

SENIOR RECITAL CHECKLIST

1. ___ Consult with your applied professor about performing & scheduling your senior recital.
2. ___ During registration, submit the completed Senior Recital Proposal form to the music department chair so that you may register for the recital.
3. ___ Register for MUSC 408 – Senior Recital.
4. ___ Schedule a recital date & dress rehearsal time with the music secretary.
5. ___ Schedule a recital hearing with the music secretary at least six weeks prior to the recital. The student must pass a recital hearing before the music faculty, no later than four weeks prior to the recital. (No Exceptions!)
6. ___ Submit publicity (press release information) to the music secretary three to four weeks prior to the recital.
7. ___ Submit program information (see music handbook) to the music secretary at least ten days prior to the recital.
8. ___ Submit a technical services request to the music secretary one week prior to the recital.
9. ___ Request recital invitations from the music secretary at least three days prior to need.
10. ___ Reception will be provided by MENC.
11. ___ Secure 2 ushers.
12. ___ Reserve rehearsal time with the President's Office.
13. ___ Secure piano key (if needed) from the music secretary - (\$5 deposit required).