

# RECITAL TIMELINE

## WHO – WHAT – WHEN – WHERE

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### As far in advance as possible

- Select and sign-up for your recital date/time** (use the [Calendar Request form](#))
- 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. Sweezey 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 Emily Sweezey 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 Emily Sweezey in the Music Department Office. This info is the basis for your printed program.
- Program notes (optional): Emily Sweezey, or a student worker, 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!!

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

Scheduling/Guidelines: Emily Sweezey, 864-294-2118, [emily.sweezey@furman.edu](mailto:emily.sweezey@furman.edu)

Program Preparation/Payments: Emily Sweezey, 864-294-2118, [emily.sweezey@furman.edu](mailto:emily.sweezey@furman.edu)

DRH Recording Engineer Supervisor: Michael Vick, 864-294-3645, [michael.vick@furman.edu](mailto:michael.vick@furman.edu)

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