As far in advance as possible

____ Select and sign-up for your recital date/time (Ms. Cabrera 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. Cabrera 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 Denisse Cabrera 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 Denisse Cabrera in the Music Department Office. This info is the basis for your printed program.
____ Program notes (optional): Denisse Cabrera 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: Denisse Cabrera, 864-294-2176, denisse.cabrera@furman.edu
Program Preparation/Payments: Denisse Cabrera, 864-294-2176, denisse.cabrera@furman.edu
DRH Recording Engineer Supervisor: Michael Vick, 864-294-3645, michael.vick@furman.edu
Chapel Questions: Susan Bennett, 864-294-2133, susan.bennett@furman.edu

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