

CONCERT PRODUCTION GUIDELINES

Updated September 2016

There are various types of Concerts that the Department of Music supports: Class Concerts, Faculty Concerts, Guest Concerts and Degree Required Concerts.

Concerts that are supported by the Department receive a program, electronic flyer, inclusion in the "This Week in Music" email, and on our online Department of Music web site "Events" calendar. When producing your own concert is your responsibility to create your program and flyer.

You will need to submit these as a PDF and JPEG to the department via the intranet link:

- **Concert Program submission form:** <http://music-intranet.ucsd.edu/mform.php?i=50>
- **CPMC Digital Signage Form:** <http://music-intranet.ucsd.edu/mform.php?i=6>

The Department of Music 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. The form is available in the intranet form section.

- Supported concerts are granted: venue access on the day of the concert, 10 hours of technical staff support (tech, rehearsal and performance), audio archive recording (performance only), program assistance, concert calendar placement and digital media promotions.
- Self-supported concerts are granted: venue access (only).

Listed below are 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 timeline, the Department of Music cannot guarantee that all your requests will be met.

4 WEEKS PRIOR TO THE EVENT:

- o Schedule a meeting with the Jessica Flores, Production Manager, to review your concert logistics. This will include:
 - 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*).
 - Piano/harpsichord tunings are scheduled
 - Set schedule and crew requirements for the concert day.

2 WEEKS PRIOR TO THE EVENT:

- o Submit a PDF of your program and JPEG of your Digital Signage via the Intranet for printing and posting on the Concert Calendar.
- o Confirm your event schedule and crew needs with Production Manager

DAY OF EVENT:

A typical daily schedule for a Supported Concert:

12:00 PM	Crew Call
	Meet with Event Manager to clarify the flow of the night
	Set Lighting Looks
1:00 PM to 4:00 PM	Dress Rehearsal, with technical staff
4:00 PM to 6:00 PM	Piano tuning, if required
6:30 PM	Half Hour / Audience Enters
7:00 PM	Concert Begins