

SENIOR RECITAL CHECKLIST

1. **Choose a recital date** – coordinate with your lessons instructor and the Music Secretary to choose a recital date. The secretary will write it on the master calendar. Once the calendar of events for that term has been published at the beginning of the term, you MAY NOT change your recital date, so make sure it will work for everyone before you set it! You need to have your recital date selected one term in advance.
2. Prepare your repertoire with your private lessons instructor.
3. **Recital Jury** – you need to schedule a pass a jury in which at least three members of the Music Faculty will be present and determine whether you are adequately prepared for your senior recital. The jury needs to take place at least 2 weeks before your recital. At your jury, you need to bring copies of a final draft of your recital program to give to all faculty members present. Your recital jury must be performance-ready; that is, all selections prepared and presented as if it were your senior recital; and all performers assisting in the performance (including accompanists) must be available for the jury. *NOTE: Students who fail their recital jury will be required to reschedule their senior recital date, which could result in prolonging their anticipated graduation date.*
4. **Programs** – you may use the pre-printed program shell for your recital, or you may design one of your own. If you design your own, you must bring it to your jury for approval by the faculty. You are responsible for printing your own programs – the Music Department's copy machine is NOT available for this job! Programs should include your name, your instrument, the date, time, and location of your recital, the titles of all pieces performed, program notes, and translations. Copies of previous students' recital programs are available to use as an example.
5. **Hiring recital workers** – you are responsible for hiring a stage manager, ushers, and a recording engineer. If you hire workers who work for the Music Department, the department will pay them for their work. If you want to hire someone who is not on the Music Department's payroll, you will have to pay them yourself. Make sure you tell the Music Secretary who you have hired for these positions.
6. **Building preparations** – the Music Secretary will inform Public Safety to unlock Smith Hall for your recital and will ask Parking not to issue parking tickets in the lots surrounding Smith Hall during your recital time. If you wish to have a reception in the Smith Hall lobby after your recital, you must make these arrangements on your own. The Music Department does NOT have dishes, utensils, tablecloths, or other serving materials for your use. You must provide these yourself. You are also responsible for purchasing all food and drink to be served at the reception (NO alcoholic beverages allowed). You are also responsible for cleaning up after your recital, including the performance venue.