

Name: \_\_\_\_\_

### Recital Checklist

Complete the following items *in order*.

#### Semester Prior to Enrollment

- ☐ Complete a transcript evaluation.  
Performing Arts Advisor (MUPF majors) or Arts Education Specialist (MUED majors)
- ☐ Begin selecting a Recital Committee and discussing possible Recital and Hearing dates with those faculty members. (Recital dates will be announced at the beginning of each academic year.)
  - 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)
  - Upload email confirmations from all committee members to the Canvas Recital site shared with you by the Recital Liaison.
- ☐ Contact and secure a collaborative pianist (N/A for pianists).  
Upload email confirmation of collaborative pianist to the Canvas Recital site shared with you by the Recital Liaison.
- ☐ Fill out the Google Form from the Recital Liaison to request your 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 weeks before the Recital date.
- ☐ Enroll in MUPF 34xx (Junior Recital Preparation) or MUPF 44xx (Senior Recital Preparation).

#### Recital Hearing

- ☐ Submit drafts of your recital program and program notes to the Recital Committee for approval **no later than the Recital Hearing**.
  - The required template for the recital program can be found in the Program module on Canvas or on the department website. The program notes should cover an entire page, but no more than two pages. Vocalists 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.
- ☐ Committee members will complete assessment forms available to them on Dropbox.
- ☐ The Department Chair will email you with the results of your hearing including faculty assessment forms and a determination of whether you are adequately prepared for your recital.
- ☐ Secure confirmation from your Recital Committee that your program and program notes are ready to be copied.
  - In the event of a recital cancellation, you must email the following individuals: 1) the Recital Liaison, 2) Lisa Addison ([lnewman@charlotte.edu](mailto:lnewman@charlotte.edu))
- ☐ Email the final draft of your recital program and program notes as a **Word doc (or docx)** to the Associate Chair and Lisa Addison **no later than one week prior to your recital** for formatting and duplication.

#### Recital

- ☐ Committee members will complete assessment forms available to them on Dropbox.
  - Following your recital, your applied teacher will receive a copy of your recital results and will share them with you.

#### After the Recital

- ☐ Submit a recording of your recital (if not recorded by PAS) to the Music Office 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 must be on file in the Music Office.
  - After all materials are received, the Associate Chair will ensure MUPF 3400 (Junior Recital) or MUPF 4400 (Senior Recital) has been added to your transcript.