

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]
- Consult School of Music website room schedule - <https://liberal-arts.wright.edu/music/calendar/room-schedules> 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 amy.neace@wright.edu
- Reserve a reception room, if desired (send an e-mail to Amy Neace; subject to room availability)

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
- 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