

Recital Checklist
for the applied teacher's records

Student _____ junior recital / senior recital

Student's phone _____ email _____

Recital Date _____ Time _____ Place _____

Hearing Date _____ Time _____ Place _____

Committee members _____

Accompanist _____ phone _____ email _____

Recital Date Request Form [form 3] Signed by applied teacher, committee, accompanist and given to Victoria Chadbourne on _____
(date)

Recital Program

- Submitted Program Proposal to applied teacher (date) _____
- Program Approval (date) _____
- Program sent to Victoria via email attachment (date) _____
- Program proofread by applied teacher (date) _____

Accompanist should have all music at least 6 weeks before the recital date

Music was given to pianist _____ (date)

Recital Fees: All fees must be paid in full at least one week before the recital

\$50 recital fee paid to Victoria Chadbourne _____ (date)

\$85/half recital or \$140/full paid to the accompanist _____ (date)

\$16 per hour paid to accompanist for any additional rehearsal time _____ (date)

Dress Rehearsal Date _____ Time _____ Place _____

- Reception? _____ Reserved Room # _____
- Stage Manager _____
- House Usher _____
- Recording Person _____

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