

WINTHROP UNIVERSITY
DEPARTMENT OF MUSIC

STUDENT RECITAL CHECKLIST

Students planning to present a recital should meet with their applied instructor and accompanist at the end of the previous semester to set a tentative date for the recital with Anna Rzepka in the Music Office. Anna Rzepka will inform the student which date has been approved.

Follow the instructions on the Recital Checklist below:

- **Failure to follow these steps, in the proper order, supply complete recital information, or to adhere to published deadlines will result in forfeiture of your recital date.**
- Students performing a recital during a given semester must be enrolled in private study during that semester.
- Degree recitals for senior music education majors may not be scheduled during the Internship II semester.

The following checklist is for your records. This checklist gives you a timeline of where, what and when all forms and procedures are due. Failure to adhere to the deadlines will result in cancellation of your recital.

<u>When</u>	<u>What</u>
Semester before recital. (For degree recitals ONLY) & Non-degree recitals the semester of your recital.	<input type="checkbox"/> Fill out Application for Student Recital form.
8 weeks before	<input type="checkbox"/> Return Application for Student Recital to the Music Office <input type="checkbox"/> Give recital music to your accompanist. <input type="checkbox"/> Receive Program Template from the Music Office.
4 weeks before	<input type="checkbox"/> Email Recital Program draft to rzepkaa@winthrop.edu .
3 weeks before	<input type="checkbox"/> Have Recital Hearing. <input type="checkbox"/> Send any changes to Recital Program to rzepkaa@winthrop.edu .
2 weeks before	<input type="checkbox"/> Find someone to hand out programs and turn pages for accompanist, (if applicable).
After Recital	<input type="checkbox"/> Mp3 will be emailed to you and your instructor.

Program Length:

Half-Recitals are 30-minutes in length, including all music and logistics.

Full-Recitals are 60-minutes in length, including all music and logistics.

- Non-Degree (Non-Major, BA Students) Half-Recital
- BME Degree RecitalHalf-Recital
- BM Junior Degree Recital..... Half-Recital
- BM Senior Degree Recital..... Full-Recital
- MME Recital (Graduate Music Education) Half-Recital
- MM Recital (Graduate Performance) Full-Recital

**any exceptions to this policy must be approved in advance by the Chair of the Department of Music*

Recital Fee: Please refer to the Music Department Student Handbook for more information.

Recordings (included in recital fee):

- One free mp3 personal copy
- Your recording will be emailed to you and your private instructor.

For additional information on Student Degree Recitals, please refer to the latest edition of the Undergraduate Music Student Handbook that can be found on the Music Departments website.