

## 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 \_\_\_\_\_