



## 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.



## REQUEST FOR STUDENT RECITAL DATE

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_\_\_

### Recital Date/Time Requested

(1<sup>st</sup> choice) DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

(2<sup>nd</sup> choice) DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Instrument/voice: \_\_\_\_\_

This recital would fulfill the following graduation requirement:

- |  |   |
|--|---|
| <input type="checkbox"/> Recital for MM        | <input type="checkbox"/> Solo Performance for BME/BA/BS |
| <input type="checkbox"/> Junior Recital for BM | <input type="checkbox"/> Elective                       |
| <input type="checkbox"/> Senior Recital for BM |   |

Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Accompanist Signature: \_\_\_\_\_

Return completed form to Kristin Pagels in the  
Music Office [pagel1kp@cmich.edu](mailto:pagel1kp@cmich.edu)  
989.774.3738



## STUDENT RECITAL JURY FORM

Name

Faculty Name

Email

Phone

Recital Date & Time

Degree

Instrument/Voice

Semester & Year of Graduation (ex. Spring 2020)

*Please be sure to have a program draft for each member of your recital jury committee.*

*The following section is to be completed by your professor.*

**Jury Date:** \_\_\_\_\_

**Jury Passed:** Yes  No

Upon completion, this recital satisfies the following graduation requirement:

Recital for MM

Solo Performance for BME/BA/BS

Junior Recital for BM

Elective

Senior Recital for BM

**Jury Committee:**

Return completed form to Kristin Pagels in the Music Office  
[pagel1kp@cmich.edu](mailto:pagel1kp@cmich.edu)



## Student Recital Recording Form

Student Performer(s) \_\_\_\_\_

Recital Date \_\_\_\_\_ Recital Time \_\_\_\_\_

Recital Location \_\_\_\_\_

Recitals are recorded for a fee of \$35 per recital (**see note below**) which includes one finished CD. Please indicate below if you desire additional copies\* of your recital CD. *For shared recitals, submit only one copy of this form listing both degree performers.*

Recording and one (1) CD .....= \$ \_\_\_\_\_

Total *additional* number of CDs ordered \_\_\_\_\_ x \$ \_\_\_\_\_ \* ..= \$ \_\_\_\_\_

\* 1 CD = \$10

\* 2-5 CDs = \$8

\* 6-more CDs = \$6

+ \$2 shipping (if applicable).....= \$ \_\_\_\_\_

**TOTAL**.....= \$ \_\_\_\_\_

**NOTE: See Director of Audio Scott Topazi for information on charges for recitals outside the music building. Off-site recordings are subject to availability of staff and equipment.**

**Please make checks payable to Central Michigan University.**

If you would like your order *shipped to you*, remember to include the extra \$2 for shipping.

Name \_\_\_\_\_

Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Email (please use CMU global ID email if you have one)  
\_\_\_\_\_

*If you're picking up your recording at the School of Music office, you will be notified by Email when your order is ready.*

Complete and return this form along with payment to the main office, room 162, in the School of Music; or if mailing send this form and your payment to:

CD Duplication Request  
School of Music, Room 162  
Central Michigan University  
Mt. Pleasant, MI 48859

For questions regarding the recording process please contact Scott Topazi at [topaz1s@cmich.edu](mailto:topaz1s@cmich.edu) or (989) 774-2045