

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