

# Recital Checklist

for the applied teacher's records

Student's name \_\_\_\_\_

(Circle One) \_\_\_\_\_ junior recital / senior recital / elective recital

(Circle One) \_\_\_\_\_ 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 signed by applied teacher, committee, accompanist and given to the SoFPA office on \_\_\_\_\_ (date)

**Recital Program**

- Submitted Program Proposal to applied teacher \_\_\_\_\_
- Program Approval \_\_\_\_\_
- Compile program information and give to applied teacher as an e-file \_\_\_\_\_
- Applied teacher sent program to SoFPA@wright.edu via 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

