

Southern Utah University – Department of Music

RECITAL CHECKLIST

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 the last week of classes or during final exams week.
- ___ 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.