

# Southern Utah University – Department of Music

## RECITAL CHECKLIST

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### Beginning of Semester (2-3 months prior to recital)

- \_\_\_ Schedule RECITAL date. Student initiates request for Junior or Senior Recital and Preview by completing scheduling/recital form on the music department webpage by the end of the second week of the semester to reserve Thorley Recital Hall. Recitals cannot be scheduled during final exams.
- \_\_\_ Determine your three committee members and clear all dates with them, your accompanist, and your teacher.
- \_\_\_ Schedule PREVIEW date. The recital must be previewed by a committee of a minimum of three faculty at least three weeks and no more than six weeks before the date of the recital. All music to be memorized for the recital must be performed from memory at the preview. An unacceptable preview hearing will result in postponement of the recital date.

### 5 weeks prior to recital

- \_\_\_ Give a completed, proof-read copy of the recital program to your teacher and the department secretary. The following is to be listed:
  1. Your degree program (i.e. BM, BMEd, or BA)
  2. Your pieces (with all movements listed and spelled correctly)
  3. Composers' names and dates
  4. The order of the program, including an intermission, if applicable

### 3 weeks prior to recital

- \_\_\_ Make four copies of your recital preview program (one for each committee member and one for the department secretary).
- \_\_\_ Assist in finding a page turner if your pianist requests one.
- \_\_\_ Make posters, flyers, invitations, etc. Posters must be approved.
- \_\_\_ Invite out-of-town relatives and friends. No children under 6 years of age, please.
- \_\_\_ At least two days prior to your preview remind your committee members to attend.
- \_\_\_ Perform your recital preview.

### 2 weeks prior to recital

- \_\_\_ Distribute your posters and publicity materials.
- \_\_\_ Determine if you will have a reception and arrange it with the department secretary.

### 1 week prior to recital

- \_\_\_ Perform a dress rehearsal with your pianist and teacher.

### 1 day prior to recital

- \_\_\_ Finish reception preparations, if applicable.

### Recital Day

- \_\_\_ Plan to arrive well in advance.
- \_\_\_ Warm up.
- \_\_\_ Enjoy your recital!
- \_\_\_ Clean up after your reception, if applicable.

*See pp. 10-11 of the Music Handbook for more recital information.*