

## **RECITAL PROCEDURES (CHECKLIST)**

Performing a successful public recital is a complicated process that requires much planning and timely procedures. Starting with your recital date, count back to set due dates for the various steps listed below. Write these on the Due Date lines provided. As you complete each step, check it off on the checklist.

**RECITAL DATE:**

\_\_\_\_\_

**DRESS REHEARSAL DATE:**

\_\_\_\_\_

### **As Soon As Possible In The Year: Scheduling**

**Date Accomplished:** \_\_\_\_\_

\_\_\_\_\_ Determine a possible recital date in consultation with your teacher and accompanist, taking into consideration the School of Music Scheduled Events Calendar. Bring your request to the Director of Music Events & Communications (773.244.5625) in Wilson Hall who will check on the availability of the facility. If it is open, a tentative reservation will be made.

\_\_\_\_\_ Determine a dress rehearsal date using the same procedure as for the recital date.

\_\_\_\_\_ Determine a possible recital hearing date in consultation with your instructor and accompanist that is at least 3 weeks before the proposed recital date. Choose the day and time according to the following hierarchy: This hearing must be scheduled at your: 1) Semester Jury Day, 2) Thursday at 2:00 or 3) time approved by the School of Music faculty.

### **Minimum 8 Weeks Ahead of Recital Date: Application**

**Due Date:** \_\_\_\_\_

\_\_\_\_\_ Complete the Recital Application, signed by your teacher, and give it to the Fine Arts Office Manager who will present it to the School of Music faculty for approval. The minimum time ahead of the recital is 8 weeks, but you may need it sooner in order to finalize the reservation.

\_\_\_\_\_ Upon faculty approval of the Recital Application, the facility reservation will be confirmed.

### **Minimum of 5 weeks Ahead of Recital: Recital Program Submission**

**Due Date:** \_\_\_\_\_

\_\_\_\_\_ **Printed Recital Programs**  
After your instructor proofreads your program materials and at least three weeks prior to your recital, you must submit all program materials to the Director of Events & Communications.

(over)

**Program information includes:**

Repertoire listing; composer full names/dates; diacritical markings; capital letters in foreign languages; biographies of yourself; bio for accompanist; bios for any other assisting artists (please submit all in electronic WORD format); and a photo of yourself (optional -- head-shot preferred in **jpg** format). The Director of Events and Communications will take this information, format it into a standard recital program, and return it electronically to you and your instructor for review before printing.

*Please note, however, that Program Notes and Texts/Translations should already be formatted in final/print ready format before submitting to the Director of Music Events & Communications.*

### **Minimum of 3 Weeks Ahead of Recital:**

#### **Posters/Advertising and Recording/Lighting**

**Due Date:** \_\_\_\_\_

#### **Posters/ Advertising**

\_\_\_\_\_ Recital posters are primarily the student's responsibility, but if a standardized 8"X 10" or 11"X 17" is acceptable it will be furnished by the Director of Music Events & Communication if materials are submitted at least three weeks prior to the recital.

It is your responsibility to distribute posters and handle any other advertising for your recital.

#### **Recording/Lighting**

\_\_\_\_\_ The NPU Media Services Department is available to assist with assigning technicians to cover your recording and lighting needs. If you are interested in these services you must contact the Media Services Department directly (phone: 773-244-5577) at least 2 weeks in advance of your recital date. **Please note that there is a fee for these services, which is negotiable depending on your needs. You are personally responsible for these fees.**

### **Minimum 2 Weeks Ahead of Time: Final Plans**

**Due Date:** \_\_\_\_\_

#### **Reception**

\_\_\_\_\_ After-recital receptions in the lobbies/lounge areas of Anderson Chapel or Isaacson Chapel are optional. You can provide your own refreshments or order directly through *Aramark*, the NPU catering service. If you choose to use Aramark, please contact them (phone 773-244-4939 or [davis-joshua@aramark.com](mailto:davis-joshua@aramark.com)) at least two weeks prior to the recital date. You are responsible for any costs due to Aramark.

It is wise to ask others to prepare food and assist with the reception so that your full attention can be given to the recital itself.

### **Five Days Ahead of Time: Confirming All Details**

**Due Date** \_\_\_\_\_

\_\_\_\_\_ **The Director of Events and Communications must be apprised of all set up details no later than five days prior to the recital date. All set up requirements will be considered final at that time.**

\_\_\_\_\_ Confirm all details with media services five days prior to the recital date.