emily McKay
- Clarinet Ensembles Mr. Cris Inguanti
- Saxophone Ensembles Dr. Jonathan Bergeron
- Horn Ensembles Ms. Nancy Sullivan
- Trombone Choir Mr. David Vining
- Percussion Ensemble Dr. Steve Hemphill
All Mixed Chamber Music Ensembles can be registered under course number MUP 170 through 670-0801.

All ensembles consisting of like instruments (trombone choir, flute ensemble, etc..) can be registered under course number MUP 170 through 670-0901. Except Percussion Ensemble which is MUP170 through 670-11.

Private Lesson Policies

**Music Performance, Education Majors, and Bachelor of Arts Majors** generally take four semesters of private lessons before the upper division jury or exit jury. Music Education Majors take at least an additional two semesters of lessons after the upper division jury and Performance Majors must take at least four more semesters after the upper division jury. See the *Jury Policies* below for more information. Bachelor of Arts degree majors take a minimum of four semesters of lessons but continue to take lessons if on scholarship. All students on music scholarships are required to take lessons each semester.

**Non-Music Majors** are eligible for enrollment in private instruction if the specific studio has space available.

**Large Conducted Ensemble** participation is required each semester in which the student is enrolled in private lessons. Exceptions to this rule will be determined by the Wind and Percussion faculty committee.

**Transfer Students** may take the Upper Division Jury at the end of one semester of study, upon the recommendation of the instructor.

**Studio Membership is determined by the following priority ranking:**
1. Music Majors
2. Music Minors with a music scholarship
3. Music Minors with no music scholarship
4. Non-music students

**Credit Hour Policies:** Lessons of one credit hour provide the student with one half-hour lesson per week. Two or three credit hour lessons provide the student with one one-hour lesson per week. All students taking lessons are entitled to twelve lessons per semester. A student may receive fewer lessons if they begin lessons too late in the semester or lessons are missed for unexcused reasons.

**Grading** is based on the requirements and discretion of each studio professor, as outlined in their course syllabus. Master class participation is required of all private lesson students. In addition, students taking lessons are required to attend the recitals and concerts each semester that are designated by their studio professor. A performance jury will serve as the final examination each semester and is worth 25% of the final lesson grade.

Recital Policies

All instrumental music education majors are required to complete a Junior Recital. Music performance majors are required complete both a Junior and a Senior Recital. Guidelines for these recitals are determined by the student’s studio professor. Students must be enrolled in private
lessons during the semester in which the recital is performed. Students are required to complete a Pre-Recital Jury in order to perform their required recitals (see Jury Policies). Students may refer to the “Recital Procedures” board in the main hallway or the Ardrey website http://www.cal.nau.edu/auditoria/ for assistance in planning their recital.

**Regular and Pre-Recital Jury Policies**

Each semester students enrolled in private lessons are required to perform a specific type of jury; that is to say, a regular, upper division, or pre-recital jury. The studio professor and a committee from the wind, brass, and percussion area will determine when or if a postponement may be granted.

**Fall and Spring (Regular) Juries** are scheduled for the end of each semester for all students enrolled in private lessons. Requirements will be set forth by the student’s private instructor. Jury forms may be obtained on the Band website http://www.symphonicwinds.nau.edu/; there must be one form for each member of the jury panel. The student must complete his/her portion of each form before submitting them to the members of their jury panel. Members of the panel shall consist of studio or conducting faculty; the selection of faculty is based on the student’s instrument.

**Pre-Recital Juries** must be passed before students are allowed to perform a Junior or Senior Recital. The student and any accompanists or collaborators must be prepared to perform the entire recital for the jury panel. It is the student’s responsibility to:

- reserve an appropriate room
- set up a video or audio recorder (depending on your studio requirements),
- provide a set of copies of the recital music
- schedule two music professors to be on the pre-recital jury panel. One of these professors must be the student’s studio professor.

Pre-Recital Juries must be performed at least two weeks before the student’s scheduled recital. Forms are available on-line at http://www.symphonicwinds.nau.edu/ and must be approved by the studio teacher before the jury.

**Upper-Division and Exit Jury Description and Policy**

The Upper-Division and Exit Jury system at the NAU School of Music is utilized by the wind, brass and percussion area faculty to identify those wind, brass, and percussion students (in all music majors; Music Performance, Music Education, or the Bachelor of Arts degree) who are:

a) Proving satisfactory progress in the study of an instrument (relative to the major) and who can execute acceptable performance standards,

b) Knowledgeable of the rudiments of musical structure and design (scales, arpeggios, etc.) as determined by the specific studio/instrumental area,

c) (Music Performance and Music Education only) Prepared musically and intellectually to perform in a public recital at an appropriate level, with success of a mature nature, and

d) Able to interpret challenging repertoire, yet appropriate in relationship to the degree pursued, with intellectual and expressive understanding,

e) (Bachelor of Arts degree students only) Able to interpret and successfully perform contrasting pieces or movements from the repertoire expected of end-of-second semester freshman.
These works should represent a minimum level of achievement determined by the studio teacher.

Passing the Upper-Division or Exit Jury allows the student to continue in their degree program. The Upper-Division or Exit Jury must be attempted at the end of the fourth semester of private studio lessons (i.e., at the end of the sophomore year). The jury schedule for transfer students is at the instructor’s discretion through studio assessment and planning. If a non-transfer music major expresses a desire to attempt the Upper-Division Jury before or after the fourth semester of private study, such an arrangement must be approved by the Wind and Percussion faculty committee. Members of the jury panel shall consist of studio professors; the selection of which is based on the student’s instrument. Forms for Upper Division and Exit Juries are available on-line at http://www.symphonicwinds.nau.edu/. Students should supply the appropriate number of copies of music for the jury (usually three copies of the solo part and/or the accompaniment are sufficient).

All students have two opportunities to pass the Upper-Division or Exit Jury. The second attempt must be pursued in the subsequent semester (following a single semester of private studio lessons before a second attempt may be pursued).

If both opportunities result in failed attempts, the student will be directed to another area of academic study outside of the music major. If a student wishes to pursue a different degree in music, they must re-audition for the studio teacher for entrance into the new degree. A portion of the Upper-Division Jury (e.g., scale routines alone) may not be selectively re-evaluated at a later date. The complete jury process, both musical compositions and technical requirements, must be re-evaluated for successful completion of this requirement.

The Upper-Division Jury requires each participant to exhibit the integration of all aspects of performance into one presentation, meeting minimum musical standards in musical knowledge, accuracy of execution, tone production, musicianship, interpretation, ensemble skill (where appropriate), and performance anxiety control. Because of these integration requirements, the evaluation result of the Upper-Division Jury, in some cases, may be distinct and variable, in relation to semester and/or historical grading results within the private studio lesson. The jury requirements – solo(s), scales, and other performance components – will be determined specifically by the studio professor.

On rare occasions, students may submit a written appeal for the opportunity to attempt a third Upper-Division or Exit Jury. Rationale for such an appeal must be indicative of events beyond the control of the student such as a significant medical issue or a family emergency. Lack of knowledge about the scheduling of the jury or its requirements, a leave of absence, a change of major, accompanist-related issues, or issues of similar nature, are not acceptable rationale for such an appeal. The wind and percussion faculty, in whole, shall determine the result of any appeal.

There are no exemptions from the Upper-Division or Exit Jury. An Upper-Division or Exit Jury (or similar format examination) from another college or university cannot be accepted.

The statement herein, as informative and alerting text within the NAU Wind, Brass and Percussion Instrumental Studies Handbook, is provided to all students majoring in the instrumental (wind and percussion) programs of the School of Music as forewarning, due notice, and stipulation of said performance requirements.

Please submit the Upper-Division Jury Information and Agreement form, found at the end of this handbook, to your individual studio professor for student file records.
**Service and Professional Organizations**

**Music Educator’s National Conference (MENC)** is the professional organization for anyone with an interest in improving the quality of music performance and music instruction. MENC is the umbrella organization by which other organizations such as the American Bandmasters (ABA), String (ASTA), and Choral Directors (ACDA) receive their charters. Some of the benefits of being an MENC member are receiving a subscription to *Teaching Music* magazine, receiving the MENC student price to the Arizona Music Educators Association conference in January, and the opportunity to meet music educators from all over the state.

**Kappa Kappa Psi**, National Honorary Band Fraternity, is a service organization dedicated to the promotion and excellence of the university bands. Locally, the brothers of Gamma Kappa chapter strive to become leaders in service in the band and music programs by hosting recitals and other various activities while maintaining music stands and the music library. Nationally, Kappa Kappa Psi promotes band service and music by offering leadership clinics and commissioning new and interesting music for concert band.

**Tau Beta Sigma**, National Honorary Band Sorority, provides service to collegiate bands, encourages the advancement of women in the band profession, and promotes and enriches an appreciation of band music through recognition, leadership, development, and education of its members. They sponsor receptions for concerts, book drives, and leadership awards, provide food and water for marching band trips and rehearsals, and carry out large fundraising projects for the NAU color guard and various organizations or projects, as well as various other service projects throughout the year. For more information, contact any member of Tau Beta Sigma.

**Sigma Alpha Iota** is a professional music fraternity for women that sponsors philanthropic projects that benefit non-members as well as members across the nation. These projects include programs established for the physically disabled such as Braille transcriptions, bold note music, music for the hearing impaired, and a music therapy program. On a community level, ΣAI sponsors “People to People,” “Community Action,” and various string programs. The NAU chapter provides services for departments throughout the college. For more information, contact any member of Sigma Alpha Iota.

**Phi Mu Alpha Sinfonia** is a Brotherhood of men bound together for mutual helpfulness. The object of this Fraternity shall be for the development of the best and truest fraternal spirit, the mutual welfare and brotherhood of musical students, the advancement of music in America, and a loyalty to the Alma mater.

**The Wind and Percussion Advisory Board of Northern Arizona University** was formed at NAU in the fall of 2002 to serve as a student advisory council. The Director of Bands serves as the board’s faculty sponsor/advisor. The Advisory Board strives to set an exemplary standard and to provide support, advise, and assist wind and percussion students and faculty. This organization consists of 10-14 members to be elected each calendar year. Any wind or percussion student enrolled in a large ensemble, or enrolled in Jazz I or II, is eligible for nomination; elections are held in late November.

**Northern Arizona Community Music and Dance Academy (School of Music)**
Teaching opportunities are available to undergraduate and graduate music students through the NAU Community Music and Dance Academy. The Academy offers traditional music lessons (on most instruments) or Suzuki lessons and group class for violin and viola to children and other members of the Flagstaff and NAU campus community. For more information about being a part of the NAU Community Music and Dance Academy visit http://www4.nau.edu/music/academy/ or stop by the Academy Office in the Ponderosa Building.

Procedures for Lockers and University-Owned Instruments

**Lockers**
There is a $30.00 fee per semester required to check-out a locker. **The Bands & Orchestras Office is unable to rent one locker to two students.** In addition, a fee of $50.00 will be charged for every locker key that is misplaced. The fee must be paid in the Bands & Orchestras Office before another key can be issued. All lockers must be clean and in working order at the time of check-in. An additional fee of $50.00 will be attached for any damage that requires repair or cleaning.

**Procedure for locker check-out:**
1. See the property and facilities management graduate assistant in the Bands & Orchestras Office, complete a locker request form, and pay fee.
2. The locker must be checked-in at the end of the spring semester. In order to keep a locker for the summer, a student must have permission from the Director of Bands. The rental fee is $30.00 for the summer.

**University-Owned Instruments**
Rental fee for university-owned instruments is $30.00 each semester for each instrument. All fees are payable at the time of instrument check-out. **ALL INSTRUMENTS must be returned or re-checked out EVERY SEMESTER. Instruments which are not returned or re-checked out by the day following the main university graduation ceremony will be considered stolen and the matter turned over to campus police.**

It is assumed that each instrument and month piece is in good condition when checked-out. If any instrument or month piece is not in satisfactory condition, it is the student’s obligation to notify the property and facilities management graduate assistant of the needed repairs. Each student is responsible for any repairs that may need to be made from everyday use. Contact the Bands & Orchestras Office for recommendations regarding where to take instruments for repair. For university-covered expenses, the student must complete an instrument-repair form (available in the Bands & Orchestras Office) **before** the instrument is repaired.

**Procedure for Instrument Check-out:**
1. See the property and facilities management graduate assistant in the Bands & Orchestras Office, complete an instrument check-out form, and pay fee.
2. At the conclusion of the fall semester, the instrument must be checked-in or the instrument rental must be renewed for the spring. The rental fee must be paid at that time if the instrument rental is to be renewed.
3. At the conclusion of the spring semester, the instrument must be checked-in or the instrument rental must be renewed for the summer. The rental fee must be paid at that time if the instrument rental is to be renewed.
4. Instruments rented for techniques/methods classes are free for the semester of the class, but if they are not turned in at the end of the semester, there is a charge for a rental fee. The same is true for techniques/methods lockers.

**Percussion Equipment:**
There is a $30.00 rental fee **each semester** for all percussionists playing in a large ensemble. This fee will help offset the cost involved with maintenance and replacement of school percussion equipment. The fee will be collected the first week of classes and is not to exceed $30.00 per student. Excessive damage to equipment will be the full financial responsibility of the student involved.

**Office & Faculty Listing / Important Telephone & Room Numbers**

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<tr>
<td>3-3731</td>
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<tr>
<td>3-3538</td>
<td>120B Director, School of Music</td>
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<tr>
<td>3-2270</td>
<td>120C Administrative Assistant-Music/Room Schedules</td>
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<tr>
<td>3-4518</td>
<td>118 Associate Director, School of Music</td>
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<td>3-3413</td>
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**Music and Theatre Office**
- Sullivan, Dr. Todd
- Richards, Ms. Joyce
- Stamer, Mr. Rick

**Bands & Orchestras Office**
- Dixon, Mr. Waylon
- Band/Orchestra Fax

**Jazz Studies Office**

**Wind, Brass, and Percussion Music Faculty:**
- Bergeron, Dr. Jonathan Saxophone
- Finet, Mr. Christopher Director of Jazz Studies/Bass
- Dunn, Dr. Stephen Trumpet
- Hemphill, Dr. Steven Percussion
- Lapins Dr. Alex Tuba
- Inguanti, Mr. Cris Clarinet
- McKay, Dr. Emily Flute
- Moore, Dr. Kent Bassoon/Theory
- O’Bryant, Daniel Director of Orchestras
- Scarnati, Dr. Rebecca Oboe/Theory
- Schmidt, Dr. Daniel Director of Bands
- Sullivan, Ms. Nancy Horn
- Tackett, Mr. Elliott 180A Bands, Assoc. Dir.
- Vining, Mr. David Trombone/Euphonium

**Ardrey and Ashurst Auditoria:**
- Office 290Ard
- Battali, Mrs. Kathy 290Ard Events Coordinator, Senior
Upper-Division Jury
Information and Agreement

The following document must be signed and returned to the private studio instructor no less than two (2) months before the scheduled Upper-Division Jury (typically October 1 or February 1 of the appropriate semester). A copy of this document will be provided to the jury panel by the candidate’s private studio instructor at the scheduled hearing. The original document will be placed in the student’s official file located in the School of Music office.

☐ I am aware of the requirement of successfully completing the Upper-Division Jury at the end of my sophomore year (non-transfer students) or after a minimum of one semester of study (transfer students only).

☐ I am knowledgeable of the specific requirements for my instrument as they relate to the Upper-Division Jury.

☐ I understand that I have two (2) opportunities to successfully complete the Upper-Division Jury and that those opportunities must be pursued within consecutive semesters.

☐ I understand that my academic standing (year and semester; non-transfer students) and my teacher’s recommendation (for transfer students only) serve as sole indicators of the scheduling of my Upper-Division Jury.

☐ I understand that I may not “pass” (postpone) the scheduling of my Upper-Division Jury.

☐ I understand that after two (2) unsuccessful attempts at passing the Upper-Division Jury, I am not eligible to continue study as a music major (regardless of my specific major; i.e., music performance, music education, or the bachelor of arts degree) at NAU.

☐ I understand that I may not presume to continue studies as a music major with a changed emphasis with lesser performance requirements (e.g., a Music Education or Bachelor of Arts degree, upon failing a Music Performance degree Upper-Division Jury).

_____________________________________________________________
Studio Instrument:  _______________________________________
(PLEASE PRINT)

_____________________________________________________________
Declared Major:  _______________________________________
(PLEASE PRINT:  BA; Music Education; Music Performance)

_____________________________________________________________
Studio Instructor:  _______________________________________
(PLEASE PRINT)

_____________________________________________________________
Student’s Signature: _______________________________________ Date: _______________
NAU Wind, Brass, Percussion Recital: Check List and Deadlines
(rev. 8/2011)

Student ___________________________     Recital Type ________________________

Recital Date ___________________      Pre-recital Jury Date _____________________

Accompanist/Assisting Performer(s) _____________________________________________
_____________________________________________________________________________

Pre-recital Jury Faculty _________________________________________________________

Repertoire/Instrument(s):

Back-date (from the public recital) the following list of sequential steps for a successful recital experience:

Date

1. ☐ Finalize repertoire with instructor. (semester before recital)

2. ☐ Pre-registration, previous semester: Register for either Junior Recital (MUS 380) or Senior Recital (MUS 480C).

3. ☐ Meet with your studio professor to find open dates/times on the calendar in Ardrey/Ashurst Auditorium Office or on-line. Office is located off Ardrey lobby. (4-8 months before desired recital date)

4. ☐ Secure accompanist and assisting performer(s), as required; list names above. (3-5 months before recital)

5. ☐ Schedule recital and dress rehearsal – Ardrey Memorial/Ashurst Auditorium Office (personal visit required or meet with studio faculty member). Obtain (at Ardrey office, Music office, or on-line at www.cal.nau.edu/ardrey/) & complete form Application for Use: Ardrey/Ashurst. Submit specific needs for stage lighting, shell, risers, piano(s), chairs & stands, microphones, sound reinforcement, sound playback, video projection,
etc. Usually, percussion recitals use a small shell (flat) in front of 1st black traveler; or no shell in front of traveler; or the same small shell in front of Grand Curtin (for smaller set-ups). In addition, schedule the dress rehearsal at this time (usually scheduled for blocks between 8:00 a.m. and 5:00 p.m., weekdays). (4-8 months before recital; tech form may be revised, but usually not later than 4 weeks before recital)

____ 6.  □ Begin work on research and program notes. (8 weeks before recital)

____ 7.  □ Begin rehearsals with accompanist and other musicians. (6-8 weeks or earlier)

____ 8.  □ (If required by your studio) First draft of program notes due to instructor. Investigate general research resources. (5-6 weeks)

____ 9.  □ Schedule pre-recital jury. Secure one of the rehearsal rooms, if possible. Jury members must consist of your private teacher and one faculty. Exceptions may be applicable, w/permission. (4-6 weeks)

____ 10. □ Second draft of program notes due to instructor; 1st program draft. (4 weeks)

____ 11. □ (If required by your studio) Arrange for videotaping, reserving video equipment (camera & tripod) from the School of Music Office, or if desired, personal arrangements can be handled through family and/or friends, or professional services. The School of Music policy maintains that all required recitals are audio recorded. Recordings are uploaded to NAU iTunes U (NAU login ID and password required), for student access and download of recital recordings. (visit http://www2.nau.edu/itunes-p/). Additionally, students may self record. (3-4 weeks)

____ 12. □ Design/type program on computer using template provided (Sharepoint). The School of Music will provide 50 print programs (or students can produce off-campus). Include the NAU logo; the statement “This recital is in partial fulfillment of the bachelor of music degree in percussion performance/music education.” (choose one); and if desired, “_________ is a student in the _______studio of Dr. (faculty members name).” Programs and posters must be submitted for approval to the Director of the School of Music. (3-4 weeks)

____ 13. □ Send out personal invitations to special guests, if desired. (4 weeks, or after pre-recital jury to be safe)

____ 14. □ Present pre-recital jury. All performers must be available and all compositions prepared for review in their entirety. With special permission, two sessions may be scheduled due to logistical necessity. (4 weeks max. – 2 weeks minimum)

____ 15. □ Re-confirm, by personal visit to Ardrey/Ashurst Office, dress rehearsal date/time in concert hall. (After pre-recital jury)

____ 16. □ If pre-recital jury results in failure, notify the ArdreyAshurst Office (phone: 523-4120) within 24 hours to cancel hall reservation(s).
17.  ☐ Final draft of program notes and entire program due to instructor. (2 weeks)

18.  ☐ Perform for colleagues and friends in informal settings, in addition to master class venues. Perhaps, identify other small/informal venues to perform recital. (2-3 weeks)

19.  ☐ Prepare & post advertising fliers. (1½-2½ weeks, but after pre-recital jury)

20.  ☐ Arrange for location/service for post recital reception, if desired (review reception/food policy). (3-4 weeks, unless early bookings are required)

21.  ☐ Arrange for photographs, if desired; usually scheduled before recital begins (possibly following the recital, but set-ups may have undergone change)

22.  ☐ Pick up printed programs. Cull several programs for personal portfolio, assisting artists, facility lighting/logistics technician, and other records. (2-3 days)

23.  ☐ Pick up video equipment, if necessary. (Day of recital or Friday)

24.  ☐ Return video equipment, if necessary. (Day after recital or Monday)

25.  ☐ Remove all posted materials regarding recital. (Day after recital)

26.  ☐ Send out notes of thanks, gifts, and/or payment to accompanist, assisting artists, etc. (at or post recital)

27.  ☐ Check for your recital audio CD recording and test for quality and thoroughness of content at the NAU iTunes U website (NAU login ID and password required). Download recording for personal use. (visit http://www2.nau.edu/itunes-p/). The lag time for Ardrey upload to iTunes is usually a minimum of one week. If no recording is present after two weeks, contact Ardrey staff (523-4210) for upload information.

28.  ☐ Produce audio (CD) and videotape copies of recital – if required or desired by studio. (Within TWO WEEKS after recital!)

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Ensemble Scholarship Exception Form

Scholarship Student Name:________________________

Studio Teacher Name:________________________

Semester:_____

Exception Ensemble (circle one):

Marching Band
Jazz I
Chamber Music

The student listed above agrees to perform in the ensemble circled above of this semester only as part of their Scholarship requirement.

Student signature________________________

Studio Teacher signature________________________