

Concert Production Guidelines

There are various types of Concerts that the Music Department supports: Class Concerts, Faculty Concerts, Guest Concerts and Degree Required Concerts. *For Non-Required Concerts, see the Production Manager for a Self-Supported Event Form.*

Concerts that are supported by the Department receive a program, flyer, inclusion in the "This Week in Music" email, listing in the monthly bookmark, and on our online Department of Music web site "Events" calendar.

The Music Department records all degree required concerts, most class concerts, faculty concerts and visiting artist's concerts depending on artist's permissions. Copies of concert recordings are available for concert participants five days following the concert. *See Dubbing Policy Page.*

For Degree Required Concerts, you will need to submit a Recital Application in the Spring Quarter of the previous year. You can receive the form from the Production Manager.

Below are listed the steps to assist you in the preparation and presentation of your concert. Please understand that this timeline is set up to guarantee that your concert needs will be met. If you are unable to provide information within this time line, the Music Department cannot guarantee that all your requests will be met.

4 WEEKS PRIOR TO THE EVENT:

- a. Schedule a meeting with the Production Manager to review your concert.
This will include:
 - i. Your technical, budgetary and any special requests that are required for your concert, this includes a Stage Diagram. *(it may be determined that you will need to submit a request for Departmental Resources, if your concert falls outside the scope of the usual concert support).*
 - ii. Submit Publicity Content: Including Concert Program and notes, One sentence description of your concert for the webpage, and any flyer ideas
 - iii. Piano/harpsichord tunings are scheduled
- b. Schedule rehearsal space with the Production Coordinator

2 WEEKS PRIOR TO THE EVENT:

- a. Flyers are distributed
- b. Program is presented to you to proof

DAY OF EVENT:

- a. Dress Rehearsal
 - i. Set lighting looks
 - ii. Meet with House Manager to clarify the flow of the night
- b. Enjoy your performance!

<http://music-intranet.ucsd.edu/#forms>.