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 Planist
  - 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

(1st choice) DATE: ______________________ TIME: ______________________

(2nd choice) DATE: ______________________ TIME: ______________________

Instrument/voice: ____________________________________________

This recital would fulfill the following graduation requirement:

☑ Recital for MM  ☐ Solo Performance for BME/BA/BS

☐ Junior Recital for BM  ☐ Elective

☐ Senior Recital for BM

Student Signature: ____________________________________________

Faculty Signature: ____________________________________________

Accompanist Signature: ________________________________________

Return completed form to Kristin Pagels in the
Music Office page1kp@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)

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
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 or (989) 774-2045