Yale INSTITUTE OF SACRED MUSIC

Choral Conducting Recital Guidelines

General Policies:

- All recitals must take place before the last day of YSM classes.
- Over the course of your time at Yale, you are expected to conduct music from a variety of time periods, styles, and genres, both sacred and secular.
- All repertoire choices must be approved by your conducting teacher. The majority of your repertoire should come from the choral libraries available to you. See departmental guidelines, which are sent to you in the spring term of your first year, for more specific policies.
- Students must wait until membership of the Camerata, Glee Club, and Schola Cantorum have been finalized before approaching singers about any other choruses. Do not poach singers from faculty-led ensembles.
- Consult the YSM website for additional recital policies.

Publicity Guidelines for Degree Recitals:

The ISM does not publicize individual student recitals. The ISM calendar will include student recitals if information is submitted before press time. The ISM Publicity Office delivers recital information to some online arts calendars.

As well as pushing your recital out through your own Facebook page, become a fan of the ISM and post your recital at *http://tinyurl.com/ISMFacebook*

First-Year MM Recitals (Required Recital):

First-year choral conducting students direct the Repertory Chorus, which typically sings one recital each term.

Scheduling:

- Repertory Chorus recitals are normally held on a Monday in November and a Monday in April, both at 5 p.m.
- Rehearsals are normally held on Mondays, 4:05–6:05 p.m.

Planning—First-year conductors, in consultation with your teachers, are responsible for all aspects of planning and managing the Repertory Chorus, including

- auditioning and inviting singers
- requesting and obtaining music from the ISM choral library
- planning rehearsals

- hiring instrumentalists (apart from the accompanist)
- preparing program content

Repertoire:

- For the fall-term recital:
  - c. 15 minutes of repertoire per conductor, totaling an hour
  - a cappella repertoire
- For the spring-term recital:
  - normally one larger work with chamber-sized instrumental accompaniment, c. 15 minutes per conductor, totaling an hour

Budget:

- Each semester, there is a budget for up to 24 paid singers for 12 rehearsals and the performance:
  - 4 section leaders, paid $18/hour
  - 20 chorus singers, paid $14.75/hour
  - 1 accompanist, paid $25/hour
- For the second term only, there is a total budget of $1,000 for instrumentalists
  - Instrumentalists are paid $25/hour
- The Payroll Assistant is responsible for making sure that all instrumentalists and singers are paid correctly and on time

Programs:

- Your conducting teacher must approve your program information before you submit it to the Concert Production Office
- At least 4 weeks before the recital, submit print-ready program information to the Concert Production Coordinator (laurie.ongley@yale.edu)
- Program submissions should be in Microsoft Word; texts and translations can be in Word (tabbed) or Excel
- Program information must include
  - titles of works, including opus or catalogue numbers and movement titles
  - full names of composers and their birth and death dates
  - program notes
  - texts and translations
  - roster of performers, with soloists listed at the appropriate pieces
  - biographical blurbs about yourself and any soloists

Second-Year MM Recitals (Degree Recitals):

Second-year choral conducting students direct the Recital Chorus.

Scheduling:

- Recitals are typically held in October, December, February, and April, beginning at either 5 or 7 p.m.

- Rehearsals are normally held on Thursdays, 4:05–6:05 pm

Planning:

- During the spring term of your first year, you will receive departmental guidelines for degree recitals
- By June 30 after your first year, submit to your conducting teacher:
    - a complete orchestration list
    - a preliminary budget
    - notification of ISM instruments you wish to have moved and/or tuned
- As soon as your teacher has approved your orchestration list, preliminary budget, and list of instruments, submit these to the ISM Concert Production Office
- In September of your second year, submit your recital contract to the YSM Concert Office
- Each second-year student is expected to manage one of their peers' recitals
- It is your responsibility to organize a front-of-house team to handle venue logistics
- By 3 weeks prior to the recital, meet with the Concert Production Assistant (aric.isaacs@yale.edu) to confirm equipment and logistical needs and to plan the run of show, including
    - green-lighting (unlocking) of venue doors
    - hiring of door monitors
    - moving Marquand chairs (you are responsible for finding volunteers)
    - engaging ushers (you are responsible for finding volunteers)
    - social distancing protocols

Repertoire:

- Recitals should contain no more than one hour of music
- Repertoire must be approved by your conducting teacher before it is submitted to the ISM Concert Production Office
- By June 30 after your first year, submit your repertoire to your conducting teacher and to the ISM Concert Production Office for music ordering, including
    - full composer names
    - titles of works
    - publishers of piano/vocal scores and/or choral parts (with ISBN and cost)
    - instrumentation
    - publishers of orchestral parts (with reference numbers and cost)
    - Do not order any music yourself, other than your conducting score
- You are responsible for purchasing your own full scores with your own funds

Budget:

- When you submit your repertoire to your conducting teacher, also submit a preliminary budget
- At least 2 weeks before your first rehearsal, submit a final budget using the template in this resource guide
- Each conductor is responsible for hiring members of the chorus and orchestra

- The budget includes a maximum of:
    - 24 paid singers for 12 hours of rehearsal, 3 hours of dress rehearsal, and 2.5 hours of performance
        - 4 section leaders, paid $18/hour
        - 20 chorus singers, paid $14.75/hour
        - 1 accompanist, paid $25/hour
    - $1,500 for each recital for instrumentalists
        - Instrumentalists are paid $25/hour

Programs:

- At least one month before your recital, submit program information to the YSM Concert Office
- Program information includes
    - list of works, in concert order, with movements listed if applicable
    - composers' names and dates
    - names of soloists, listed at the appropriate pieces
- At least one month before your recital, submit a separate document to the YSM Concert Office containing camera-ready
    - program notes
    - texts and translations
    - roster of performers
    - biographical blurbs about yourself and any soloists

  The YSM office will photocopy the document and insert it into the program
- If these program deadlines are not met, you are responsible for printing the materials at your own cost

Degree Recital Recordings:

- There is no native recording equipment in Marquand or Battell Chapels. Consult with the ISM Concert Production Office about having your recital recorded in those venues
- The chapels do not have streaming capability

MMA Recitals:

MMA students complete the same requirements as MM students, and they also present a lecture during their second year

DMA Recitals:

A concert near the time of DMA orals is required to complete the DMA degree