RECITAL CHECKLIST

_____1. Confer with your applied instructor and collaborative pianist (if applicable) to determine two potential recital/hearing dates (in order of preference).

_____2. Reserve date(s) and venue for the recital with the Administrative Assistant in the Fine Arts office. (*The official venue for Department of Music evening recitals is Rogers Theater, in Pilgrim Chapel*).

Date: ___________ Time: *(7p.m. suggested)* __________ Venue: __________

Date: ___________ Time: *(7p.m. suggested)* __________ Venue: __________

_____3. Reserve date and venue for the recital hearing with Administrative Assistant in the Fine Arts Office.

Date: ___________ Time: __________ Venue: __________

_____4. Complete recital program and program notes for submission to applied instructor at least four weeks prior to the recital hearing. Consult the recital programs portion of the Online Department of Music Handbook for details regarding program preparation.

Date: ___________

**Note:** The Department of Music prints and provides copies of the recital program. The student is responsible for all copies of his/her translations and program notes.

_____5. Submit a corrected typed copy of the program to the Concert Programs Assistant in the Fine Arts office at least one week prior to the recital hearing.

Date: ___________

_____6. After successful completion of the hearing, make any corrections to the program and submit the final, typed copy to the Concert Programs Assistant at least one week prior to the recital performance.

Date: ___________

_____7. Secure from the Administrative Assistant for Fine Arts a room moves and set-up form for the recital venue. Complete and return to the Fine Arts Office immediately after passing the recital hearing.

_____8. The Department of Music records and archives all student, faculty, and guest recitals. If you desire a personal CD recording, you must submit a Recital Recording Request in the Fine Arts office. There is a nominal fee.

_____9. If you desire to host an on-campus reception following your recital, you are required to contract any food, beverages, and table linens [other than a cake] through Sodexo University Dining Services. You must begin that process with the Administrative Assistant for Fine Arts.

Administrative Assistant, College of Fine Arts ________________________________