Undergraduate Recital Logistics Checklist – Spring 2020

Recitalist’s Name _______________________________

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, January 24, 2020

   □ Date submitted _____________________________

2. Recital Repertoire Approval/Dress Rehearsal Form – Due Friday, February 7, 2020

   □ Date submitted _____________________________

3. Program Information Template (available on VCM website) – 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 _____________________________