

JUNIOR RECITAL AND SENIOR RECITAL CHECKLIST

HAVE YOU:

___ Reserved the recital space and date with the Fine Arts Coordinator, FAC 273A (ext. 2018)?

___ Confirmed the date and repertoire with the applied lessons teacher, pianist, and other performers on the program?

___ Turned in the Recital Request form as approved by the applied studio professor and the pianist?

___ Reserved the rehearsal space? (up to 2 hours total)

___ Arranged for a post recital reception through Sodexo?

___ Arranged for the recital hearing with all performers and 3 faculty?

___ Emailed completed recital template to the applied studio professor? (7 DAYS PRIOR TO **HEARING**)

___ 10 BUSINESS DAYS PRIOR TO **RECITAL**: Completed the online recital template? This will be sent to the Music Administrator.

___ 7 BUSINESS DAYS BEFORE **RECITAL**: Checked the recital program in music office for accuracy?

___ 2 BUSINESS DAYS PRIOR TO **RECITAL**: Notified the Music Administrator of needed corrections or that program is ready to print? (musicadmin@drake.edu)