

TJS Student Recital Policy Revised August 2024

Students who wish to give a student recital at TJS shall consult with their studio teacher(s) regarding repertoire and a general timeline for performance. The Concert Office announces Recital Hall availability for student recitals twice each academic year. Students, after consulting with faculty and hall availability, shall send a request to the Concert Office: recitals@tianjinjuilliard.edu.cn with studio teacher(s) copied and a list of top five preferred dates and times for their proposed recital.

The availability announcement and application deadlines are as follows:

- **April 30:** Recital dates for upcoming fall semester are announced to current students
- **September 15:** Application deadline for returning students interested in presenting recitals in the fall semester
- **September 30:** Recital dates for the remainder of the academic year (including additional/unclaimed recital dates in the fall) are announced.
- **October 15:** Application deadline for all students interested in the additionally recital dates of the fall semester
- **November 30:** Application deadline for spring semester

The Concert Office will reach out to students according to the order of sign-up with confirmation of date, time and the procedure to complete the recital agreement. Priorities will be granted to students who are giving a degree recital.

Student recitals will be hosted primarily in the Recital Hall; however, if the Tanoto Theater is preferred, please note your preferred performance space in your email request. The Concert Office must approve all student recitals and public student performances within the Tianjin Juilliard campus.

Recitals can only be given at times and places specified by the Concert Office. The recitalist should email the Concert Office: recitals@tianjinjuilliard.edu.cn as soon as possible if a potential conflict or injury arises that would prohibit the scheduled student recital.

A maximum of **75 minutes** of music is to be programmed for a required degree recital.

Non-required recitals may be limited to 60 minutes of music, depending upon venue availability. Non-degree recitals may include shared recitals as directed by faculty.

All musicians and performers must be registered Tianjin Juilliard students, faculty, or staff members. All others must be approved by the Concert Office.

All pieces involving a prepared piano must be approved by the Concert Office.

All Percussion instruments must be delivered to and removed from the hall according to the schedule established by the Concert Office.

Microphones are not provided for speaking portions of the recital and should not be requested for such. Requests for use of all other multi-media equipment, (such as amplifiers, speakers, projectors, laptops, etc.), must be submitted to and approved by the Concert Office at least one month in advance. Approval may be based on the amount of set up and strike time required. If approved, the recitalist is responsible for obtaining all equipment, as well as all cable connections and adapters required. The recitalist must supply personnel to set up, operate, and remove the equipment. Outside contractors are not allowed.

All recitals are automatically recorded (audio and video). Please email recordings@tianjinjuilliard.edu.cn to request the recording and sign the Licensing Agreement for Use of Tianjin Juilliard Recordings. An email link to download the recording will be sent to the student's Tianjin Juilliard email account. If the student's studio teacher(s) would like to have the recording, please also send a request to recordings@tianjinjuilliard.edu.cn. Recital recordings are available for download for a limited time, so recitalists should download the recording in a timely manner.

Recitalists are allowed to make a personal recording in addition to the complimentary one but must inform the Concert Office by emailing: recitals@tianjinjuilliard.edu.cn. The use of microphone stands, tripods, camera lights, and/or flash photography is not permitted during performances.

Use of elaborate scenery, costumes, props, or special effects is not permitted. Only general stage lighting is provided; additional stage lights are not allowed.

All printed program information must be submitted at least one month prior to the recital date. All changes or corrections must be made no later than one week prior to the recital, at which time the program will be sent to print. All changes made after the program has been printed must be announced from the stage by the recitalist.

The Concert Office manager is not responsible for creating or formatting program notes. If desired, the recitalist may submit the finalized version, (either a print-out or pdf), to the Concert Office: recitals@tianjinjuilliard.edu.cn, and copies will be made to accompany the printed program. All notes and translations are due one week prior to the recital. The Concert Office is not responsible for poster design or printing posters. Students who wish customized posters must have their design approved by Marketing Office.

Stage set-up diagrams must be submitted at least one month prior to your recital date. All changes or corrections must be made no later than one week prior to the recital. The Concert Office does not provide page turners. Additionally, recitalists may be asked to provide volunteers to assist the Stage Manager with difficult stage changes. The Concert Office will notify the recitalist if volunteers are required.

When all program and staging information has been submitted, recitalists will be allowed to schedule a 60-minute sound check in the venue. These times are not automatically assigned, the recitalist must personally arrange a time with the Concert Office. Sound checks are scheduled according to the availability of the hall.

Recitalists must check in with the stage manager 30 minutes prior to the recital start time. The stage manager may approve the return to a practice room, but the recitalist must be at the stage and ready to perform no later than 10 minutes before the scheduled start time.

Recitalists must be courteous to fellow performers and all personnel. Designated backstage rooms are shared spaces and must be kept neat and tidy. Personal belongings cannot be left in the designated backstage rooms for long periods of time. As several recitals may be scheduled in one day, arrangements should be made to meet admirers in the outside lobby area instead of the designated backstage rooms. No large groups are allowed backstage.

Recital Receptions are not allowed in the main Tianjin Juilliard building. No food or beverage allowed in the hall. Never place food or beverages on a piano; this includes the hall as well as backstage.

Please email the Concert Office: recitals@tianjinjuilliard.edu.cn if you have any questions regarding recital procedures.

Student Recital General Application Process

