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.