

Student Recital Checklist

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>	<u>Where</u>
Semester before recital. (For degree recitals ONLY) (Nov. 1 st for a Spring recital, March 1 st for a Fall recital) & Non-degree recitals the semester of your recital.	<input type="checkbox"/> Schedule a recital date <input type="checkbox"/> Fill out Application for Student Recital form.	Music Office, Donna Guerra guerrad@winthrop.edu
The first day of the recital semester	<input type="checkbox"/> Return Application for Student Recital , (fee will be charged to Student Account).	Music Office, Megan Fleagle
8 weeks before	<input type="checkbox"/> Give recital music to your accompanist. <input type="checkbox"/> Email Recital Program.	Music Office, Megan Fleagle fleaglem@winthrop.edu
3 weeks before	<input type="checkbox"/> Have Recital Hearing. <input type="checkbox"/> Send any changes to Recital Program.	Applied Committee Music Office, Megan Fleagle
2 weeks before	<input type="checkbox"/> Find someone to hand out programs and turn pages for accompanist, (if applicable).	
2 weeks after	- Mp3 will be emailed to you and your instructor.	Recording Services, Jon Crochet crochetj@winthrop.edu

Failure to supply complete recital information or to adhere to published deadlines will result in forfeiture of the 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 semester (spring semester of the senior year).