

Student Degree Recital Checklist

This checklist is to assist you in preparing for your degree recital. The process includes not only musical preparation but also administrative responsibilities. Please be sure to read the pages 13-15 of the Student Handbook (<http://www.deltastate.edu/pages/2604.asp>) to understand the procedures.

- Step 1: Schedule your recital date with your applied faculty.
 Ask your collaborative pianist (if you need one) if the date works.
 Find out if the date is available for your recital at the music office.
 If you have other collaborators, make sure to check with them on their availability.
 NOTE: You must schedule your recital at the music office and Bailey 124.
- Step 2: Decide on the recital repertoire with your applied faculty.
 Email the list of your repertoire to the collaborative faculty pianist before getting the scores to him/her. For vocal repertoire, make sure to include the keys for art songs.
- Step 3: If there are no rehearsal numbers or letters on the scores, number the measures to save rehearsal time.
 Get the scores to your collaborators at least 7 weeks before your recital (the sooner, the better).
 Let your collaborators know of any cuts, repeats, other things that need special attention.
- Step 4: Your applied faculty will notify you of your pre-recital jury date.
 If you have other collaborators, make sure to inform them of the date, time, and place.
 If you are using equipment other than the Steinway grand piano in the Recital Hall, reserve it and find some people who will help you set up for the jury in advance.
 If you are using the Yamaha grand piano and/or harpsichord in the Recital Hall, inform the music office of it, so the instrument(s) will be tuned for your recital.
- Step 5: Schedule a dress rehearsal with your applied faculty (see the note below).
 Find out if the Recital Hall is available at the time at the music office.
 Ask if your collaborative pianist is available at the time.
 If you have other collaborators, ask them as well.
 If you are using equipment other than the Steinway grand piano in the Recital Hall, reserve it and find some people who will help you set up for the dress rehearsal in advance.

NOTES: It is your responsibility to schedule the set up before the dress rehearsal time so the dress rehearsal will start at the scheduled time (please reserve the Recital Hall accordingly). Your applied faculty and collaborative pianist will not be able to help you with the set up.

If your recital date is in the last two months of the semester, reserve the Recital Hall for your dress rehearsal before the jury.

- Step 6: Schedule rehearsals with your collaborators.
 For scheduling rehearsals with the collaborative faculty pianist, sign up at Bailey 124.
- Step 7: Practice for your jury.
 Type the program for your jury.
 Work on the program notes, including any sources cited.
 Submit the program and program notes to your applied faculty for proper structure and editing well in advance (ask the faculty for the deadline).
 Submit your biography for the press release before or on the jury day (ask about the deadline at the music office). See below for the sample press release.
 If you plan to have a reception after your recital and would like Mu Phi Epsilon to host it, contact them three to four weeks in advance. They require one week's notice on the money needed to purchase the supplies.
 Schedule the photo session for the press release with the music office. Photos must be in jpeg format.

Sample press release

Note: When you fill in the information, you do not need to capitalize all letters.

The Delta State University Department of Music will present YOUR NAME in his/her junior/senior YOUR INSTRUMENT recital on DAY, MONTH, DATE, YEAR, at TIME am/pm in the Recital Hall of the Bologna Performing Arts Center. The recital is free and open to the public.

Mr./Ms. YOUR LAST NAME, a junior/senior YOUR INSTRUMENT major from YOUR HOMETOWN, STATE, is the son/daughter of YOUR PARENTS' NAMES. He/She studies with YOUR APPLIED FACULTY'S NAME, TITLE at Delta State University. Since entering DSU in YEAR, he/she has been involved with DSU Chorale, etc. /performed with the DSU Wind Ensemble, etc. YOUR ACCOMPLISHMENTS HERE (e.g. MMTA competitions, NATS competitions).

Mr./Ms. YOUR LAST NAME will be performing compositions by COMPOSERS' LAST NAMES.

You are welcome to include:

- your musical background (how you began your music studies)
- musical activities in which you have involved (e.g. choir, marching band)
- your accomplishments at the previous school (e.g. Community College)
- award/honor that you have received during your studies at DSU
- membership (e.g. Mu Phi Epsilon, Phi Mu Alpha Sinfonia)

- Step 8: Perform a pre-recital jury.
 Bring three copies of your recital program and program notes to the jury. Use an asterisk * to identify your self-prepared piece.
- Step 9: Your professor will tell you the result of the pre-recital jury.
 Inform your collaborator(s) of the result (if you passed the jury).
 If you pass the jury, reserve the Recital Hall for your dress rehearsal, if you have not done so yet (please see Step 5).
- Step 10: If you still plan to have a reception after your recital, contact Mu Phi Epsilon at least one week in advance. As in Step 7, they require one week's notice on the money needed to purchase the supplies.
 If the reception will be in Tims Gallery (the lobby area of the Recital Hall), complete and submit a Bologna Performing Arts Center User Agreement at least two weeks prior to the scheduled event. These agreements are found in the music office.
- Step 11: Schedule 1-2 rehearsals before the dress rehearsal with your collaborators.
- Step 12: Email the collaborative faculty pianist your program at least six days before your recital.
 Email the music office your program notes for printing.
- Step 13: Have a dress rehearsal.
Please read the note regarding your responsibility on the set up above (Step 5).
- Step 14: Perform a successful recital.
- Step 15: Your professor will tell you the result of the recital.
 Etiquette: Take all things that you used for your recital, such as scores, programs, water bottles, Kleenex, etc. with you or put them in the trash can.

(September 2010)