

### Recital Checklist for the applied teacher's records

Student \_\_\_\_\_ junior/recital / senior recital / elective recital  
Half recital / full recital

Student's phone \_\_\_\_\_ email \_\_\_\_\_

Hearing Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Recital Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Committee members \_\_\_\_\_  
\_\_\_\_\_

Accompanist \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Recital Date Request Form [form 2] 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 Amy Neace 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)

Dress Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

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