

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 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 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 _____

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