

APPENDIX B

Recital Preparation Time-line

This guide sheet is intended to make recital preparation easier for the performer and the teacher by establishing a routine for all student recitals in the Division of Music. A student who does not complete each step according to the schedule outlined below risks losing the opportunity to present the recital on the projected date. In no case will a student be permitted to present a recital unless the audition demonstrates adequate performance skills, secure knowledge of the literature, and careful preparation of printed materials for the audience.

In conjunction with the teacher, set a date for the performance. Based on that date, establish dates in the left column for each step in the process outlined below. As each step is completed, enter the date of completion in the right column and obtain the teacher's initials to certify that the step has been completed satisfactorily.

<i>Date Projected</i>		<i>Date Completed</i>
_____	1. Set recital date. (Get teacher's approval; clear date with the Dean's assistant, complete form to reserve space.)	_____
<i>4 months ahead</i>		
_____	2. Set date for audition. (Get teacher's approval; confirm availability of all faculty members who will participate by obtaining their signatures on audition form.)	_____
<i>3 months ahead</i>		
_____	3. Prepare initial draft of the program and notes according to the written directions available from the Music Office. Present these to your teacher for approval.	_____
<i>2 months ahead</i>		
_____	4. Remind all members of the faculty panel of audition date, time, and place.	_____
<i>5 weeks ahead</i>		
_____	5. Prepare final draft of the program and notes for review by faculty panel at audition (provide a copy for each participant).	_____
<i>4 weeks ahead</i>		
_____	6. Present audition to obtain faculty approval to perform recital.	_____
<i>4 weeks ahead</i>		
_____	7. If the organ in BBS 311 must be moved, written permission must be obtained from Dr. Tibbs no later than two weeks before the recital. Forms are available in the Music Office, and must be turned in to the Music Office.	_____
<i>4 weeks ahead</i>		
_____	8. Arrange to have the recital recorded (optional).	_____
<i>4 weeks ahead</i>		
_____	9. Incorporate into the program and notes any corrections from the audition panel, have these approved by your teacher, and submit these, <i>ready for printing</i> , to the faculty assistant in the Music Office for duplication.	_____
<i>3 weeks ahead</i>		