Recital To Do List
for the student’s records

**Two to Three Months Before:**
- Check with your applied teacher’s availability of possible recital dates [use Recital Date Worksheet, Form 2]
- See Amy Neace for possible performance dates, (get four) [use Recital Date Worksheet, Form 2]
- Check availability of accompanist and committee member(s) [use Recital Date Worksheet, Form 2]
- Choose a hearing date at least 3 weeks prior to recital date [use Recital Date Worksheet, Form 2]
- Confirm hearing date with accompanist and committee [use Recital Date Worksheet, Form 2]
- Complete Recital Date Request Form [use Recital Date Request, Form 3] and obtain all required signatures
- Schedule/Reserve a recital date by giving Amy Neace the completed and signed Recital Date Request Form [Form 3]
- Schedule a dress rehearsal with your accompanist; schedule through Amy Neace

**Six to Eight Weeks Before:** Your applied teacher verifies on the Recital Checklist, Form 4:
- Submit repertoire proposal, in writing, to your applied teacher; proposal must include the following for all pieces:
  - Composition: title, movement(s), and date of composition
  - Composer’s name & dates; if still living, (b. XXXX), not (XXXX - )
  - Performance time
  - Name(s) of assisting musician(s) with instrument
- Give music to your accompanist at least six weeks before recital

**Two Weeks Before:** Your applied teacher verifies on the Recital Checklist, Form 4:
- Your applied teacher sends approved program as an e-mail attachment to victoria.chadbourne@wright.edu
- Reserve a reception room, if desired (send and email to Amy Neace; subject to room availability)
- Pay $50 recital fee online at the Wright State Music Store (http://www.wright.edu/musicstore)
- Pay Recital fee to accompanist ($85/half recital, $140/full recital)

**One Week Before:** Your applied teacher verifies on the Recital Checklist, Form 4:
- Confirm there is a Stage Manager, Stage Hand, and Recorder signed-up for your recital; if not, contact your applied teacher and John Kurokawa to insure the workers are assigned
- Pay accompanist for any additional rehearsal time
- All recital fees must be paid by one week before the recital date
- Applied teacher signs program proof indicating it is correct

**Two Days Before:**
- Check with music office on the status of printed programs
- Confirm house manager and performance workers