



EASTERN
WASHINGTON UNIVERSITY

STUDENT HANDBOOK
Music Program

2022-23

Table of Contents

Contact Information	3
Emergency Numbers	3
Building Security	4
Practice Rooms	4
Recital Hall	4
University-Owned Instruments, Uniforms, and Equipment.....	4
Health and Safety Procedures	5
Ensembles at EWU	5
Performance Policies.....	6
Major Ensemble Requirements	6
Applied Music Instruction On Instruments and Voice.....	6
Jury Procedures	6
Upper Division Standing.....	7
Lesson Registration Number System	7
Missed Lessons.....	7
Change of Studio.....	7
Student Recitals and Convocation Performances.....	7
Academic Information.....	8
Entrance and General Requirements for All Students.....	8
Major Declarations	8
Advising	9
Minimum Grade Standards.....	9
Piano Placement and Proficiency Exams	10
String and Percussion Techniques.....	10
Transfer Students.....	10
Senior Capstone.....	10
Scholarships.....	10
Fees.....	10
Convocation and Recital Attendance Policy and Requirements.....	11
Student Complaints and Grade Appeals	12
Recital Policies and Procedures	12
Recital Hall Reservation Procedures	13
Recital Types.....	13
Approvals and Forms	14
Pre-Recital Jury	14
Additional Student Responsibilities	15
Degree Recital Worksheet.....	16
Recital Time Table/Checklist.....	16
Piano Use Policies.....	18
Recital Program Template.....	24

Contact Information Department Address:

EWU Music Department
119 Music Building
Cheney, WA 99004

Music Program Director: Dr. Jody Graves
Music Department main office phone: 509-359-2241
Music Department website: <https://www.ewu.edu/cahss/fine-performing-arts/music/>

EWU College of Arts, Humanities and Social Sciences (CAHSS)

Dean: Dr. Nydia Martinez
Associate Dean: Dr. Florian Preisig
Address: Patterson 343
Phone: (509) 359-2328
Fax: (509) 359-4822
Website: <https://www.ewu.edu/cahss/>

Fine and Performing Arts
Chair: Jenny Hyde – PH: 359-6997 - jhyde@ewu.edu

EWU Graduate and Undergraduate Catalog:
<https://www.ewu.edu/academics/catalog>

Emergency Numbers

In any emergency:	911
Campus Police (non-emergency)	509-359-7676
Cheney Police (non-emergency)	509-535-9233

EWU Student Support and Advocacy	509-359-7924
EWU Counseling and Psychological Services (CAPS)	509-359-2366

CAPS supports and promotes the emotional, intellectual, physical and spiritual health and wellness of students. It provides individual and group counseling, crisis intervention, and outreach programming and consultation services to students.

Spokane 24-hour rape crisis line:	509-624-RAPE (7273)
-----------------------------------	---------------------

Other emergency numbers available at: <https://access.ewu.edu/police/emergency-numbers>

The EWU Music Department is accredited by the National Association of Schools of Music (NASM)

Building and Facility Use

Building Security. The building is open from 7:00am until 10:00pm. To access the building outside of these hours, go to the Access Control Web site to find the Proxy Card application form. Fill out the top half and send to jgraves@ewu.edu. She will then fill out the rest of the form and send it to Access Control. This card will then be activated to use on the card swipe button outside of each door.

Practice Rooms. Practice rooms are available on a first-come first-served basis. Most rooms are unlocked and must remain so; access to locked practice rooms is assigned by the percussion and piano instructors. Students are expected to treat all music equipment with respect. Pianos are to remain where the piano technician has placed them. Report any damaged equipment or building concerns to the Program Director in room 119 and to the piano technician.

Classrooms may be used for practice by requesting a day/time through the scheduling process. Email your request to EWUMusicRoomScheduling@gmail.com. Hallways, galleries, storage areas, etc. may not be used for practice. The recital hall **may not** be used as a practice room and students must be listed on the recital hall calendar in order to have approved rehearsal time. Authorized use (scheduled through your applied instructor or the Program Director) is the only time students should be on the stage. Please request Recital Hall time as you would for a recital (see below, p. 13).

Recital Hall. Use of the recital hall is restricted to approved classes, rehearsals and events scheduled on the online calendar found at <https://sites.ewu.edu/music/events/>. Only the applied professor or Program Director is authorized to schedule the recital hall. Should your event require the use of a piano, there are two Steinway concert grands available. Permission from Dr. Graves or Mr. Rednour is required before using these instruments. Please read the Piano Use Policy on p. 18. **After rehearsals and performances, all faculty and students are expected to clear the recital hall stage, return all equipment to the appropriate location, put protective covers on pianos, turn off lights, etc.**

University-Owned Instruments, Uniforms, and Equipment. University instruments may only be used with the permission of the appropriate instructor. All instruments must be checked out under the supervision of the Instrument Room Attendant following the EWU Instrument Check-Out Procedure (form available outside the Music Office, room 119). Report loss or needed repairs immediately to the Program Director. Students are responsible for loss or damage to any borrowed items. Grades will be held until items are returned. **The student will be charged for items that are not returned.**

Health and Safety Procedures

Note: Due to Covid 19, there are protocols in place for all students, faculty and staff. Please become aware of these practices and guidelines.

Information and updates can be found at: <https://www.ewu.edu/coronavirus/>

Musicians are susceptible to a wide range of injuries due to extended and repetitive use of the body and exposure to high sound levels. They are also susceptible to psychological stress through the demands of the field. Students are urged to familiarize themselves with injury and stress prevention approaches and to implement them as appropriate. Students are encouraged to wear noise reduction devices during rehearsals and performances as appropriate. Students are also encouraged to take advantage of the services available to them from William Conable, a world-renowned teacher of the Alexander Technique who facilitates a weekly group session or will take private appointments. In the case of practicing and performance-related injury, students should seek immediate medical consultation and report conditions to their applied instructors, ensemble directors, and Program Director. Any necessary accommodations will be addressed on a case-by-case basis in consultation with the student and qualified faculty.

All safety and building-related health concerns should be reported to the Program Director and appropriate staff as soon as concerns are apparent. In an emergency, call 911; other important contact information is given on p. 3.

Ensembles at EWU

Many opportunities are available to perform in EWU's music ensembles for course credit. Contact ensemble directors for audition requirements and dates. More specific information on each ensemble is available online.

Symphony Orchestra

Bands: Wind Ensemble, Symphonic Band, Eagle Marching Band, Code Red

Choirs: Symphonic Choir, Concert Choir, Collegians, Vocal Jazz),

Opera Workshop

Jazz: Concert Jazz Orchestra, Repertory Jazz Ensemble, Jazz Combos

Chamber Groups: Percussion Ensemble, Chamber Ensembles (piano, woodwind, brass and strings)

Piano Ensemble

Guitar Ensemble

Pop Combo

Ensemble Directors

Dr. Don Goodwin, Bands
Dr. John Marshall, Orchestra & Chamber Music
Ms. Kristina Ploeger-Hekmatpanah, Choirs/Collegians
Mr. Scott Rednour, Opera and Piano Ensemble
Dr. Jody Graves, Chamber Music
Ms. Jenny Kellogg, Jazz Ensembles
Dr. Waldrop, Percussion Ensemble
Mr. Michael Millham, Guitar Ensemble

Performance Policies

Major Ensemble Requirements: All full and part-time music majors are required to participate in the major ensemble appropriate to their principal area of performance each quarter of their university program (Music Education majors are exempt during the quarter in which they are student teaching full time).

1. Major ensembles and course numbers are:
 - A. MUSE 320, 321, 322 Bands - Required for all woodwind, brass, and percussion majors. Marching Band is required Fall quarter, except for students earning **only** a music performance degree who have passed into upper division standing.
 - B. MUSE 330 Orchestra - Required for all string majors (including harp).
 - C. MUSE 340 Symphonic Choir, or MUSE 341, Concert Choir - Required for all voice majors
2. Majors in Piano Performance may substitute one year (3 quarters) of Piano Ensemble (MUSE 368/568) in lieu of one year of a major ensemble. Further exceptions may be considered on a case-by-case basis.
3. Music Education majors are required to participate for one quarter in a major ensemble outside their principle performance area during their residency.
4. Wind, brass and percussion students in the Wind Ensemble may also perform with the Orchestra, based on approval from the orchestra director and the appropriate applied instructor. Rehearsal times of the two ensembles do not conflict.

Applied Music Instruction (Lessons) on Instruments and Voice

Students pursuing a major in music are required to study their chosen instrument/voice with an EWU professor each quarter of their degree program (except for Music Education majors during the quarter of their full-time student teaching assignment). Every student (majors, minors, and non-majors) who is accepted for private applied music study is required to participate in a major ensemble concurrently.

Jury Procedures: At the conclusion of each quarter of applied study, all students (undergraduate, graduate, majors, minors, and non-majors) are required to perform before, and be evaluated by, a panel of music faculty. Performances for juries are viewed not only as a

quarterly final exam, but also as an important part of each student's professional development. The environment of jury performance is similar to that often encountered by musicians at professional auditions or music competitions. Since jury preparation is an important long-range process, it is critical that students take responsibility for planning strategy, and understanding standards and expectations, during each quarter of study with their applied teachers. Specific jury requirements are defined within each performance area. See your applied teacher for those details.

Upper Division Standing: Undergraduate students must acquire approval from a jury panel before enrolling for advanced levels of instruction in applied music (MUSC 308, 340, or higher). Transfer students will be evaluated for upper division standing during their audition. Students should consult their applied teachers for information about upper division jury requirements.

Applied Lesson Registration Numbering System and Degrees

MUSC 108, 208, 308, 408 (1 credit = ½ hour lesson): BME, BA, BM-composition

MUSC 140, 240, 340, 440 (2 credits = 1 hour lesson): BM Performance, BA as electives

MUSC 170, 371 (1 credit = ½ hour lesson) Commercial voice lesson

Note: All 300 and 400 levels require approval with Upper Division Standing

MUSC 529 (1 credit = ½ hour lesson): Graduate students of all emphases except Performance

MUSC 530 (2 credits = 1 hour lesson): Graduate students with Performance emphasis

Missed Lessons: The department will offer 10 lessons to all applied students in any given quarter. Lessons canceled by the student will not be made up. Lessons missed by the instructor will be made up within the quarter. Instructors will make every effort to reschedule lessons missed due to national holidays that occur during the regular quarter.

Change of Studio: In applied areas with multiple instructors, if students desire to change studios they are required to obtain the approval of their current teacher, proposed teacher, and the Program Director before making any changes.

Student Recitals and Convocation Performances: You must have your instructor's permission to perform on recitals and convocations. For recitals, you must follow the guidelines found on p. 12 of this handbook. Forms are online, and must be completed and submitted by your applied

professor. For recitals this form must be submitted at least one month before your recital, or 2 weeks before the requested convocation performance date.

Academic Information

The *EWU Catalog* (<https://catalog.ewu.edu/>) is the primary source for academic programs and requirements. The following information is supplemental. Many required music courses are offered sequentially, on alternate years, or as demand necessitates. Consult the *Course Announcement* (published quarterly) and your advisor about course offerings for any given quarter. Other academic dates can be found here:

Academic calendar: <https://inside.ewu.edu/records-and-registration/calendar/>

Entrance and General Requirements for All Students:

1. In addition to being accepted by the university, students must also audition to be accepted into the Music Program. Audition guidelines are available outside the music office and online.
2. Students must pass first-year Music Theory and Sight-singing (MUSC 101-106) with a C or higher in order to take second-year Music Theory and Sight-singing (MUSC 201-205) and Music History (MUSC 250-252).
3. All students must pass the Piano Proficiency Exam as a prerequisite to MUSC 201. PPE exams are taken at the conclusion of MUSC 122, Spring quarter or MUSC 126, Fall quarter. See p. 10.

Major Declaration: It is vital that students officially declare their music major as soon as possible in order to receive professional advising in their program, and remain in curricular sequence in order to graduate in a timely manner. To be eligible to declare, students must audition and be accepted into a specific degree program in the Music Program. Once these eligibility requirements are met, students should obtain and complete a declaration form (available at <https://inside.ewu.edu/records-and-registration/forms/>) The form must be signed by your music faculty advisor and returned to the Music Program Director for processing. First year and transfer students, once accepted into the program must declare their major. This is to ensure appropriate advising and degree course plans, and to retain accurate student enrollment count.

Related Links:

Please see the university catalog for curriculum descriptions and requirements:
<https://catalog.ewu.edu/>

Music Faculty: <https://www.ewu.edu/cahss/fine-performing-arts/music/faculty/>

Advising: All music majors and minors are assigned a specific music advisor, which is in addition to your General Ed advisor. As noted above, students must pass their auditions and declare their music major in order to receive course and program advising. Advising is vital to a timely completion of the degree! Students are responsible for meeting with their adviser early and often to avoid unnecessary prolongation of their program.

Music Advisors by Degree and Advising Areas

BME: Professors Woodward, Ploeger-Hekmatpanah

BA: Professors Graves and Middleton

BM: Performance (by instrument)

Brass: Professor Kellogg

Composition: Professor Middleton

Percussion: Professor Waldrop

Piano/Keyboard: Professor Graves

Strings and Guitar: Professor Marshall

Woodwind: Professor Ellsworth

BA Musical Theatre: Professors Ploeger-Hekmatpanah and Goff

BA Music Technology & Entrepreneurship: Professor Middleton

MM/online: Professor Woodward

Music Minor: Professor Graves

Minimum Grade Standards: In all majors and minors offered by the Music Department, the minimum passing grade for any course required for graduation is a C. This standard also applies to courses transferred from other institutions. Music majors and minors who receive grades lower than a C in ANY required music courses will be placed on probationary status. If they receive a grade lower than a C in applied lessons, they must then complete a minimum of one quarter of MUSC 108, 208, 140 or 240, as appropriate, to raise their level of proficiency, and must perform a jury to request re-admittance to music major/minor status. Students will be dropped from the music degree if they fail to complete the probationary requirements. Failure to maintain a C grade in required music courses a second time may result in the student being dropped from the music degree. Non-majors enrolled in MUSC 108 who receive a grade lower than a C in applied study will not be permitted to continue in applied lessons.

Students should also be aware that certain sequential courses require passing grades in each quarter before the student can move on to subsequent quarters. A failing grade in the first quarter of such a sequence may mean that the student will need to wait until the beginning of the following year to take the course again and move forward with the remainder of the sequence. Such courses include Piano Class for Majors (MUSC 120-121-122), Music Theory (MUSC 101-102-103-201-202-203), Sight Singing and Aural Skills (MUSC 104-105-106-204-205), and Music History and Literature (MUSC 250-251-252). Additionally, some upper division courses have these lower level courses as prerequisites.

Piano Placement and Proficiency Exams: All music majors in every degree program are required to complete and pass the Piano Proficiency Exam (PPE). PPEs are administered at the end of fall and spring quarters, after students have completed MUSC 122 or MUSC 126. Students must pass the PPE as a prerequisite to MUSC 201, second-year Music Theory.

Most students prepare for the PPE by taking one or more classes in the Piano Class for Majors sequence (MUSC 120-121-122). To ensure registration in the appropriate level of this course, all incoming students (freshmen and transfers) must take a piano placement exam offered the day before fall classes begin. PPE exam information sheets are posted outside the Music Office and outside room 232.

Transfer Students: Transfer students should consult with the Music Program Director to determine transfer credits. Students who transfer in to the junior or senior levels must take a theory placement test to determine proficiency in basic analytical skills. Students may be asked to repeat a second-year theory course, or retake the exam after tutoring. Transfer students will be evaluated in their audition for upper division standing in applied lessons.

Senior Capstone: All students at EWU are required to take a senior capstone course, MUSC 490—Senior Capstone. This course is offered in Winter term only. You may choose to take a capstone course in another department in consultation with your advisor; students who choose this option must obtain approval from their music advisor and the Music Program Chair.

Scholarships: Scholarships are available for both new and returning students. Contact your ensemble director or advisor for more information. Scholarships must be renewed annually. Students with music scholarships are expected to maintain a GPA no lower than a 2.9. The Winter term jury serves as the scholarship audition for returning students. Students wishing to renew their scholarship should fill out the returning student scholarship form and bring it to their Winter jury. Any student with at least a 3.7 GPA is encouraged to contact the Honors Department for additional scholarships.

Applied Lesson and Course Fees: Most MUSC courses carry a \$17.28 base fee that is used for instrument maintenance and replacement and accompanists in some ensembles. Exceptions are listed below.

MUSC 108, 208, 308, 408 Instruction on Voice or Instrument	138.29
MUSC 140, 240, 340, 440 Instruction on Instrument or Voice	276.56
MUSC 209 Compositional Techniques	34.57
MUSC 244 Music Technology	34.57
MUSC 382 String Instrument Techniques	34.57
MUSC 383 Woodwind Instrument Techniques	34.57
MUSC 384 Brass Instrument Techniques	34.57
MUSC 385 Percussion Instrument Techniques	34.57
MUSC 386 SoundSpaces	34.57
MUSC 409 Composition	34.57
MUSC 441 Music Methods for Elem Music Specialist	34.57

MUSC 450 Integrating Music into Elementary Classroom Courses	34.57
MUSC 529 Instruction on Instruments or Voice	138.29
MUSC 530 Instruction on Instruments or Voice	276.56
Ensembles	
MUSE 304 Collegians	31.77
MUSE 305 Vocal Jazz II	31.77
MUSE 340/540 Concert Choir	40.00
MUSE 341/541 Symphonic Choir	40.00
MUSE 350 Opera Workshop	105.91

Recital/Convocation Attendance Requirements

MUSC 110

Convocation and Recital Attendance Policy and Requirements: All music majors, except for music education majors who are student teaching, must sign up for MUSC 110 each quarter of attendance and pass the requirements listed below.

Statement of Purpose: By including a recital/convocation attendance requirement as a 0 credit class (MUSC 110) in our music curriculum, we hope to achieve two basic goals for our students. The first is to help students develop a deeper understanding of performance. By attending recitals, concerts, and convocations regardless of the performing medium, students will gain a greater knowledge of repertoire, improve critical listening skills, learn to make independent musical judgments, and learn performance techniques and stage etiquette through peer modeling. The second goal is to increase student attendance at our music department activities and performances, thereby creating an atmosphere of mutual support and encouragement among all EWU music students.

Attendance Requirement: All music majors enrolled at EWU are required to sign up for MUSC 110 and attend **10 concerts per quarter** (30 for the academic year) during the period that the student is a full-time music major. Performances that fulfill this requirement include EWU Music Department convocations, student recitals and ensemble performances, EWU-sponsored performances, and off-campus performances approved by faculty. Students will be given credit for participating in performances when evidence is provided through the card reader system or with a printed program.

Attendance in the EWU recital hall will be monitored through students' Eagle cards. At the beginning and end of each performance, students must swipe their Eagle cards through a card reader that records their student number and the time the card was swiped.

Validating Off-Campus Concert Attendance: Students attending concerts off campus will collect a program for each concert and submit these programs to their applied instructor in a single envelope with their name at their applied jury at the end of each quarter. Applied

instructors will submit these envelopes to be tallied. **PLEASE DO NOT SUBMIT INDIVIDUAL PROGRAMS! YOU MUST COLLECT THEM AND SUBMIT ONLY ONCE IN AN ENVELOPE AT YOUR APPLIED JURY.**

Any programs not received in an envelope, and/or received after the jury, will not be credited.

If students fail to attend the required 30 recitals/convocations per year, they will be assigned a substantive project or research paper to be determined by the faculty that must be completed prior to the following year in order to maintain music major status. If the assigned project is not completed the student will be on probationary status and assigned an additional project or paper. Students who fail the recital/convocation attendance requirement in their final year (immediately prior to graduation) will not be allowed to graduate in a timely manner until they make up their deficiency attendance.

Exceptions: Students who are not in attendance during a given quarter due to student teaching, study abroad, or early graduation are not required to complete the MUSC 110 requirement during the quarters they are not in attendance.

Student Complaints and Grade Appeals

EWU is committed to providing a safe environment in which students can thrive in their studies. To this end, there is a process for student complaints of various types, including but not limited to bullying, sexual harassment, and discrimination. For information about this process, please visit the Student Complaints web page at <https://inside.ewu.edu/dss/complaints/>.

EWU also has specific policies and procedures about grade appeals, which are given in sections 2-2 through 2-4 of AP303-24. This can be viewed at <https://sites.ewu.edu/policies/policies-andprocedures/ap-303-24-grading-grade-changes-and-grade-appeals/>.

Students are protected from retaliation after filing a complaint by EWU policy. If you have filed a complaint and feel that you are experiencing retaliation because of it, please report this to the Music Program Chair, who will follow appropriate channels to ensure the retaliation ceases.

Recital Policies and Procedures

Process Overview:

- Email: EWUMusicRoomScheduling@gmail.com to request the dates/times.
- Once the date/times are confirmed, please be sure the program is prepared following the recital program template found later in this handbook.
- The applied professor needs to make the programs, print them, and provide three copies to the music office for archives.

All recitals (including non-degree) given under the auspices of the Music Department are subject to the following guidelines. The Suggested Time Table/Checklist on p. 16 is a useful organizing tool.

Recital Hall Reservation Procedures

1. Go to <https://www.ewu.edu/cahss/fine-performing-arts/music/>, scroll to the bottom of the page, and use the recital hall calendar link to search for available dates. After finding an open date, email EWUMusicRoomScheduling@gmail.com to request the date/time. If the date is available, you will receive a confirmation email and your event will be posted on the calendar. **Do not schedule a recital date until you have confirmed the day/time with your applied professor, and any/all musicians involved. It is your responsibility to make sure the event makes it on to the calendar, so please check to make sure it's there after you receive your email confirmation!**
2. Please note: students **may not** schedule recitals on Saturdays, holiday weekends, or during final exams.
3. Fill out a Recital hall request form, located next to the recital hall calendar on the same webpage (<https://www.ewu.edu/cahss/fine-performing-arts/music/>). You must do this with your applied professor! This must be submitted a minimum of **4 weeks before your pre-recital jury**. If you have tricky stage changes, special lighting instructions, sound equipment, etc. please indicate those on this form as requested.

Recital Types

PERFORMANCE MAJORS

Junior Recital—Thirty (30) minutes of music minimum performance time. It is customary to pair up with another student giving a junior recital in order to maximize the use of the Recital Hall. Junior recitals may be scheduled for late afternoon times (i.e. 5:00, 6:00pm) as the recital hall is available, or during the Friday convocation hour when available.

Senior Recital—One hour of music minimum performance time. Student must be registered for MUSC 470 (2 credits). The teacher of record determines the grade for the recital, with input from the recital committee.

*All students are required to present at least one chamber music work on their recital.

MUSIC EDUCATION MAJORS

Senior Recital— Thirty (30) minutes of music minimum performance time. It is customary to pair up with another student giving a junior recital or another Music Ed major in order to maximize the use of the Recital Hall; in this case each student must perform at least 30 minutes of music. Student must be registered for MUSC 470 (2 credits).

Junior Recital—not required but encouraged. Subject to the same guidelines as the *Senior Music Education Recital*.

*All students are required to present at least one chamber music work on their recital.

COMPOSITION RECITALS

The pre-recital committee must approve scores and parts six (6) weeks prior to the recital. The student composer and performers must have at least 4 weeks to prepare the pieces. Student composers performing their own works are expected to perform at the Junior level or higher.

*All students are required to present at least one chamber music work on their recital.

ELECTIVE RECITALS

Elective recitals may be of any length up to 90 minutes. All policies and procedures regarding approval, pre-recital jury, committees, and program formatting are enforced.

Approvals and Forms

The applied instructor is responsible for approving the recital repertoire. A completed “Recital Request Form,” (on the Music Department web site), must be submitted a minimum four (4) weeks prior to the pre-recital jury date; sooner is better, especially in the spring when scheduling becomes challenging. The form should indicate the names of all committee members.

Pre-Recital Jury

Students must pass a pre-recital jury in order to perform any degree recital. The pre-recital jury must occur a minimum of 21 days prior to recital date. In the case of Fall recitals, no recital may occur prior to the 25th day of the quarter, except under special circumstances. The student is responsible for selecting a date and confirming a minimum of two faculty members as a pre-recital jury committee. One member of the committee must be the applied lesson teacher. Since at least two of the jury members must attend the recital itself, students should be sure to select committee members based on their availability to attend BOTH dates. Students must submit both dates/times in writing to the members prior to confirming their selection. Pre-recital juries and recitals MAY NOT BE SCHEDULED during exam weeks, on Saturdays, or on EWU holidays or 3-day holiday weekends.

Pre-recital juries can be given in any room, though the Recital Hall is preferable.

Each member of the pre-recital jury committee must receive an original or photocopy of the music to be performed, **as well as a printed program**. The program (including program notes, translations, and/or texts as required by the applied instructor) must meet current department guidelines for format. A program template is given on p. 24, and students must follow this template exactly. The applied instructor is responsible for proofreading the program prior to the pre-recital jury.

All performing members of the intended recital must be present for the pre-recital jury. If the applied teacher requires memorization for the recital, the student must perform from memory at the pre-recital jury.

Pre-recital juries are graded on a pass/fail basis determined by committee consensus. The committee shall make and announce its decision on the same calendar day as the pre-recital jury. The pre-recital jury committee will provide written and/or oral comments to the student. In the case of failed pre-recital juries, the committee will specify what must be corrected before the next attempted pre-recital jury. If one particular piece fails the committee's standards, the committee can recommend that the piece be eliminated and/or replaced from the program so long as the total number of minutes does not drop below the required minimum.

Students who fail a pre-recital jury must apply for another pre-recital jury, which is subject to all the same rules and deadlines. This means that the recital date must be moved to accommodate the 21-day requirement.

No additions, subtractions, or substitutions to the program may occur after the pre-recital jury, except with permission of the recital committee. At least two members of the committee must be present at the recital; one must be the applied teacher.

Additional Student Responsibilities:

At least 2 weeks prior to recital, check to ensure the following:

- **IMPORTANT:** The applied faculty member is responsible for printing the appropriate number of programs for the recital. Please **DO NOT** give the department copy code to students!
- If the harpsichord is needed, please contact Dr. Graves or Mr. Rednour.
- Make arrangements for a page turner, if needed.
- Provide a staging diagram to the stage crew if applicable, and any special recording or lighting requests.
- Create recital posters. All posters must include EWU's special accommodations statement. Hang approved posters on official bulletin boards only. Posters should include your name and the name of anyone else performing with you, along with the date, time, and location of the recital. You may **not** charge admission or collect donations.

After the recital, be sure to do the following:

- Cover and put all instruments away.
- Clean up the recital hall and lobby area.
- If you have held a reception, dispose of leftover food, put away tables, etc.
- **Give 3 copies of program to the Program Director for our files.**

Degree Recital Worksheet

Committee Members

1. _____ 2. _____ 3. _____ (3rd optional)

Pre-recital Jury

Date: _____ Time: _____ Place _____

Accompanist: _____

Program format and notes proofed and approved by: _____

Recital

Date: _____ Time: _____

Additional Performers/Instruments:

Recital Time Table/Checklist

GENERAL INSTRUCTIONS:

- **The Process:** Prepare for recital performances by maintaining a regular practice schedule, performing in studio classes, convocations, events off campus, and hone your performing arts craft by engaging in numerous performances throughout your degree program. One junior or senior recital should never be the only time/place that you perform on your instrument! By doing this, performing becomes a natural part of your artistic life and experience!
- **Plan your programs 6 months to a year in advance.** No one should be choosing works for a degree recital program that they have never performed in public before.
- **Applied Instructor:** Communicate with your applied instructor regularly. *Remember that your applied instructor is not always your music advisor.*
- **Accompanist:** Your collaborative pianist must be available for your lessons, coaching, and any/all performances, juries, etc. Communicate clearly with them, and ensure you understand all fees (if applicable). They should have scores immediately, with all markings ready for rehearsals.

Before the Pre-Recital Jury (at least two months)

_____ **Student and applied professor:** Go to the EWU Music website and use the recital hall calendar link to select an available date for the recital hall for both the pre-recital jury and recital.

Then click on the button '*Recital Request Form*' next to the calendar button. Fill this out with your applied professor or music advisor and submit. You will receive confirmation via email.

_____ **Recital Committee:** You must request and confirm your committee for both the pre-recital jury and recital dates at least 4 weeks prior to the pre-recital date.

_____ **Pianist:** You must confirm with your collaborative pianist that all selected dates work for them. This includes pre-recital, rehearsals, dress rehearsal, and recital dates.

_____ **Ensemble:** You must confirm the scheduled dates for the pre-recital jury, dress rehearsal, and recital dates with all performing participants.

_____ **Performance Preparation:** Perform each piece as often as you can in studio classes, performance classes, convocations, etc. This is common practice for any great artist!

_____ **Program:** Prepare the printed program with your applied professor or advisor using the official template (found on p.24 of this handbook). Include translations, program notes, etc. Have your applied teacher proofread. Make corrections and have printed copies ready for your pre-recital jury committee.

_____ **Dress Rehearsal:** Students are allowed one dress rehearsal in the recital hall. Schedule your dress rehearsal using the same process as scheduling a recital. Your teacher should be present.

2 Weeks before the Recital

_____ Check the calendar to ensure your program is listed, and the audio engineer, stage managers are informed with any specific requests not on the submitted form.

Recital Week

_____ Confirm all participants are ready and know the day/time/order of the program, and any specific agreements regarding concert dress etc.

_____ Confirm all committee members' attendance.

_____ Have your applied professor or Area Coordinator print and copy 30-50 programs. DO NOT wait until the day of your recital, as you may not have printing available on short notice.

_____ Arrange for a reception (if desired).

Post Recital

_____ Clean the Recital Hall and the backstage area. Put away instruments. Turn off all lights.

_____ Clean up any reception items. Put tables away. Clean up the sink room!

_____ Make sure 3 hard copies of your program are turned into the Music Program Director.

Piano and Keyboard Policies

(In this document “piano” refers to all keyboard instruments, unless otherwise noted)

General Guidelines

Only the EWU piano technician or technicians authorized by the piano technician may perform any work on any piano that is under the jurisdiction of the EWU Music Department. This includes, but is not limited to, tuning, repair, regulation, voicing, and cleaning.

Please report any piano-related problems to the department secretary or Dr. Graves as soon as possible. Small problems can become big problems if they are ignored for too long. Remember, too, that the piano technician can only fix problems he knows about. **For reporting piano problems there are forms in two locations in the Music building: 1) on the wall by the technician’s office (Room 221); and 2) on the wall in the practice room cluster (139).**

Exceptions to the policies given below can be made only by the faculty and staff members of the Keyboard area, including the piano technician.

PIANO USE

(Our instruments are for Department use only. If you are not sure that your proposed use is appropriate, please check with the Department Chair.)

Damage Control

All classrooms, nearly every studio, and most practice rooms have a piano available for use. Most of these are on our inventory, i.e., WA state property. We are responsible for any damage that may occur. Your cooperation is needed to minimize this.

- **Please do not use the tops of pianos for bookcases, storage or sorting tables.** In addition to the potential for damage, misusing the piano in this way makes the instruments more difficult and time-consuming to service.
- **Food and Drink:** Pianos and all keyboard instruments are very vulnerable to damage from liquids. **One spill can easily cause thousands of dollars of damage!** Greasy and sticky food makes for a lousy-feeling instrument and creates additional work for the technician. Please wash your hands before playing (germs are easily spread to other pianists by way of the key tops). **In case of a spill, contact the piano technician immediately.** The quicker the piano dries out, the less long-term damage will be done.
- **Covers:** Some of our pianos have covers. Please use them. When you remove the cover to use a piano, put the cover in a clean location. The floor, while convenient, is not a good storage place for the cover. The front part of the cover can often just be flipped back out of the way while the piano is used and then it is easy to flip it back in place after you are finished.

Concert instruments

Our Recital Hall has two 9' Steinway grands:

- The pianos are tuned each week, and any special tuning, voicing or regulating requests should be submitted to Mr. Lucas Kirby, EWU Piano Technician.
- Please request Recital Hall time by viewing the schedule on the EWU Music website, and then submitting a request to Dr. Graves. The recital hall may NOT be used as a “practice room,” and you must be listed on the recital hall calendar in order to have approved rehearsal time in consultation with your professor. Authorized use is the only time students should be on the stage.
- Both instruments are stored off downstage right. They should be covered and put back in their storage place at all times when not in use. Always check and release the brakes before moving either of these pianos. Faculty members are responsible for making sure that the piano is properly stored immediately after use.
- Either of these pianos can be chosen for use in a recital (but see the Recital Hall piano policy document). However, to prolong the optimal condition of the newer Steinway, its use is limited. In most cases the older of the Steinways will be the instrument used for ensembles, rehearsals, recitals etc. The older one (Serial # 407476) was rebuilt in 2009 with a new soundboard, strings, and action. The newer one (Serial # 591828) was purchased in December 2012. Both pianos are regularly serviced, but Dr. Jody Graves should be notified 3 weeks in advance when a recital or special event is scheduled so that the piano can be serviced for that event.
- **Locks:** The new Steinway grand in the Recital Hall has a fallboard lock. The following people have a key: Dr. Jody Graves, Scott Rednour, Tomoko Kimura, and Dr. Don Goodwin. The Yamaha C7 grand piano in Hargreaves Hall is also kept locked. The key is kept in the music office, but may also be borrowed in 102 Hargreaves or from Dr. Graves.
- **Two-Piano Use:** If you are scheduling a recital, rehearsal or class that uses both pianos in the traditional two-piano configuration, please make arrangements with Dr. Jody Graves for the lid of one piano to be removed (takes about 2 minutes), and then replaced afterward. Because this is a three-person job and the Department does not have regular staff available to meet this requirement, please help recruit two healthy volunteers to assist.

On the Showalter Auditorium stage we have another 9' Steinway grand that is regularly maintained for concert use, and the action of this piano was replaced in 2013. As of April 2014 we have a Yamaha C7 semi-concert grand located in the library of Hargreaves Hall that is regularly maintained for concert use. The same rules and suggestions for use and event preparation apply to these pianos.

For Departmental events using pianos in other venues, such as the PUB, Pavilion or Bing Crosby Theater, please consult with Dr. Jody Graves well ahead of time for special arrangements because these pianos are not under the jurisdiction of the Department technician (and are not necessarily well-maintained).

Harpsichords

The Burton spinet (built from a kit) is located in room 248. It is never serviced. **The Hubbard French double (two manual) harpsichord**, also originally built from a kit, was rebuilt in 1992 with a new soundboard, bridges, wrest plank, jacks, and jack rails. It is adequate for full orchestra and solo use. It has a transposing keyboard, so it may be used at either A-440 or Baroque pitch. Please do not try to transpose the keyboard yourself; you may damage the jacks. **The Hubbard is located in room 229 and permission to use it must be obtained from Scott Rednour or Dr. Jody Graves.** It may be used in other rooms of the Music Building or Showalter Auditorium; however sufficient advance notice to allow for moving and tuning is required—usually 3-4 weeks. Please note that, though the Hubbard harpsichord is on a wheeled dolly, it is too wide to fit through the most common 36" doors in the Music Building. Moving through doors while on its dolly requires a door width of at least 48". The only rooms with doors of this width are the Recital Hall, band rehearsal room (123), instrument storage room, and piano shop (142). When the harpsichord is moved through the smaller doors, it must be removed from its dolly and tipped on its side. This is a three - (healthy) person job. For this reason, when you make your request for moving, please make arrangements for the additional two people required for moving.

Organ, Electronic Piano, Celeste

- The Department has one electronic organ. It resides in stage right of the Recital Hall under the stairs. Service for this instrument is contracted out to an electronic organ technician.
- Our **Fender Rhodes** electric piano is stored in room 239. It was reconditioned in October 2004. For effective use it needs a powered amplifier. Ask Dr. Graves for assistance with this.
- Our Mustel Celeste is kept in the band room (123). It was reconditioned in November 2002.
- We purchased our **Roland C-30** in 2016. It is a digital harpsichord, celeste, organ and fortepiano. It is located in stage right of the Recital Hall between the two concert grands. It has a cover. Please cover it again after use. The manual for the Roland is in room 221, lower right-hand desk file drawer.

Piano moving

Piano moving is done primarily by EWU Transportation Services after an initial consultation with Dr. Jody Graves. If you need to have a piano moved, please contact Dr. Jody Graves to arrange for the move.

Standard pitch and historical temperaments

Departmental pianos are tuned using equal temperament and at standard A-440 pitch. Other temperaments may be requested. For concerts however, extra time needs to be allowed for tuning (4 tunings: 2 up, 2 back). The harpsichords are tuned using a VallottiYoung (1799) or other well-temperament system.

Practice Rooms

- The Department has pianos or keyboards in most of the practice rooms.
- Four practice rooms are locked for piano majors – 139-B (Kawai grand), 139-D (Steinway grand), 139-E (Baldwin grand), and 137-D (Steinway grand).
- No food or drink is allowed in practice rooms.
- Any vacant classroom may be used for practice provided that the practice does not cause disturbance.
- Hallways, galleries, storage areas, etc. may NOT be used for practice.
- **Piano benches must not be removed practice rooms.** If an extra bench is needed, please contact Dr. Jody Graves.
- These rooms need to be available to all students. Please do not leave personal belongings in an unattended practice room for more than 30 minutes.

Piano Benches

There is a bench for every piano. Some of these are expensive (~\$500) adjustable benches while others are regular benches. Use them while you are playing the piano but leave them where they are. Don't take them away from the piano. Other students will need to use the bench. If you need an additional bench, contact Dr. Jody Graves.

Authorized Use of EWU's Harpsichord

The harpsichord is a fragile instrument that is not to be played or moved without the permission of Dr. Jody Graves or Scott Rednour.

Use of the Steinway Concert Grand Pianos

These policies are established to assure the optimum status of the concert Steinways for recitals featuring the piano as a solo instrument, or as a collaborative instrument for faculty, guest artist, and Master of Music degree (i.e. required) recitals. Every effort will be made to maintain both pianos at optimum concert level, but it is clear that the newer Steinway provides the particular voice of piano soloists, and the first privilege of use must be safeguarded in that direction. Overuse would guarantee an early demise of the optimum voicing and regulation. Thanks to everyone for their understanding and cooperation in adhering to these policies.

Authorized Use of the Concert Steinways:

- The Edmonds Concert Grand piano (our older instrument) will continue as the assigned instrument for a majority of rehearsals in the Music Recital Hall.
- In recitals/convocations where both Steinways are to be used, trained stage personnel will move the instruments according to the program.
- The Edmonds Steinway will be the accompanying or ensemble instrument for all undergraduate non-piano instrumental recitals. Required degree recitals for undergraduate performance majors in voice may use the new Steinway.

- There must always be at least two people to move the concert grand pianos on and off stage, one of whom must be trained. You must use the provided gloves before moving these instruments. For obvious safety reasons, the lid must always be in lowered position for any moving of either concert grand piano. The brakes must always be set before raising or lowering the lid, and the lid must always be closed for each and every move. **Always check that the brakes are released before moving the pianos.** Dress rehearsals as well as performances will always end with restoring the piano as well as the stage to a neutral and clean, i.e. non-cluttered, state. The Edmonds piano should be covered after each rehearsal, except in instances where rehearsals are consecutive and the next party has arrived to use the stage “as is” with the piano open and ready to continue for the next rehearsal.
- Care must always be taken to keep the piano cover carefully folded and placed on a safe and supportive surface, such as on the shelving in the backstage piano alcove. The piano cover must never be placed on the floor, as house dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano. The cover should always be placed back on the piano after each use for protection of the instrument.

Authorized use of the NEW STEINWAY:

- The Newer Steinway Concert Grand may be used for all EWU Faculty and Guest Artist solo piano recitals.
- The Newer Steinway Concert Grand may be used to accompany all EWU Faculty and Guest Artist recitals.
- The Newer Steinway may be used to accompany all Master’s Degree recitals, and for all student solo piano concerts.
- There must always be at least two people to move the concert grand pianos on and off stage (with gloves), one of whom must be trained. The brakes on the new piano must NOT be tightened too tightly as that will strip the locking threads.
- Only trained stage personnel and informed faculty or staff may move the New Steinway. Brakes will be used in accordance with the training, and the piano will always be covered and returned to the piano alcove and locked after each rehearsal or performance. Instructions for proper use of piano placement in the piano alcove will be posted on a laminated sheet on the wall.
- Care will always be taken to keep the piano cover carefully folded and placed on a safe and supportive surface, such as on top of the backstage piano garage. The piano cover must never be placed on the floor, as normal dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano.
- Exceptions to these policies can be made only by EWU’s Keyboard personnel.

Recital Program Template

[Photocopy onto paper with “Music at Eastern” heading]

The EWU Department of Music presents

Donald Duck, Jr. Senior Voice Recital

Assisted by
Liberace, piano

June 12, 2017 7:00 pm Music Building Recital Hall



Presented in partial fulfillment of the requirements for
Bachelor in Music - Vocal Performance
Student of Dr. Albert Einstein

[Program goes on this page. In the example below, note that the title of the piece is left-aligned, the composer and date are right-aligned, and performer information is center aligned.]

Program

Sonata in E minor, K. 300c (304)

Allegro
Tempo di Menuetto

W. A. Mozart

1756-1791

Aaron Ki'ilau, piano

Concerto No. 3 in B minor

Allegro non troppo
Andantino quasi Allegretto

Camille Saint-Saens

1835-1921

Casey Wilkinson, piano

Sonata for Violin and Piano in D minor, Op. 108

Allegro
Adagio
Un poco presto e con sentimento

Johannes Brahms

1833-1897

Steven Radcliff, piano

Program notes, translations, etc. go on the **next page(s)**.
(Translations may require a separate page/insert)

Statements of acknowledgment and thanks should only be for teachers and immediate family and should be professional (not personal) in nature. This is also not the place for personal reflections about your life/career/recital process, etc.

[This is the back cover page. Keep the heading, “Upcoming Events at EWU.” Replace the information below in the columns with a list from our events on the website, or any events you may want to feature.]

This is only if you have the space on the back page

Upcoming Events at EWU

April 5	Jazz Night with Special guest Makoto Ozone
April 22	EWU Symphony Orchestra featuring winners of the Concerto/Aria Competition

Etc.