



WHO – WHAT – WHEN - WHERE

As far in advance as possible

- _____ **Select and sign-up for your recital date/time** (McKenzie Rybka 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. Rybka 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 McKenzie Rybka 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 McKenzie Rybka in the Music Department Office. This info is the basis for your printed program.
- _____ **Program notes** (optional): McKenzie Rybka will format and print for you *or* create a QR code. 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: 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: McKenzie Rybka, 864-294-2086, mckenzie.rybka@furman.edu

Program Preparation/Payments: McKenzie Rybka, 864-294-2086, mckenzie.rybka@furman.edu

DRH Recording Engineer Supervisor: Michael Vick, 864-294-3645, michael.vick@furman.edu

Chapel Questions: Karen Olson, 864-294-2133, karen.olson2@furman.edu