

RECITALS CHECKLIST

- _____ Recitals may be, and should be, scheduled a semester in advance. Observe sign-up priorities at the beginning of each semester.
- _____ Obtain a Scheduling Packet from the Scheduling Office/CU Presents (University Club A2) or download it at <http://music.colorado.edu/departments/offices/scheduling-recital-programs/>
- _____ Check available dates on the College of Music Wall Calendar (located adjacent to the Office of Undergraduate and Graduate Studies) or the Online Events Calendar at <http://music.colorado.edu/events>
- _____ Obtain necessary signature(s) from your applied teacher (all students) and the Graduate Dean (grad students only)
- _____ Return signed Scheduling Form to the Scheduling Office together with your \$100 fee to secure the recital date. *NOTE: No date will be held without signed forms and full payment.
- _____ Reception site (usually C113) is scheduled separately with Steve Slater in the main office and at a later date at no cost to you.

3 WEEKS PRIOR TO THE RECITAL DATE

- _____ Your recital preview should happen at this time (schedule with your department).
- _____ Bring typed program, staging, and recording sheets to the Scheduling Office. Your program may be submitted electronically to myra.jackson@colorado.edu.

PROGRAM TEMPLATE:

PLEASE DO NOT ATTEMPT TO FORMAT YOUR PROGRAM. Everything is placed in a publishing software that loses formatting in the transfer, and it takes time to recover the work. Your information should include:

- Type of Recital: Junior, Senior, Master of Music, Doctor of Musical Arts, Certificate Program
- Recitalist, instrument
- Accompanist
- Additional performers
- Day, Date, Time, Place of recital
- Selections to be performed including full name of composer, composer's dates, and movements
- Include accents and other correct diacritical markings on selections and composer names
- The order of the program should be included as well as the placement of intermission
- Full name of applied teacher(s)
- Indicate your degree program