

## Undergraduate Recital Logistics Checklist – Fall 2024 & Spring 2025

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. All logistical tasks should be submitted via Schoology.*

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

### 1. Undergraduate Recital Request Form – Due Friday, September 13, 2024

Date submitted via Schoology \_\_\_\_\_

### 2. Recital Repertoire Approval/Dress Rehearsal Form – Due Friday, September 29, 2024 (or 21 days before the recital, whichever comes first) for Fall 2024 recitals and Friday, November 22, 2024 for Spring 2025 recitals.

Date submitted via Schoology \_\_\_\_\_

### 3. Program Information Template (available on Schoology) – Due 21 days before recital date

21 days before my recital is \_\_\_\_\_

Date submitted via Schoology \_\_\_\_\_

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

14 days before my recital is \_\_\_\_\_

#### a. Set-up chart for each piece

Date submitted via Schoology \_\_\_\_\_

#### b. Names of set-up person, door person, and page turner

Date submitted via Schoology \_\_\_\_\_

#### c. Translations (for vocalists)

Date submitted via Schoology \_\_\_\_\_

#### d. Recital thank you remarks and/or program notes (are optional for all recitalists).

Junior recitalists may elect to write brief words of appreciation as part of their program notes or in a separate document. Senior recitalists may elect to do the same or give brief oral recital remarks (3 minutes maximum). In any case, if the recitalist elects to give thank you remarks these must be submitted in written form to the director of applied studies via Schoology for approval at least 14 days before the recital.

Date submitted via Schoology \_\_\_\_\_