



**2021–2022**

**HANDBOOK**

SUZUKI PIANO TEACHERS GUILD OF THE TWIN CITIES AREA

[WWW.SUZUKIPIANOTC.ORG](http://WWW.SUZUKIPIANOTC.ORG)

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# HISTORY

## SPTG

An organizational meeting was called in 1984 inviting all who were interested to meet at Betty Lou Nelson's home. The Suzuki Piano Teachers Guild was formed with 12 active members; a total of 30 members joined, electing Peggy Denler as their first president. The initial goals set by the group were:

- To promote Talent Education as conceived by Dr. Shinichi Suzuki.
- To promote learning and sharing of ideas among Suzuki Piano Teachers by lecture, demonstration and observation, and friendly discussion of mutual concerns.
- To provide a social and professional atmosphere among Suzuki Piano Teachers.
- To provide an outlet for further education of the community.

In 1996, a state organization, the vision of violin Teacher Trainer Nancy Lokken, was formed. It eventually became the Suzuki Association of Minnesota (SAM) and included representation of all the instruments taught through the Suzuki Method in Minnesota.

## SPTG AND SAM COLLABORATION

SAM functioned to provide a venue for instrument statewide graduation recitals and trophy recognition for book graduates. SPTG, which had an established ongoing program of spring recitals, assumed the responsibility of including SAM piano graduates within the framework of its Spring Festival. SPTG has been honored to continue this tradition as we recognize the positive impact piano book graduate performers have on all our recital participants!

In 2003, SAM became both a state and nationally recognized 501 C 3 non-profit and affiliated with the national organization SAA.

## SPTG PRESIDENTS

1984—1986	Peggy Denler	2002—2004	Mary Skellenger	2021—2021	Judy Meisner
1986—1988	Betty Lou Nelson	2004—2006	Barbara Rossow	2021—2023	Rochelle Mazze
1988—1990	Theresa Noble	2006—2007	Suzanne Greer		and Jill Thomas
1990—1994	Rochelle Mazze	2007—2009	Andrea Nelson		
1994—1996	Mary Skellenger	2009—2011	Beth Turco		
1996—1998	Aljean Svendsgaard	2011—2013	Sara Kotrba		
1998—2000	Nancy Pederson	2013—2015	Suzanne Greer		
2000—2002	Mary Kay O'Neill	2016—2021	Rochelle Mazze		

# CALENDAR

## MEETINGS

**Location** - September and November, in person, home of Sara Kotrba with Zoom link available for those unable to attend (see Agenda for future location information)

**Social time** - 10:00 AM to 10:15 AM

**Business Meeting** - 10:15 AM to 10:55 AM

**Program** - 11:00 AM to 12:00 PM

**Questions?** - Contact Rochelle Mazze or Jill Thomas (see SAM Directory online)

September 21, 2021: Judith Meisner, moderator – SPTG Book Club Members Discussion of Robert Duke's Intelligent Music Teaching

November 16, 2021: Mary Goetz & Sara Langmead – Women play Beethoven

January 18, 2022: Ivan Konev & Oleg Levin – Duet Performance

March 15, 2022: Horacio Nuguid – Curated Performance

May 17, 2022: Field trip to Schubert Club Museum

## RECITALS

### ADVANCING STUDENTS' RECITALS:

#### **Saturday, January 29, 2022**

Antonello Hall, MacPhail Center for Music

Minneapolis, MN

DETAILS TO BE ANNOUNCED

### SPTG FESTIVAL AND SAM GRADUATION RECITALS

#### **March 5, 2022**

Sundin Hall, Hamline University, St. Paul

Registration opens December 1, 2021

Registration and YouTube videos due January 15, 2022

DETAILS TO BE ANNOUNCED

## SUZUKI LOCAL / STATE / NATIONAL ASSOCIATIONS

SEMSA Southeastern Minnesota Suzuki Association — <http://www.semsa-suzuki.org>

SAM Suzuki Association of Minnesota — <https://suzukimn.org>

SAA Suzuki Association of the Americas — <https://suzukiassociation.org>.

# ORGANIZATION

## MISSION STATEMENT

The Suzuki Piano Teachers Guild (SPTG) promotes and supports excellence in teaching for Suzuki Piano teachers primarily in the Minneapolis-St. Paul metropolitan area. The Guild subscribes to the philosophy and method of Suzuki Talent Education founded by Dr. Shinichi Suzuki and is supportive of its international, national and state organizations.

## PURPOSE

The Suzuki Piano Teachers Guild promotes Talent Education by providing the following:

- A forum for professional development of its members through lectures, demonstrations, observation and discussion of mutual concerns.
- Performance opportunities for students of guild members.
- Periodic opportunities for parents who support their role as "home teacher".

## MEMBERSHIP Renewal by September 1st.

### ACTIVE MEMBERSHIP

Membership in the Suzuki Piano Teachers Guild is open to teachers who are:

1. Teaching the Suzuki Piano Method;
2. Active members of the Suzuki Association of the Americas (SAA) which includes its affiliate, the International Suzuki Association (ISA). Membership in the Suzuki Association of Minnesota (SAM) is strongly encouraged.

Members are expected to study Suzuki pedagogy in SAA approved institutes, university long-term degree programs or individual apprenticeship programs and to register completed teacher-training units with the SAA according to their guidelines. Registration required. Members are expected to support the Guild by:

- Working at recitals
- Holding office
- Assisting with projects
- Recruiting new members

Membership provides voting privileges. During meetings, SPTG business is determined by a simple majority vote of members present. Proxy votes by members not attending a meeting can be submitted to Board members prior to the meeting though recognition of those votes is the decision of the Executive Board. SPTG membership also permits teachers to have their students participate in our Advancing Student Recitals and the Spring Festival recitals.

### ASSOCIATE MEMBERSHIP

This membership option is available for one year to new teachers. It is also offered, without time limits, to interested others [parents, college students (while in school) and community members] who wish to become acquainted with the Suzuki Piano Method. Associate members may attend all meetings and special events, but are not eligible to vote, hold office or place students in recitals.

## HONORARY MEMBERSHIP

Category for retired members who have served in SPTG Board positions. Members receive newsletters and may attend meetings.

## LIFETIME MEMBERSHIP

Category for all retired members. Members receive newsletters and may attend meetings

## MEMBERSHIP RENEWAL

STEP 1: Go to our website: [www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org) – (The name refers to Suzuki Piano teachers in the Twin Cities).

STEP 2: Use the links at the top of the page to access Membership.

Membership in SAM highly recommended but only required for certain SPTG/SAM co-sponsored events. Use this link to become a member of SAM: [www.suzukimn.org](http://www.suzukimn.org).

SAM members who are not members of SPTG cannot have their graduating students participate in the Spring SPTG sponsored Festival.

## FINANCIAL SUPPORT

Income for the Guild comes from membership dues and fees charged for recitals. A yearly budget report is presented to the members at the May meeting.

- Annual dues — Active members: \$25; Associate members: \$15.
- Student recital fees are \$20.00 for SPTG events and are non-refundable.
- The SPTG Board will determine disbursement of treasury funds.

## STRUCTURE

- Officers are elected for two-year terms at the May meeting.
- The Executive Board consists of the elected officers (President, President-elect, Membership Coordinator, Board Members-at-Large, Secretary, Treasurer, SAM Liaison and the Immediate Past President).
- The executive board meets four times a year.
- All terms are for two years. Board members may be re-elected after completion of a term.
- A nominating committee, consisting of one current officer and two members-at-large, will be appointed by the Executive Board at the general November meeting preceding an election year.
- In case of a vacancy in any office, a special election can be called at any time by the president.

# OFFICERS

## OFFICERS AND RESPONSIBILITIES

### EXECUTIVE BOARD SHARED RESPONSIBILITIES:

- Makes arrangements with outside speakers for meetings.
- Contacts speakers/lecturers and with Board approval, provide contracts for their engagement.
- Forwards a copy of contract to president and all members of the executive board.

### CO-PRESIDENTS, ROCHELLE MAZZE AND JILL THOMAS

- Set agendas and conduct meetings for SPTG and the Executive Committee.
- Establish programs and coordinate speakers for coming year with the Executive Board
- Organize officer elections and delegate responsibilities, including volunteers for events.
- Notify members of meetings.
- Arrange venue for May SPTG members' luncheon.
- Revise SPTG Handbook annually.

### PRESIDENT ELECT, TBA

- Attends all board meetings.
- Assists on developing programming
- Becomes knowledgeable on concerns that affect SPTG and SAM.
- Votes on various topics affecting the SPTG.

### TREASURER, JILL THOMAS

- Maintains financial records and provides regular written and annual financial reports.
- Collects dues and fees.
- Pays presenters after the meeting and fees for events.
- Arranges for space for meetings and special events (recitals, etc.).
- Makes financial arrangements with speakers and event personnel.

### SECRETARY, ROCHELLE MAZZE

- Keeps minutes of all meetings and distributes to members via email or mail.
- Maintains records of events.
- Keeps record of attendance.
- Writes thank you notes to presenters and churches.

### MEMBERSHIP CHAIR, CHERYL MAHIN

- Maintains data (name, address, contact information) of current membership which is shared with members of the Board.
- Contacts previous members and inquires if they would renew for current year.
- Welcomes prospective new members and determines whether they wish to be included in membership mailings.

- Notifies members by Aug. 15 that membership renewal is due Aug. 31.
- Sends copies of lists of new, renewing and lapsed members and sends them to all Board members by September 1<sup>st</sup>.

#### FORMS AND DATA, BEATRIZ AGUERREVERE

- Designs and produces all necessary forms for membership, workshops, graduation, and special events.
- Formats Membership Directory and Handbook. The Directory will be published in a pdf format and distributed to members via email.
- Coordinates online registration services including maintaining a historical list of past member by year. Distributes it to all board members.
- Designs and updates SPTG website.

#### SAM LIAISON, TBA

- Maintains communication between SAM and SPTG.
- Provides the SPTG Board with reports on SAM activities and decisions.

#### MEMBER-AT-LARGE, SARA KOTRBA

- Attends all board meetings.
- Votes on all issues affecting the SPTG.

#### PIANO GRADUATION CHAIR, MARY GUSTAFSON

- Organizes the Piano Graduation committee and ensures follow through on assigned activities.
- Informs the SPTG Board about SAM intentions regarding SAM Graduation.

#### ADVANCING STUDENTS' RECITALS (ASR) CHAIR, SUZANNE GREER (NON-BOARD)

- Selects recital venue and sets recital date and registration deadlines in conjunction with the Executive Board.
- Collects student registration forms, arranges and prints recital programs.
- Manages volunteers for refreshments.



# COMMITTEES

## ADVANCING STUDENTS' RECITALS COMMITTEE

The Advancing Recitals Chair coordinates several people to assist with the duties below:

- Brings foot rests.
- Organizes snacks and beverages.
- Purchases gift certificates from Schmitt's.
- Registers.
- Seats students.
- Announces student names, pieces and raffle winners .
- Cleans-up at end of event.

## SPTG FESTIVAL AND SAM GRADUATION COMMITTEE

The SPTG and SAM Graduation Chair functions as a SAM liaison and coordinates a committee to assist with the duties below:

### RECITAL PROGRAM COORDINATOR

- Organizes all of the graduate and non-graduate registrants into recitals.
- Sends list of students' schedules to their teachers for proof reading.
- Makes list for trophy coordinator and SAM trophy contact in order to arrange trophies by performance hall and book number.
- Sends final draft (completely proof read and edited for consistency to Graphic Designer). Graphic Designer produces printed programs for the event.
- Sends all information to Event Forms Coordinator to make labels and prepare registration books.

### VOLUNTEER COORDINATOR

Organizes the teacher duties for the event day as follows:

- Registrar: Checks-off students, alerts announcer of changes, hands out name tags and graduation packets. (Note: The name tags for graduating students are in their graduation packets.)
- Announcer: Starts recital at appointed time, reads welcoming statement, announces names and pieces for each performer, reads graduation statement and call students to stage for trophy presentation.
- Usher: Before recital: Seats students in assigned (numbered) seats 10 - 15 minutes before recital begins. During recital: Facilitates the movement of students from their assigned seating to the "Ready Chair."
- Stage Seater: Before recital: Separates the trophies to be awarded at this recital. During recital: Adjusts footstool & bench for students, assists students with piece in the event of performance problems, presents trophies at graduation.
- Door Monitor: During recitals, allows people to exit or enter only during applause. Finds teachers

to bring one adjustable bench and one set of footstools for each recital location.

- Stage Tools Procurement: Procures one adjustable bench and one set of footstools for each recital location.
- Beverages and snacks volunteer: Purchases and ensures set-up of paper goods, some fruit, healthy snacks, cookies, water, hot and cold beverages available for use by all the teachers volunteering on that day. Makes sign "For Teacher use only" to avoid confusion.

### PIANO GRADUATION VIDEO COORDINATOR

Teachers follow online instructions from the SAM website ([www.suzukimn.org](http://www.suzukimn.org)) to upload student video to YouTube. SAM Piano Video Coordinator will distribute the video links to be evaluated. The coordinator assigns and distributes the following to each each SAM teacher evaluator:

- a. Student graduation video links, via email.
- b. Listening evaluation instruction sheet, via postal mail.
- c. Listening evaluation forms, via postal mail

### TROPHY COORDINATOR

Checks with SAM Trophy coordinator to ensure piano trophies are correct size. Picks up the trophies from SAM member handling the trophy order. Organizes trophies for distribution at individual recitals, cross checking with the printed program. For students not performing in the graduation recitals, organizes delivery to students via their teacher or direct delivery. Trophies should be divided as follows:

- a. Performance venue and/or date.
- b. Suzuki book order (Book 1 to Book 7).
- c. Alphabetically by student last name, within each book.

### EVENT DOCUMENTS COORDINATOR

Makes any needed changes or updates to any of the forms:

- a. Student Map, Directions and Dress Code handout—update or change if needed.
- b. Student name tags with the following information:
  - Student name
  - Teacher name
  - Recital time and location
  - Seat number
  - Logos (SAM for graduates, SPTG for students of SPTG teachers).
- c. Teacher labels for folders to be placed in the file box. Teachers will find their students' certificates in those folders. Those folders are also used to deposit recording evaluations.
- d. Two Registration books prepared for each registration table. Each book contains the following:

- Student Assigned Chair Number Labels to be placed on audience chair backs. Two sets. (Need as many as the largest number playing for one recital; make two sets).
  - Teacher Name Tags (Two seats, one set per book).
  - General Teacher Assignment Schedule (in case need to contact a particular teacher).
  - Package of pens, pencils, markers, scissors etc.
  - Student Check-in List (includes Student #; Student name; if Graduate; Teacher name).
  - Student Name Tags (each includes: student name; seat number, location, recital #, SAM graphic if graduate & SPTG graphic).
- e. Dividers made for each recital containing the following:
- Program changes page (made prior to and also the day of performance)
  - Teacher group assignments for that recital
  - Cell phone number list
- f. Welcoming and closing announcements
- g. Registration books: bring to recital or make arrangements for someone else to bring them.

## DIRECTIONAL SIGNS COORDINATOR

Makes directional signs to be placed outside and inside each building. Waterproofing protective sheets and appropriate tape will be used to mount signs outside and inside buildings. SPTG has tape and dispenser for coordinator's use.

## FLOWERS COORDINATOR

Purchases and brings to recital locations colorful bouquets of flowers in a price range of \$50.00–\$75.00 per arrangement to be set on the trophy table and on the stage of each performance location. Asks for an assortment of cut spring flowers. Keeps flowers at home in the plastic wrap on Friday night and transports them to the recital halls before the first recital on Saturday morning. If arrival to recital halls early on Saturday is not possible, finds out who is going early and delivers the flowers to that person's home on Friday afternoon. Pays for the flowers and submits the receipt to the SPTG treasurer for reimbursement.

## SAM PROVISIONS COORDINATOR

Since 2003 SPTG has been helping SAM with the administration of its piano graduation event. Each graduate student receives a trophy, a SAM graduation program, a certificate, a pencil and a chocolate.

The SAM provisions coordinator will print individual certificates and assemble the gift bags with pencil and chocolate.

# STUDENT ANNUAL EVENTS

Two regular annual events are sponsored by the SPTG: Advancing Student Recitals and Spring Festival (concurrent with SAM Piano Graduation). These recitals are open to students of active SPTG members who meet the standards of performance set by the SPTG. SAM members who are not members of SPTG cannot have their non-graduating students participate in the Spring Festival.

For SPTG Advancing Students Recitals teachers register their students online at [www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org).

For SPTG Festival and SAM Graduation teachers register their students at [www.SuzukiMN.org](http://www.SuzukiMN.org).

All teachers who register students for SPTG or SAM recitals are expected to volunteer to help with the events.

See pages 7-9 for descriptions of some of the volunteer duties.

## SPTG ADVANCING RECITALS (ASR)

**January 29, 2022.**

- Originated by the SPTG, this is an event to recognize students of any age who are studying music at the level of Suzuki Book 4 and beyond. The ASR provides an opportunity for advancing students to bring a piece of music to a highly polished, performance ready state and to participate with other accomplished pianists in a formal piano recital experience.
- Repertoire selected for performance should reflect the student's level of accomplishment, and may be from Suzuki Piano Books 4-7, or from piano literature of a similar level. If non-Suzuki literature is chosen, it should be originally composed for the piano (not an arrangement). The SPTG handbook contains a list of composers whose compositions would be acceptable. If a student chooses literature not meeting these criteria, the selection should be submitted to the SPTG board for approval at least one month before the application deadline. (In this case, the student and teacher may wish to prepare an alternative piece, should their original selection not be approved).
- Performance for the Advancing Students' Recital requires extensive preparation and should be of superior, "Honors Level" quality.
- Performance attire appropriate to formality of the venue will be expected (see ASR information sheet for suggestions).
- Depending on the number of students performing, one or more recitals will be scheduled.
- All teachers who register students for the ASR are expected to complete comment sheets for student recordings and volunteer to help during the recital.

## SPTG RECITAL FESTIVAL AND SAM GRADUATION

**MARCH 5, 2022**

Sundin Hall, Hamline University

Fees: SPTG PIANO FESTIVAL—\$20

SAM GRADUATION—\$40

SAM GRADUATION SOLOISTS AT BENSON HALL –Add \$10. Details to be announced.

SPTG Festival/SAM Graduation registration for pianists at Sundin Hall opens December 1 and closes January 15, 2022

For Suzuki students of any age and at any level. Teachers register their students in either of two categories through the SAM website: [www.suzukimn.org](http://www.suzukimn.org)

SPTG Festival: Students perform a piece from within the Suzuki books. If students are in Book 2 or beyond, a piece outside of Suzuki repertoire may be chosen. The teacher chooses a piece representative of their skill level. A list of optional composers are listed on page 18. Contact either of the SPTG co-presidents, Rochelle Mazze or Jill Thomas, for SPTG Board's decision on a composer or repertoire not in the list.

SAM Statewide Graduation: For graduating students of members of the Suzuki Association of Minnesota (SAM). Please refer to the SAM website for information and registration to this event.

1. Go to SPTG website: [www.SuzukiPianoTC.org](http://www.SuzukiPianoTC.org)
2. Use the links at the top of the page to access "Current Events" and click on either Advancing Recitals or SPTG Piano Festival and SAM Graduation. For the Advancing Recitals you will be linked to a website run by Members Solutions and will be presented with a self explanatory form to be filled out and asked to pay with a credit card or a bank withdrawal. For the SPTG Festival and SAM Graduation you will be linked to the SAM website: [www.suzukimn.org](http://www.suzukimn.org). If help is needed please contact Beatriz Aguerrevere via email: [baggerrevere@mac.com](mailto:baggerrevere@mac.com).
3. Teacher Registration includes personal data. The required volunteer duties will be assigned at a later date by the Volunteer Coordinator. NOTE: Teacher registration is required to be completed every time students are registered. To save time, be prepared to register all your students at the same time.
4. Add students' information (participant).  
To add more students click on "New Participant". NOTE: Before registering students gather their data: Student's name, last name, age, graduation level (if graduating), parent email, and video YouTube link. Be prepared to indicate if the student would like to perform as an upper level soloist.
5. Go to Payments. Teachers pay for all their registered students with their choice of credit card or bank account withdrawal.

**Recital fees are not refundable.**

# RECITAL STANDARDS

## STUDENT RECITAL PREPARATION

Students on these recitals represent the Suzuki Piano Method. The following guidelines for preparing students to perform should assure that all our students are presented at the highest level of their ability.

### GUIDELINES FOR TEACHERS PREPARING STUDENTS FOR RECITALS

1. The student has had experience playing before an audience.
2. The student has performed the selected recital piece on at least one previous occasion.
3. The student has brought the piece to a high musical level.
4. The student has been advised in proper stage manners and dress.
5. The student must memorize the music. No written music can be used in recitals.
6. For the Advancing Recitals a video audition is required. Refer to the Instructions for Video Process in page 14.

### GUIDELINES FOR RECITAL PROGRAMS

1. Each program will include a variety of repertoire and a broad representation of studios (teachers).
2. Initials will identify the teachers of the student performers.
3. Advance registration time lines will be set to allow planning of programs and communication with teachers and students well before the recital date.

PIANO GRADUATION REQUIREMENTS FROM SAM GRADUATION HANDBOOK		
In order to graduate from:	You must have studied the following:	The graduation piece for this level is:
Book 1	R. Schumann, Happy Farmer	S. Suzuki, Allegro
Book 2	M. Clementi, Sonatina Op. 36, No.1, III	J. S. Bach, Minuet 2 (Include both repeats)
Book 3	F. Burgmüller, Arabesque	M. Clementi, Sonatina Op. 36, No.3, I. Spiritoso (Repeat exposition)
Book 4	J. S. Bach, Invention No. 1 in C Major	J. S. Bach, Gigue from Partita in B-flat major (Include all repeats)
Book 5	Teacher's discretion	L. Daquin, Le Coucou
Book 6	Teacher's discretion	W. A. Mozart, Sonata K. 330, I (Repeat exposition)
Book 7	Teacher's discretion	F. Chopin, Nocturne in C-sharp Minor, Op. Post. OR Bartok Rumanian Folk Dances Nos. 5 and 6, and two more of your choice.

# REGISTRATION PROCESS

TEACHER PROCESS FOR STUDENT ONLINE REGISTRATION		
The online registration process is the same for all the SPTG and SAM events. Requirements for the recordings are as follows:		
SPTG Advancing Recitals	Video recording required	SPTG membership required SAM membership optional
SPTG Festival	Video recording required	SPTG membership required SAM membership optional
SAM Graduation	Video recording required for graduation piece (not for piece to be performed in the recital.)	SAM membership required
SAM upper level soloist	Book 6 or 7 video recording of graduation piece required. Note: if the student is auditioning to perform in the solo recital at Benson Great Hall (cancelled for 2022) and wishes to play a different piece, that piece also needs to be submitted via YouTube.	SAM membership required.

## STUDENT RECITAL PREPARATION

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### GUIDELINES FOR RECITAL PROGRAMS

1. Each program will include a variety of repertoire and a broad representation of studios (teachers).
2. Initials will identify the teachers of the student performers.
3. Advance registration time lines will be set to allow planning of programs and communication with teachers and students well before the recital date.

## INSTRUCTIONS TO UPLOAD VIDEOS

### **PART 1 Creating a YouTube Account.** (Go to **Part 2** if you already have a YouTube account)

1. Go to YouTube.com Click <Sign In> in the upper right-hand corner of the page.
2. If you have a gmail account, the username and password are the same as your gmail account.
3. If you don't have a Google/gmail account click on <Create an Account> in the center of the page. Follow the instructions to create your account.
4. Once your account has been created, click <Go to YouTube> and you will be signed in.
5. You can view your profile by clicking on the small person icon in the upper right-hand corner. You can now proceed to Part 2.

### **PART 2 Uploading a video**

1. Go to YouTube.com and sign-in. (Click the <Sign In> button in the upper right-hand corner of the screen. (You are already signed-in if there is a small person icon.
2. Click on <Upload> in the upper right hand corner of your screen; if you have never uploaded a video before, it will prompt you to create a YouTube channel. This is just so the video is linked to your account—you can call the channel whatever you wish.
3. A screen pops up that has a large arrow and says "Select files to upload".
4. Before choosing a file, click on the small box below. Three options will drop down; select **<Unlisted>**. This is very important because it makes the videos you upload completely private unless you send someone the link to them. "Unlisted" videos are not available for viewing by the public at large.
5. Click on the large arrow to select a video from your computer's hard drive, or from a camera device connected to your computer.
6. Once the video has been selected, YouTube begins uploading it. This can take a while so make sure to leave enough time for this part of the process.
7. During the video upload process, a new screen opens where you can label the video. In the first small box, delete the automatic file name and type in the video title as follows:
8. Teacher last name.Teacher first name-Student last name.Student first name-Age-Instrument-Book  
(Example: Mazze,Rochelle-Smith.Jane-7-Piano-Book2)
9. In the "Description" box, type the same information entered in step 8.
10. Double check on the right side of the page that your video is "Unlisted" so only people with the link can view your video. (Look directly to the right of the "Title" box and there should be a drop down menu where you can select <Unlisted>.)
11. Once the upload is complete, click the <Done> button on the right hand side of the screen. Wait for YouTube to finish processing your video. This may take a while.
12. When your video has completed processing, click on the URL address listed for your video. Copy and paste this link into your student's online registration.
13. Click on <Add More Videos> in the lower right-hand side of the screen if you have more videos to upload. **Repeat steps 1-11 as many times as necessary.**



# OPTIONAL COMPOSERS

## FOR REPERTOIRE SUBSTITUTIONS (BOOKS 2 - 7 ONLY)

### BAROQUE:

Johann Sebastian Bach  
 George Frideric Handel  
 Pietro Domenico Paradisi  
 Henry Purcell  
 Antonio Soler  
 Domenico Scarlatti  
 Georg Philipp Telemann

### CLASSICAL:

Carl Philipp Emanuel Bach  
 Johann Christian Bach  
 Ludwig van Beethoven  
 Muzio Clementi  
 Jan Ladislav Dussek  
 Franz Joseph Haydn  
 Johann Nepomuk Hummel  
 Friedrich Kuhlau  
 Wolfgang Amadeus Mozart

### ROMANTIC:

Friedrich Burgmüller  
 Amy Beach  
 Johannes Brahms  
 Frederic Chopin  
 Cecile Chaminade  
 Anton Diabelli  
 John Field  
 Mikhail Glinka  
 Antonin Dvorak  
 Cesar Franck  
 Reinhold Gliere  
 Louis Moreau Gottschalk  
 Enrique Granados  
 Edvard Grieg

Stephen Heller  
 Carl Koelling  
 Franz Liszt  
 Felix Mendelssohn  
 Robert Schumann  
 Jean Sibelius  
 Peter Tchaikovsky

### 20TH CENTURY AND BEYOND:

Mily Balakirev  
 Bela Bartok  
 Seymour Bernstein  
 Anton Bilotti  
 William Bolcolm  
 Aaron Copland  
 Claude Debussy  
 Norman Dello Joio  
 Nathaniel Dett  
 George Gershwin  
 Alberto Ginastera  
 Charles Griffes  
 Jacques Ibert  
 Lowell Lieberman  
 Scott Joplin  
 Dmitri Kabalevsky  
 Aram Khatchaturian  
 Ernesto Lecuona  
 Federico Mompou  
 Ernesto Nazareth  
 Francis Poulenc  
 Cyril Scott  
 Dmitri Shostakovich  
 Joaquin Turina

**Other Art music composers may be used as substitutions with permission of the Executive Board. Please contact either Rochelle Mazze or Jill Thomas.**

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