

Student Capstone Projects Checklist

This checklist is to assist you in preparing for your capstone projects (BM junior/senior recital, BME senior recital, and BA capstone). The process includes not only musical preparation but also administrative responsibilities. Please be sure to read the Guidelines for Undergraduate Degree Recitals in the Student Handbook (go to the department's web site, click on "Student Handbook" and find "Undergraduate Degree Recitals and Capstone Experiences") 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 (please contact via emails).
 Submit the completed *Capstone Experience Proposal Approval Form* to the department chair within the first week of the semester during which the capstone will be presented.
- Step 2: Decide on the recital repertoire with your applied faculty.
 Submit *Recital Request Form** with 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.
**Recital Request Form* – Go to the department's web site, click on "Student Handbook," and find *Recital/Convocation Request Form*.
- 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 Kawai/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 Steinway 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 Kawai/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, send an email to the faculty.
- 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).
- Step 8: Perform a pre-recital jury.
 Bring three copies of your recital program and program notes to the jury.
- 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).
 Submit your press release (ask your applied faculty for a sample press release).
- Step 10: Schedule 1-2 rehearsals before the dress rehearsal with your collaborators, if necessary.
- Step 11: Email the collaborative faculty pianist any changes in your program at least seven days before your recital.
 Email the music office your program notes for printing at least three business days before your recital.
- Step 12: Have a dress rehearsal.
Please read the note regarding your responsibility on the set up above (Step 5).
- Step 13: Perform a successful recital.
- Step 14: 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.

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