

Recital Checklist

5 weeks prior to recital

- Determine committee with each teacher's approval. You need at least three committee members including your teacher.
- Schedule a time in Thorley Recital Hall. Check with the department secretary.
- Ask committee members if they are available at the scheduled time.
- Fill out recital preview paperwork. Check with the department secretary.
- Obtain the department secretary's signature and your teacher's signature on the preview paperwork.
- Give a completed, proof-read copy of the recital program to your teacher and the department secretary. You need to list the following:
 1. Your degree program (i.e. BS in Music Education)
 2. Your pieces (with all movements listed and spelled correctly)
 3. The composer's names and dates
 4. The order of the program and whether or not you will have an intermission
- Tape your rehearsals and listen for points to polish.
- Make a stunning wardrobe choice for your recital.

3 weeks prior to recital

- Make four copies of your recital preview program (one for each committee member and one for the department secretary).
- Find a page-turner if your pianist requests one.
- Make posters, flyers, invitations, etc.
- Invite out-of-town relatives and friends.
- Remind your committee members at least two days prior to your preview.
- Hold your recital preview.

2 Weeks prior to recital

- Distribute your posters and publicity materials.
- Determine whether or not you will have a reception and make arrangements for such.
- Check on ushers and lighting crew. MENC/Music Club officers are willing to help find volunteers for this.
- Arrange for piano and building to be unlocked if your dress rehearsal is on a weekend.

1 week prior to recital

- Perform a dress rehearsal and tape it to find any last-minute problems to solve.
- Practice slowly.
- Ask about recording options.

1 day prior to recital

- Make sure all clothing is pressed and ready.
- Finish reception preparations.
- Check that all page turns have been copied, etc.
- Re-confirm your page-turner, usher, and light crew's service.
- Decide how you will do your bows, etc.
- Practice slowly.

Recital

- Plan to arrive at least two hour in advance.
- Warm up slowly but immediately. Save other details for after your warm-up.
- Check your turning carefully before you step out on stage. Avoid extra time on stage working with your sticky or loose pegs – no one wants to hear you tune.
- Play a great recital.

**SOUTHERN UTAH UNIVERSITY ♦ COLLEGE OF PERFORMING AND VISUAL ARTS
DEPARTMENT OF MUSIC
SOLO RECITAL APPROVAL FORM**

_____ Junior Recital _____ Senior Recital

Name _____	Phone _____	
Instrument/Voice _____	Teacher's Name _____	
Advisor Approval/Signature _____		
Recital Date _____	Time _____	Location _____
Recital reservation confirmed _____		
(Department Secretary Signature)		

This section and the back of this form are to be completed at least four weeks prior to your preview performance. The preview must be completed at least three weeks before the actual recital. A minimum of three faculty members must be present at the performance preview.

Preview Date _____ Time _____ Location _____

We certify that we were in attendance at the recital preview listed above and that we have approved this recital for presentation.

_____ Private Teacher	_____ Committee Member	_____ Committee Member
_____ Private Teacher	_____ Committee Member	_____ Committee Member

