

Undergraduate Recital Logistics Checklist – Fall 2018

In order to present a successful recital, it is necessary to carefully plan and execute a number of important details in a timely fashion. Below are several logistical tasks that will be assessed for completeness, accuracy, and adherence to deadlines. These will comprise 10% of the final recital grade.

It is recommended that you keep track of these details on the checklist below.

1. Undergraduate Recital Request Form – Due Friday, September 14, 2018

Date submitted _____

2. Recital Repertoire Approval/Dress Rehearsal Form – Due Friday, September 28, 2018

Date submitted _____

3. Program Information Template – Due 21 days before recital date

21 days before my recital is _____

Date submitted _____

4. Recital Day Preparation Tasks – Due 14 days before recital date

14 days before my recital is _____

- Set-up chart for each piece

Date submitted _____

- Names of set-up person, door person, and page turner

Date submitted _____

- Recital remarks (may be written or audio - 3 minute maximum)

Date submitted _____