

Timeline for Student Recitals

<u>AT LEAST:</u>	<u>AT LEAST:</u>	<u>AT LEAST:</u>	<u>AT LEAST:</u>	<u>AT LEAST:</u>	<u>DURING:</u>	<u>AFTER:</u>
8 weeks	4 weeks	3 weeks	2 weeks	1 week	Recital Week	Recital
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Turn in Accompanist Request Form to Dr. Hayes (rm.319) [<i>much sooner</i> if possible]	Pick up a Student Recital Program Information Form in main office	Send (email preferred) " proofed " program to Lynn Beebe in main office	Pick up program from Ms. Beebe	Schedule Dress Rehearsal w/ Mr. Bingham immediately after passing hearing	Hold Dress Rehearsal in Hall	Remove all posters, etc.
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Schedule Recital Hall with Mr. Bingham (rm. 105)	Prepare draft copy of program and email to major professor for proofreading		Play Recital Hearing (bring the program and have it proofed again)	Pick up programs from print shop, and proofread again	Pay Accompanist(s) Fee at Dress Rehearsal	Send thank you notes to collaborative musicians
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Get Recital Request Form in Music Office; return completed and signed form to Mr. Bingham within 14 days			Notify Ms. Beebe you passed, and bring her final program with any and all corrections marked	Bring 3 copies of the program to Ms. Beebe for HSOM official files	Obtain and write out Thank You notes	
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			Pay \$30 Recital Fee to Ms. Beebe		Stay calm	
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			Proofread once again and Take FINAL copy of program to print shop		Present recital...	