



University of Houston Moores School of Music Undergraduate Recital Checklist (S/13)

Start of semester:

- _____ 1) Please print a copy of the **Recital Hall Application** and bring it to the Front Desk. Ask the Front Desk staff to check your recital attendance and initial the Recital Hall Application.
- _____ 2) Please consult with your instructor to select three possible recital times. THEN check for performance times with Doug Goldberg (in Room 120) to **hold** the space/time.
- _____ 3) Please **return** the **Recital Hall Application** with your instructor's signature to Doug Goldberg (Room 120) **within ten days** or reserved space will be released. Payment of a **non-refundable** \$50 recital fee must accompany your Recital Hall Application. This fee covers costs of program production and monitoring staff. *Please be certain of your recital date before initial payment is made – any date change will be an additional \$10 charge for each time changed.* Once completed, you may also schedule your dress rehearsal.
- _____ 4) Please consult with your instructor to choose a committee of at least three (3) instructors from your area. This committee must attend **both** your **pre-recital jury and recital**.

4 weeks before recital:

- _____ 5) A recital program template and example are available online. Please enter all program information into the template and email the draft to the address noted on your instructions **no later than 3 weeks before** your scheduled recital. *(If your program is not received by the due date, the Front Desk will not be producing it and any student attending will not receive recital credit).*
- _____ 6) Pick up a **Pre-Recital Jury form** from the Front Desk and schedule a time with your instructor for your Pre-Recital Jury (must occur **at least 2 weeks prior** to your recital). Please request that your instructor return the completed Pre-Recital Jury form to the Front Desk for processing. (If you **do not pass** your Pre-Recital Jury, **you must notify the PR Office in writing** of the cancellation/postponement of your recital **at least 1 week before** your scheduled date or you will forfeit your \$50 recital fee. Please note that this is the **ONLY** refund exception to the fee policy).
- _____ 7) If you are interested in obtaining an audio or video recording of your recital, the Front Desk (Room 120) has a list of local recording technicians. Please note that the Moores School of Music does not guarantee the quality of the recordings and the price is negotiable with the recording technician.

1 week before recital:

- _____ 8) You will be notified via email when a proof of your program is ready to be picked up at the Front Desk. Please check the proof for mistakes with your instructor and return it to the Front Desk. Your instructor **MUST** sign the proof indicating they have approved it **BEFORE** it is turned in for printing. If your instructor is not available to sign the proof, it **MUST** be signed by another faculty member, preferably one in your major area. Unsigned proofs **WILL NOT** be accepted.
- _____ 9) MSM provides a monitor for your recital to unlock doors, assist with minimal set-up, adjust lights, and lock up. Your monitor is not responsible for group set-up or the lifting of heavy equipment (i.e. moving the piano). A monitor is **NOT** provided for **ANY dress rehearsal**. You must make arrangements **with your instructor** regarding dress rehearsal reservation and admittance into spaces. *Please note that keys are only issued to faculty members.*

Day before recital (or Friday before weekend recital):

- _____ 10) Please **pick up** your completed **programs** at the Front Desk on or before the day of your recital before 4 p.m. (Friday, if your recital falls on a weekend). **DO NOT assume that your teacher will obtain the programs for you.**

Day after recital:

- _____ 11) After completing your recital, confirm with the Undergraduate Advisor that your instructor has turned in the **Recital Evaluation Form** to the Front Desk.

****Please note that all recital flyers MUST be APPROVED and STAMPED by the Front Desk prior to posting, or they will be subject to removal from boards. Please keep subject matter appropriate for all ages as we have many young Preparatory/Continuing Studies students receiving instruction in the building.**

DATE ISSUED: _____	APPLICATION DUE: _____
DATE RECEIVED: _____	RECEIVED BY: _____