

## Recital Instructions

1. Visit the Hayes School of Music Performance calendar at: <https://music.appstate.edu/news-events/performance-calendar> to determine possible open dates for your recital. It is recommended that you have a few dates that will work for you.
2. Confirm that your collaborative pianist is available for the dates you wish to request.
3. Contact Mr. Brent Bingham ([binghamba@appstate.edu](mailto:binghamba@appstate.edu) or 828-265-8695) to set a tentative date for your recital.
4. Complete the "Recital Request Form" (on the "current students" page). **You must download the form and save it first.** Complete your part and then email it to your applied music teacher for completion and submission to Mr. Bingham. **Your completed form must be received by Mr. Bingham from your applied music teacher within two weeks of your request or your date will be released.** Also, please note that there will be NO shared recitals for this semester.
5. Complete the "Student Recital Program Information Form" (on the "current students" page). Please follow the directions on the form to complete it and email it to Mrs. Lynn Beebe ([beebems@appstate.edu](mailto:beebems@appstate.edu)). It is a Word document, so you will need to save it and email it to Ms. Beebe. Please send it as a Word document or a google document.
6. Make your recital payment at: [https://secure.touchnet.net/C20099\\_ustores/web/store\\_main.jsp?STOREID=19&clearPreview=true&SINGLESTORE=true](https://secure.touchnet.net/C20099_ustores/web/store_main.jsp?STOREID=19&clearPreview=true&SINGLESTORE=true)
7. Proofread your recital program with your applied music teacher when you receive it from Ms. Beebe. **Please proofread well so that edits only need to be made ONCE.**
8. Have your recital programs printed (if needed and allowed by your applied music teacher) at a local print shop. If you print your programs, please bring 2 of those to the music office for our files.