

Name: _____

Recital Checklist

Complete the following items *in order*.

Semester Prior to Enrollment

Initials Date

- Complete a transcript evaluation. Hannah Harrell (MUPF majors) or Tesh Ramey (MUED majors): _____
 - Begin selecting a Recital Committee and discussing possible Recital and Hearing dates with those faculty members.
 - Your applied instructor will chair your Recital Committee.
 - At least one member of the Recital Committee must be a member of the Performance Committee (MUPF majors) or Music Education Committee (MUED majors)
 - Finalize dates, times, and venue(s) for the Recital and the Recital Hearing.
 - Recitals may only be given during the first thirteen weeks of a fall or spring semester.
 - Recital Hearings must occur at least two week before the Recital date.
 - Hearing Date, Time, and Venue: _____
 - Recital Date, Time, and Venue: _____
 - Equipment Needed: _____
 - Finalize your Recital Committee. Beverly Lueke: _____
 - Applied Instructor: _____
 - Committee Member: _____
 - Committee Member: _____
- Print Name Initials Date
- Schedule a recording engineer for the recital. Benjamin Stickels: _____
 - Bring this Recital Checklist to the Music Office; a photocopy will be made for your file.
 - Enroll in MUPF 34xx (Junior Recital Preparation) or MUPF 44xx (Senior Recital Preparation).
 - Secure a pianist.

Recital Hearing

- Submit drafts of your recital program and program notes to the Recital Committee for approval by no later than the Recital Hearing.
 - The required template for the recital program can be found on the department website. The program notes should cover an entire page, but no more than one page. Singers may attach additional pages for text translations.
 - Your program notes must be your own work. Text translations may be taken from existing sources, provided you attribute the translator and follow all applicable copyright laws.
 - Bring Performance Assessment Forms to the Recital Hearing, along with copies of the program and program notes, for every member of the Recital Committee.
 - Secure confirmation from your Recital Committee that your program and program notes are ready to be copied and that you are adequately prepared for your recital.
 - Applied Instructor: _____
 - Committee Member: _____
 - Committee Member: _____
- Print Name Initials Date
- In the event of a recital cancellation, you must email the following individuals: Lisa Newman (lnewman@uncc.edu), Beverly Lueke (bblueke@uncc.edu), Benjamin Stickles (bstickels@uncc.edu), and Chris Buess (cbuess@uncc.edu).
 - Submit the final drafts of your recital program and program notes to Lisa Newman by no later than one week prior to your recital for duplication. Submit them both in hard copy and by email (lnewman@uncc.edu).
 - Bring this Recital Checklist to the Music Office along with your recital program and program notes; a photocopy will be made for your file.

Recital

- Bring Performance Assessment Forms to the Recital for every member of the Recital Committee.
- If you have a reception, you must return the tables to where you found them.

After the Recital

- Submit a recording of your recital and this Recital Checklist to the Music Office by no later than the last day of classes.
- Performance Assessment Forms from the Recital Hearing, Performance Assessment Forms from the Recital, the recital program, program notes, and a recording are on file in the Music Office. MUPF 3400 (Junior Recital) or MUPF 4400 (Senior Recital) has been added to the student's transcript.

Associate Chair: _____