



## WHO – WHAT – WHEN - WHERE

### As far in advance as possible

- \_\_\_\_\_ **Select and sign-up for your recital date/time** (Ms. Cabrera in D-103)
- \_\_\_\_\_ If you are a senior, do you want a reception after the recital?
- \_\_\_\_\_ **NOTE: Receptions are for SENIORS only.** The sisters of SAI are skilled at receptions and available to assist you for a nominal fee. (See Ms. Cabrera if questions.)
- \_\_\_\_\_ Discuss program content with your teacher. If students will be assisting you, they must be heard and approved by their teacher as well as your teacher.
- \_\_\_\_\_ Practice!!

### FOUR weeks before recital

- \_\_\_\_\_ **Recording Contract due** to Denisse Cabrera in the music office: **cash or check.**
- \_\_\_\_\_ **Schedule recital jury** with accompanist and faculty.
- \_\_\_\_\_ Sign out rehearsal time in the hall
- \_\_\_\_\_ Practice!!

### TWO to THREE weeks prior to recital

- \_\_\_\_\_ Perform **RECITAL JURY** for three faculty.
- \_\_\_\_\_ Obtain signed approval for use of other performers
- \_\_\_\_\_ **Recital Application Form:** obtain appropriate signatures and submit to Denisse Cabrera in the Music Department Office. This info is the basis for your printed program.
- \_\_\_\_\_ **Program notes** (optional): Denisse Cabrera will format and print for you. See GUIDELINES section for specifics.
- \_\_\_\_\_ Verify details with your accompanist and other performers
- \_\_\_\_\_ Ask 2 friends to usher for you.
- \_\_\_\_\_ Practice!!

### ONE week prior

- \_\_\_\_\_ **Proof program,** verify details with your teacher
- \_\_\_\_\_ **Recording Engineer:** Talk with assigned engineer to verify what time they will arrive.
- \_\_\_\_\_ Verify details with accompanist, other performers, ushers
- \_\_\_\_\_ Post announcement about your recital on digital boards

### 2 Days out

- \_\_\_\_\_ **Programs (150):** pick up and pay \$12 fee (waived if the recital is a degree requirement)
- \_\_\_\_\_ Pick up program notes and pay the cost (\$0.06 per page; \$0.12 if two-sided)
- \_\_\_\_\_ Seniors: Finalize reception details – chat with the custodian!
- \_\_\_\_\_ Practice being perfect!!

### RECITAL QUESTIONS? Talk with your private teacher or ask...

Scheduling/Guidelines: Denisse Cabrera, 864-294-2176, [denisse.cabrera@furman.edu](mailto:denisse.cabrera@furman.edu)  
 Program Preparation/Payments: Denisse Cabrera, 864-294-2176, [denisse.cabrera@furman.edu](mailto:denisse.cabrera@furman.edu)  
 DRH Recording Engineer Supervisor: Michael Vick, 864-294-3645, [michael.vick@furman.edu](mailto:michael.vick@furman.edu)  
 Chapel Questions: Susan Bennett, 864-294-2133, [susan.bennett@furman.edu](mailto:susan.bennett@furman.edu)