

**CHECKLIST FOR STUDENT RECITAL PLANNING
2009 -2010**

- ✓ ***SELECT A RECITAL DATE and PRE-RECITAL HEARING DATE. The pre-recital hearing is usually 2-3 weeks in advance of the recital performance. Consult with your applied teacher, accompanist, and any other musicians who might be assisting you in your recital. Clear the performance and pre-recital hearing dates with these people FIRST!***
- ✓ ***If you wish to perform your recital in the RECITAL HALL consult with Valerie Stoelzel who books all times and dates in the recital hall. Be sure you book your performance AND pre-recital hearing date with her. Afternoon recitals are usually at 3:00 p.m.; evening recitals usually at 8:00 p.m.***
- ✓ ***If you wish to perform your recital in COOK-DEWITT AUDITORIUM, consult with Kellie Pnacek-Carter (pnacek-k@gvsu.edu) who books the CD auditorium. Schedule your recital and pre-recital hearing with her. Because CD Auditorium is a very busy space, you may want to schedule some rehearsals in there also at this time.***
- ✓ ***After the recital date, time, and pre-recital hearing date and time have been officially scheduled in your performance space, you must select a FACULTY RECITAL COMMITTEE. Your applied teacher plus two other faculty members must be available for your recital and, preferably, your pre-recital hearing. If all three committee members cannot be present for your pre-recital hearing, the applied teacher plus one committee member may hear the pre-recital hearing. If you are a music education major, a member of the music education faculty should be on your committee. Please provide a draft of your recital program for your recital committee at the time of your pre-recital hearing.***
- ✓ ***Having successfully completed the aforementioned steps, complete the RECITAL PROGRAM/APPLICATION FORM and bring this form to a meeting with the RECITAL COORDINATOR, Professor Ellen Pool. Make an appointment NOT LATER than 6 weeks prior to your recital. Phone: 331-2572 or poole@gvsu.edu to finalize details pertaining to your recital...***
- ✓ ***BME majors may NOT schedule a recital during their STUDENT TEACHING semester***
- ✓ ***Neither PRE-RECITAL HEARING DATE NOR RECITAL PERFORMANCE DATE MAY BE CHANGED WITHOUT THE APPROVAL OF VALERIE STOELZEL.***