

**RECITAL WORKSHEET (MUS 350, 450 and 550 and 552 (Graduate Composition recitals)
DEPARTMENT OF MUSIC**

Name: _____ Instrument: _____

Date of Recital: _____ Time of Recital: _____

Junior _____ Senior _____ Graduate _____ Other _____

Applied Instructor: _____

(Do not include Spring Break)

6 Weeks Prior to my Recital is: _____

By this date:

- I must have my program and all inserts including all necessary information composers' dates of birth and death, my biography put into a word document and forwarded to Music Office Administrative Assistant who will format it into the Recital Template.

- I must have found an accompanist and/or additional performers, if needed. **I am also aware that payment to the accompanist is due the day of recital.**

Accompanist and/or additional performers' Name(s): _____

- I must have organized my recital jury.

Jurors' Names: _____

Recital Jury – Date: _____ Time: _____ Place: _____

4 Weeks Prior to my Recital is: _____

By this date:

- I must have **PERFORMED** my entire program **LIVE** before the jurors. *For Composers, a recording of "live" rehearsals are fine.

- I must confirm or cancel my recital with the Facilities Coordinator

- I understand that all recital jurors must sign my program, and that my Faculty Sponsor must submit my program with marked errors along with my evaluations to the Music Office Administrative Assistant.

- I must request any piano and/or harpsichord tunings with the Facilities Coordinator.

3 Weeks Prior to my Recital is: _____

By this date:

- I must meet with the Concert Hall Manager to discuss the set-up for my recital.

2 Weeks Prior to my Recital is: _____

By this date:

- I will have copies of my full program (and inserts) printed and folded. (Student's Responsibility)

- I will have secured the services of a page turner for accompanist, if needed.

Student's Signature

Date

Applied Instructor's Signature

Date

**PLEASE RETURN TO MUSIC OFFICE ADMINISTRATIVE ASSISTANT
Due: Fall Semester – September 15th/Spring Semester – February 1st**