

RECITAL CHECKLIST

This checklist is for your use to make sure all tasks have been completed for your recital. Please print this out for your reference.

	Check the Concert Calendar and the Music Event Planner for available recital dates. (The Music Event Planer is an in-house schedule of events. Log in as "Guest" to view it.
	Schedule your event in consultation with Russell Bloom in 254 Music Building I.
	Make plans for a green room if 112 MB I is not available. 112 MB I is available evenings except Wednesdays.
	Make sure you are registered for the proper course to receive credit for your recital. If you have questions, see your applied instructor or your adviser.
	Submit the online Stage Planning Form for School of Music Events (after recital date, time and venue are approved).
	Submit the online Keyboard Request Form to make your keyboard selection <i>at least two weeks prior</i> to your approved performance.
	Submit Program and Program Notes to Camille Selden (cns107@psu.edu) and Russell Bloom Hale (rlb16@psu.edu) <i>at least two weeks prior</i> to your recital to allow for layout, proofreading and listing on the Concert Calendar.
	Prepare a Stage Setup Diagram for each stage change in your program and have it with you to give to the stagehands one hour prior to performance time.
	Make arrangements for any necessary stage assistants if your recital is in a venue other than Esber Recital Hall or Eisenhower Auditorium (black attire please).
	Make plans for recording your recital using student engineers or hiring someone privately.
	Make plans for accompanist and page turner, if needed.
	Confirm the recital date with your Committee and applied instructor.
	Pick up your programs from the office, 233 Music Building I, if your performance is in a venue other than Esber Recital Hall.
	Arrive one hour prior to your performance to set lighting and to warm up. The house should be opened no later than 15 minutes prior to recital time.