

Student Recital Checklist

○ **At the beginning of the semester**

Check the website for available recital dates

Fill and sign the **Student Recital Request Form** with your top 2 dates

Check requested dates with 1) Your Professor 2) Collaborative Pianist

Turn the form into the office to **Kristin Pagels**

○ **After your recital date is confirmed**

Email **Dan Koefoed** to schedule time for your Recital Jury (*except voice*)

Make sure your professor is available for your jury time

Recital Juries should occur around 3 weeks prior to your recital

Remind your jury committee the week of your Recital Jury

○ **Upon passing your Recital Jury (3 weeks before your recital date)**

Turn in the signed/completed **Recital Jury Form** to **Kristin Pagels**

Email **Dan Koefoed** to schedule 2 hours of rehearsal time in Chamichian

Turn in the **Recital Recording Form (with \$\$)** to **Mindy Zeneberg**

Email **Kristin Pagels** with your completed program template

Begin to promote your recital by printing posters and Facebook events

If needed

Email **Scott Topazi & Dan Koefoed** with technical needs for your recital
(*ex. microphone, projector, screen, presentation, electronic music, etc.*)

○ **The week of your recital**

Get plenty of rest and drink plenty of water!

Remind collaborative pianists, assisting musicians, and professors
of your hall rehearsal time(s).

Do a final social media push, and remind friends/family of your recital!

If you haven't already, make post-recital reception plans

Check to see that your recital programs have arrived in the office

○ **The day of your recital**

Get plenty of rest and drink plenty of water!

The SOM opens at 9:00 am on most weekends, plan ahead if
you have an early recital time

You can enter the hall 30 minutes prior to your recital time

Greet event staff before your recital, and discuss your set-up needs

○ **After your recital**

Thank your assisting musicians, event staff, and professors
for their support!

Save any extra programs for your portfolio.