Recital Checklist
for the applied teacher’s records

Student ____________________________  junior recital / senior recital / elective recital
  half recital / full recital

Student’s phone___________________ email_________________________________________

Recital Date _____________________ Time ______________ Place _______________

Hearing Date _____________________ Time ______________ Place _______________

Committee members ___________________________________________________________
  __________________________________________________________

Accompanist________________________ phone __________ email __________________

Recital Date Request Form [form 3] Signed by applied teacher, committee, accompanist and given to
  Amy Neace on ___________________ (date)

Recital Program
  Submitted Program Proposal to applied teacher
  Program Approval
  Compile program information and give to applied teacher as an efile
  Applied teacher sent program to Victoria Chadbourne via email attachment
  Program proofread by applied teacher
  Program printed

Accompanist should have all music at least 6 weeks before the recital date

  Music was given to accompanist(s) ________________ (date)

Recital Fees: All fees must be paid in full at least one week before the recital

  Recital fee paid to the Wright State Music Store _______________ (date)
  $85/half recital or $140/full paid to the accompanist ______________
  $16 per hour paid to accompanist for any additional rehearsal time ____________

Dress Rehearsal Date__________________ Time_______________ Place__________________

  Reception? ________________ Reserved Room # ______________
  House Manager __________________________
  Stage Hand __________________________
  Recorder __________________________

Note to faculty: This form is only for your records and can be discarded at your discretion