



Fall 2017 RECITAL CHECKLIST

The first six steps must be completed and turned in to Dr. Oberlander by midnight on **Tuesday, September 5, 2017** or you will be dropped with a WF from the recital course.

1. You have received the recital application in an email along with this checklist—print it out. If you don't have that email, print out a recital application from the Schwob Website (Current Students > Forms).
2. With your applied teacher, accompanist(s), and Concert Manager, choose a recital date, time and location. Junior recitals are scheduled in Studio Theatre; Senior and Graduate recitals may be in either Studio Theatre or Legacy Hall. Email Tao Ge, Concert Manager at: ge_tao@columbusstate.edu.
3. With your applied teacher, choose a program. Type the program using the template found on the Schwob website (Current Students > Forms > Recital program template). Attach the program to your recital application.
4. With your applied teacher, choose a minimum of two *other* faculty members to serve on a jury panel. With the faculty panel and any other participants in your recital, choose a recital jury date, time, and location that is at least three weeks before the recital date. Secure a location by emailing the Concert Manager. Get the signatures of the entire panel on your recital indicating program content acceptance and recital jury date/time/location. Confirm with your applied teacher if you need to bring copies of the music to your jury.
5. If you are using an accompanist, get the signature of your accompanist and the Accompanist Coordinator, Professor Susan Hoskins.
6. Make sure the application is complete and turned in to Dr. Oberlander (room 2711) **by midnight on September 5, 2017**.

Immediately after your successful recital jury:

7. Email your typed program, using the template found on the Schwob website link of the Schwob website (Current Students > Forms > Recital program template), to ge_tao@columbusstate.edu--no later than two weeks before the recital.
8. Recording: All student performances are automatically added to the recording calendar, providing they are scheduled through the School of Music. You can confirm recording of your performance by contacting Dr. McCabe at mccabe_matthew@columbusstate.edu or calling the recording studio directly at 706-649-1900.
If your recital date, time, or location changes after you initially schedule it, you MUST notify the recording studio or your recital will not be recorded.
9. Want to have a reception after your recital? Fill out the "Recital Reception" form found at (Current Students > Forms > Reception Request Form).
10. Make sure you have at least two ushers for your recital. The Schwob School of Music does not supply ushers for student recitals. Check with Phi Mu Alpha, Mu Phi Epsilon or Sigma Alpha Iota to see if any members would be willing to volunteer or usher for a small fee. You should have at least two ushers who are familiar with standard set-ups and procedure.
11. If your pianist needs a page-turner, secure one now.
12. Your applied teacher proofread the program when the proof is ready and will bring them to your recital.

The week leading up to the recital:

13. Programs will be left with your applied teacher. Please coordinate with him/her for their pick-up.
14. Arrive at the hall at the earliest time you have it booked on the day of your recital. Your applied teacher will need to make sure lights are turned on and off at the end of the recital. Arrange to have the doors unlocked with the Concert Manager or Call CSU Police at 706-568-2022 if you need further assistance with unlocking doors.

Please remember, after your recital it is the **responsibility of you and your applied teacher to leave the hall the way you found it**. That means the piano, if used, must be re-covered and all the lights, including stage lights, must be turned off.