

BOOKING A GRADUATE EXAM RECITAL IN A CONCERT HALL

Step-by-Step Guide and Supplemental Information

- **STEP 1** - Speak with your teacher and other performers who will be participating at your exam recital to see when they are available.
 - Limited dates are available in November and the beginning of December.
 - Please note that students who are **graduating in the Spring** must have booked an exam recital date in March (very limited dates available), April 12th and 13th or by May 5th. All other students may book their exam recitals from May 6th to May 31st.
 - Graduate exam recitals may not be booked during following dates:
 - October 11th to October 14th | October 14th - Canadian Thanksgiving
 - October 15th to October 18th | Fall Break
 - December 6th to December 20th | Undergraduate Exam Period (Exceptions may be made space permitting)
 - March 1st to March 9th | Entrance Auditions
 - March 3rd to March 7th | Spring Break/Reading Week
 - April 14th to April 30th | Undergraduate Exam Period
 - May 16th to May 19th May 19th – Victoria Day
- **STEP 2** - Email the Production Team at production.music@mcgill.ca and send us all available dates discussed with your teacher, as well as the following information:
 - Degree (GAD, GDP, M.Mus. D.Mus)
 - Program (Classical, Early Music or Jazz)
 - Length of repertoire
 - Instrument
 - Teacher's name
 - Venue
 - Redpath Hall (closed as of May 23rd)
 - Tanna Schulich Hall
 - Clara Lichtenstein Hall
 - Number of performers, along with their instruments
 - Large instruments – solo or accompaniment:
 - Piano
 - Harpsichord (include tuning pitch). Students who are not in the Early Music program will need to obtain permission from the Early Music Coordinator.
 - Portative Organ (include tuning pitch). Students who are not in the Early Music program will need to obtain permission from the Early Music Coordinator.
 - Audio/amplification needs/electronics – be specific

Please note that we will not be able to book your recital date if any of the above information is missing, as the information will affect the booking of your recital.

- **STEP 3** – Exam recital booking confirmation email
 - An email will be sent to you and your teacher confirming the recital date. Student and supervisor need to respond to this email confirming the date.

- **STEP 4** – Booking your dress rehearsal
 - Speak with your teacher and other performers who will be participating at your exam recital and email the Production Team (production.music@mcgill.ca) with all possible dates.
 - The length of your dress rehearsal will depend on the type/duration of recital. The booking time will be the same length as your exam recital booking.
 - For jazz and percussion instruments, your dress rehearsal will be booked on the same day as your exam recital. You will get at least 30 minutes of set-up time + your dress rehearsal time.

- **STEP 5** - Graduate Exam Application Form (online)
 - Once your exam recital and dress rehearsal dates and times are **confirmed via email**, you must go online and complete the Graduate Exam Application Form, by clicking on the following link: [Graduate Forms | Music - McGill University](#)
 - Deadlines for application:

<i>Application Due Date</i>	<i>Exam Period</i>
October 1	November through January
December 1	February through March
February 1	April through October

SUPPLEMENTAL INFORMATION

Concert Program

*The publicity office will use the information from your exam application form to create the digital concert programme. Please watch your inbox for an email from Publicity (communications.music@mcgill.ca). They will send you a copy for revision and that will be your opportunity to change repertoire (as long as it has been approved by the Graduate Studies Office), correct the order of the repertoire or add/correct the names of your collaborative musicians. **Deadlines must be respected.***

Recording of your exam recital:

- In-hose video recording (audio fee supplied by pre-set trapeze microphones only)
- This service is free of charge (no need to make a formal request)
- **The files will be sent to you via email as soon as they become available.** For exam recitals taking place during peak periods (November, December, March, April and May, the delay is eight (8) weeks after the date of your exam recital.
- If these files are immediately needed, we are suggesting that you borrow the video equipment from the Music Library and have someone you know film your recital. Please note that a currently registered sound recording student may not film you.
- **It is prohibited for students to live their own recitals and/or dress rehearsals, due to copyright regulations.**

Cancelling your recital? You must inform the Music Graduate Studies Office (Graduatestudies.music@mcgill.ca) and the Production Office (production.music@mcgill.ca) immediately.

CANCELLATION POLICY FOR ALL GRADUATE RECITALS – Approved at Faculty Council, May 15, 2003

All requests for graduate recital cancellations, postponements, or changes after the recital date has been confirmed must be submitted in person and in writing to the Graduate Studies Office for approval by the Director of Graduate Studies, the Chair of Performance Department and the student's Area Chair, in consultation with the Director of the Communications and Production, at least two months prior to the concert date. The written document must explain the reasons for the request, and must be accompanied by a signed note of support from the student's teacher. Any requests submitted less than two months before the date of the recital will be charged a \$100 processing fee, unless an appropriate medical note signed by a doctor and indicating the dates during which the student cannot perform is submitted.

We are always happy to help. Please email production.music@mcgill.ca if you have any questions or to book an appointment.

updated September 2024