

# Southern Utah University – Department of Music

## RECITAL CHECKLIST

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

- \_\_\_ Schedule RECITAL date with the music department secretary. Student initiates request for Junior or Senior Recital and Preview by completing the Solo Recital Approval 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 with the music department secretary. **A committee of a minimum of three faculty must preview the recital 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

- \_\_\_ Turn in your proposed program to the student workers in the Music office so they can start creating your program and print them for you. Give a completed, proofread copy of the recital program to your teacher. The following is to be listed:
  1. Your degree program (i.e. BM, BMEd, or BA)
  2. The order of the program (with all movements listed and spelled correctly)
  3. Composers' names and dates
  4. Program notes, if applicable, are typed and printed by the student and brought to the preview
- \_\_\_ Schedule DRESS REHEARSAL with music department secretary

### 3 weeks prior to recital

- \_\_\_ Assist in finding a page-turner if your pianist requests one.
- \_\_\_ Make posters, flyers, invitations, etc. Posters must be approved by applied teacher and department chair.
- \_\_\_ 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.
- \_\_\_ Bring copies of your program for each committee member.
- \_\_\_ Perform your recital preview.

### 2 weeks prior to recital

- \_\_\_ Rehearse with your accompanist
- \_\_\_ Distribute your posters and publicity materials.
- \_\_\_ Determine if you will have a reception and arrange it with the department secretary. \$50.00 deposit is required

### Within 1 week of recital

- \_\_\_ Perform a dress rehearsal with your pianist and teacher.
- \_\_\_ Have revised program notes proofed and printed.

### 1 day prior to recital

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

### Recital Day

- \_\_\_ Plan to arrive well in advance (at least 30 minutes before the recital).
- \_\_\_ Warm up.
- \_\_\_ Enjoy your recital!
- \_\_\_ Clean up after your reception, if applicable.

\*Photos *during* recitals are prohibited. Videos may be taken from the rear of the recital hall. See p. 11 of the Music Handbook for more recital information.