LHSOM Recital Scheduling Checklist – Spring 2014

	Task	Deadline
☐	Register for studio instruction/composition	Beginning of semester
☐	Register for recital: MusA 490 (half recital), MusA 590 (full recital), MusA 491/591 (full recital), MusA 492/493 (elective recital) or MusC 490/590 (composition recital).	Beginning of semester
☐	Check date availability and discuss possible dates with studio instructor Review list of available recital dates and times. List of dates will be available at least one week prior to sign-up start date. List will be updated periodically – go to: http://www.uidaho.edu/class/music/undergraduate/studentrecitals	Before 12/2
☐	Fill out, submit and then print LHSOM Recital Scheduling Form http://www.tfaforms.com/256238 **NOTE**: You may fill out and save the form prior to the time that you are allowed to submit, and then return to the form and submit at the scheduled time.	12/2 – 7:00 am – required full 12/4 – 7:00 am – required half 12/11 – 7:00 am – elective
☐	Get initials from instructor and accompanist (if applicable) on each proposed recital date on the LHSOM Recital Scheduling Form	Within two weeks of completing scheduling form
☐	Get signature from instructor on LHSOM Recital Scheduling Form	Within two weeks of completing scheduling form
☐	Work with studio instructor on developing printed program using Program Template (available on CD from the main office)	Early February
☐	Complete Student Recital Program Form and have faculty member forward to musicprograms@uidaho.edu.	March 1
☐	Schedule recital audition with help of studio instructor	Four to six weeks prior to recital
☐	Recital Audition • Bring Recital Audition Form • Bring proofed recital program	At least two weeks prior to recital
☐	Schedule dress rehearsal	At least two weeks prior to recital
☐	Complete Stage Diagram	Two days prior to recital
☐	Print programs if didn't purchase programs through LHSOM	Bring to recital
☐	Check-out key for dress rehearsal (if instructor does not have one or does not have piano key)	Day of - if weekday Friday – if weekend
☐	Return key for dress rehearsal (if instructor does not have one)	Day after - if weekday Monday – if weekend

All forms are available at https://uidaho.edu/class/music/undergraduate/studentrecitals.

IMPORTANT INFORMATION REGARDING YOUR RECITAL GRADE

- All students are required to submit a program electronically to their studio or composition instructor.
- You will earn an "F" in the course if you do not submit your program on the official electronic copy.
- You will earn an "F" in the course, if the program is not submitted by the Recital Audition.
- The students must successfully complete a live recital audition a minimum of two weeks prior to the scheduled recital.