RECITAL TIMELINE

WHO – WHAT – WHEN – WHERE

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!!

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

Scheduling/Guidelines: Emily Sweezey, 864-294-2118, emily.sweezey@furman.edu
Program Preparation/Payments: Emily Sweezey, 864-294-2118, emily.sweezey@furman.edu
DRH Recording Engineer Supervisor: Michael Vick, 864-294-3645, michael.vick@furman.edu
Chapel Questions: Miranda Lowe, 864-294-2133, miranda.lowe@furman.edu

Updated 2/9/2021