

UNIVERSITY OF THE PHILIPPINES
 College of Music
Audition Recital Guidelines & Procedures

GUIDELINES

1. Students enrolled in MuP 195- 198, MuD 196, MuK 195-196, MuEd 197 (undergraduate), and MuP 290-292 (graduate) must complete the checklist and submit this ARC form **before the deadline set for the semester.**
2. **MODE OF DELIVERY.** Students who are enrolled in recital courses are given the option to do their recital performance ONLINE or ONSITE subject to (1) the recommendation of the department chair of the subject, (2) the policy of the department concerned, and (3) the safety procedures of the college for onsite recitals.
3. **PANEL.** The panel can be composed of intra/inter-departmental/ inter-college members, depending on the nature of the course. The department may assign the faculty in charge or adviser to coordinate the paneling and grade computation. The OCS issues the memoranda for official purposes. The adviser should be present during the recital. Three faculty members on the panel should be present (online or onsite, depending on the department's policies) during the audition/recital.
4. **RESERVATION.** There will be NO multiple reservations.
 - a) Students are strongly advised to hold recitals and auditions at the Mini Hall, Camerata, or Rey T. Paguio Hall. If the requested hall is unavailable or an outside campus recital is necessary, the recitalist must secure permission from the dean. For this, the student should write a letter to the dean duly endorsed by the department chair and the college secretary.
 - b) Students are not allowed to bring out any instrument of the College, but if the recitalist deems it necessary, he/she must submit a letter of request to the dean. (bit.ly/cmuhelp) If approved, a permit will be issued to the student by the college administration. The student must arrange transportation.
 - c) A major coordination with the Building Administrator and Media Specialist is required at least a week before the recital to discuss technical details and facilities needed.
5. **TIME SLOT.** Graded culminating activities preferably must finish by 8 PM. There can be Saturday/Sunday graded recitals / culminating activities subject to special honoraria rates for faculty charged to the university as per approval and special payment for staff charged to the recitalist. Subject to the number of recitalists enlisted in the current semester, rehearsal and recital time for venue reservation is limited to two hours maximum for rehearsal* and two hours maximum for the recital. Venue availability for the semester will be presented during the recital orientation.
6. **PROGRAM INVITATION.** Follow the standard format available online and on the college bulletin board. Strictly follow rehearsal/audition/recital schedule. Since the recital is a public, academic-graded presentation, only repertoire approved by the department is allowed. (NO encore/additional pieces.)
7. **CANCELLATION.** Inform the College Secretary's Office of a cancellation TWO weeks before to give time for the office to inform the panel of cancellation. The student can only reschedule the recital venue once. Students who fail to cancel their recital will receive failing marks, except for force majeure and medical emergencies.
8. **PAYMENT & FEES.** Recitalists may use the CMu venue & sound system for **FREE**. However, recitalists will be charged minimal fees for aircon & lights. Recitals, auditions, and rehearsals from 8:00-5:00 during weekdays will not be charged a crew fee, those done after 5 p.m. and during weekends will be charged a crew overtime fee. A corresponding fee will be charged for the use of an instrument outside the College upon the approval of the Dean of a written request before the recital (see guideline no. 4. b)

9. **FORMAT.** Start with the Lupang Hinirang (pre-recorded). Limit intermission time to 15 minutes.
10. **RECEPTION.** No reception is allowed within the premises of the College of Music during audition and recital. However, packed food for performers and guest artists may be distributed in a designated holding area.
11. **DOCUMENTATION.** Four copies of the program are to be submitted to the College Secretary's Office. For recitals outside CMu, submit documentation video/audio recording to the College Secretary's Office and the four copies of the program.

PROCEDURE:

1. Read the ARC guidelines and sign the conforme below.
2. Have the ARC Form Pages 1 & 2. 1 signed by the faculty adviser, department chair, and panel.
3. Email your ARC Form in a PDF file to Ms. Faye through fmanuzon@up.edu.ph for rehearsal/audition/recital schedule and venue reservation (See guideline number 3). Please use the following format as the file name for your ARC Form and as the subject of your email:
 <SURNAME, FIRST NAME>ARC Form for <Recital Course>. Example: DELA CRUZ, JUAN_ARC Form for MuP 195.
4. Monitor the status of your ARC Form. If your desired CMu venue and/or timeslot is unavailable, you will be offered alternatives. If applicable, a billing statement for fees and/or instrument rental charges will be sent to you through the same email thread.
NOTE: Ensure that the ARC Form is signed by the adviser and the department chair before you submit it on Google Form (<https://forms.gle/E7WMZQ1WjGSa6fQF6>). The OCS will prepare and send the memo to the recitalist and panel members.
5. Distribute the printed panel invitation in the faculty boxes at least one week before the event. For thesis and special projects, the written work should be distributed to the panel one week before the defense presentation.
6. Do the Audition/Recital/Project or Thesis defense.
7. Submit the following to the Office of the College Secretary:
 - four copies of the recital program invitation (for recitals),
 - hardbound copies of the thesis or special project portfolio (for thesis or special project),
 - video/audio recording if the recital is done outside the UP College of Music.

I have read and understood the recital guidelines and procedures.

Non-compliance of the recital/audition guidelines will mean forfeiture of recital privileges venue for the semester enrolled.

Conforme:

Name & Signature of student	Date

Noted by:

Name & Signature of adviser	Date

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College of Music

**AUDITION/RECITAL CHECKLIST
FORM**

Name of Student: _____ Student Number: _____

1) DEPARTMENT: _____ Course Number: _____

Recommended by: _____
Faculty Adviser *Date*

_____ *Department Chair* *Date*

2) VENUE REQUESTED: (please check one only)

- Mini Hall Rey T. Paguio Hall Camerata Dance Studio Museum
- Other* _____

SCHEDULE REQUESTED:

Rehearsal Date: _____ Time: _____

Recital Date: _____ Time: _____

Approved by / Date:

Fatima C. Manuzon

3) FEES

Approved by / Date:

CMu Staff in charge

4) RECITAL PANEL (to be filled up by the Department Chairs)

Important: If a panel member will not be available during the recital, he/she should find a substitute. Please inform the department chair and the OCS via official email for changes in panel assignment.

DEPARTMENT	FACULTY ASSIGNED	CHAIR'S SIGNATURE
Panel member 1		
Panel member 2		
Panel member 3		
Panel member 4		

