As far in advance as possible
   ______ Select and sign-up for your recital date/time (Ms. Sweezey in D-103)
   ______ If you are a senior, do you want a reception after the recital?
   ______ 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 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!!

RECATAL QUESTIONS? Talk with your private teacher or ask...
Scheduling/Guidelines: Emily Sweezey, 864-294-2176, emily.sweezey@furman.edu
Program Preparation/Payments: Emily Sweezey, 864-294-2176, emily.sweezey@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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