UNIVERSITY OF RHODE ISLAND
Department of Music
UNDERGRADUATE RECITAL WORKSHEET

DATE OF RECITAL: ____________________  FACULTY SPONSOR: ____________________________

☐ 6 WEEKS PRIOR TO MY RECITAL IS: __________________________ (date)
   ____ Find an accompanist.
   ____ Organize the recital jury.
   ____ Get the departmental template from the music office
   ____ Explore possibilities for reception (optional)
   ____ Bring publicity form to the Music Department (required)

☐ 4 WEEKS PRIOR TO MY RECITAL IS: __________________________ (date)
   ____ Perform recital jury.
   ____ Confirm (or cancel) recital with the Facilities Coordinator.
   ____ Program signed by the recital jurors and submitted to the music office.
   ____ Request any piano and/or harpsichord tunings.
   ____ Reserve restaurant site for my reception (optional)

☐ 3 WEEKS PRIOR TO MY RECITAL IS: __________________________ (date)
   ____ Meet with the Concert Manager to discuss set-up for recital and pre-production form.
   ____ Email program and any text inserts (e.g., text) to teacher to be proofread, corrected, and approved. All necessary information is in the program, including composers’ dates of birth and death, and my biography.

☐ 2 WEEKS PRIOR TO MY RECITAL IS: __________________________ (date)
   ____ Copies of full program (and any inserts) printed and folded.
   ____ Bring eight copies of full program to the music office and give to the music secretary to be included in student folder and departmental binders.
   If giving a composition recital [Option (b)], submit final version of program by email to composition teacher (final version of program at jury).

☐ 1 WEEK PRIOR TO MY RECITAL IS: __________________________ (date)
   ____ Confirm with Concert Hall Manager all details of staffing (stage manager, recording tech, ushers), sound and lights, and access to concert hall and piano for the date of your recital.

☐ 1 WEEKDAY BEFORE MY RECITAL IS: _________________________ (date)
   ____ Confirm with applied teacher any details about rehearsal or warm up times on the day of your recital.