

Recital Check-List
for the student's records

Two to Three Months Before:

- Check with your applied teacher's availability of possible recital dates [use form 2]
- See Victoria Chadbourne for possible performance dates (get 2 or 3) [use form #2]
- Check availability of accompanist and committee member(s) [use form #2]
- Choose a hearing date *at least 3 weeks* prior to recital date [use form #2]
- Confirm hearing date with accompanist and committee [use form #2]
- Complete Recital Date Request Form [form #3] and obtain all required signatures
- Schedule/Reserve a recital date by giving to Victoria the completed and signed Recital Date Request Form [form #3]
- Schedule a dress rehearsal with your accompanist [see Victoria]

Six to Eight Weeks Before [teacher verifies both on form #4]:

- Submit repertoire proposal (in writing) to applied teacher (proposal must include titles & movements, composer's name & dates, date of composition, performance time, and assisting musicians)
- Give music to your accompanist (at least 6 weeks before recital)

Two Weeks Before: [teacher verifies each on form #4]

- Send approved program via e-mail attachment to victoria.chadbourne@wright.edu
- Reserve a reception room, if desired (see Victoria/subject to room availability) *
- Pay \$50 recital fee to Victoria Chadbourne
- Pay Recital fee to accompanist (\$85/half recital, \$140/full recital)

One Week Before: [teacher verifies all on form #4]

- Assign a house usher to pass out programs _____
- Assign a stage manager _____
- Pay accompanist for any *additional* rehearsal time *
- All recital fees must be paid by one week before the recital date

Two Days Before:

- Check with music office on status of printed programs
- Confirm house usher
- Confirm stage manager
- Confirm date & time with the graduate-assistant in charge of recording