Senior (Capstone) Recital - Planning Checklist

One Semester Prior to Recital

- ☐ Literature - finalize (Applied Instructor)
- ☐ Performers - finalize personnel, including collaborative pianist
- ☐ Recital Room Reservations (Music Program Associate)
    - ☐ Reserve Abbott Concert Hall - confirm availability of ALL personnel in advance
    - ☐ Reserve KFA Lobby
- ☐ Finalize Pre-Recital Faculty (Applied Instructor + two additional faculty)
- ☐ Schedule Pre-Recital (Music Program Associate)
    - ☐ Reserve Space - confirm availability of ALL personnel in advance
- ☐ Capstone Project (MUS 492 only) - carry out project (MUS 491/492 Instructor)

One Month Prior to Recital

- ☐ Reservations - confirm all reservations in Mazevo (Music Program Associate)
- ☐ Pre-Recital Program (use UWRF provided template)
    - ☐ Finalize program (Applied Instructor & MUS 491/492 Instructor)
    - ☐ Print (copies for all faculty - see above)
- ☐ Recital Program - create with Applied Instructor (use UWRF provided template)
- ☐ Recital Video Recording - arrange/pay for video recording, if so desired
- ☐ Recital Piano Tuning - schedule for week of recital (forms in Music Office)
- ☐ Capstone Project (MUS 492 only) - hold planning/update meeting (MUS 491/492 Instructor)
- ☐ Recital Poster - develop poster for KFA, website, social media, etc (Applied Instructor & MUS 491/492 Instructor)

Three Weeks Prior to Recital

- ☐ Pre-Recital Performance - complete
- ☐ Recital Program - submit for final approval (Applied Instructor & MUS 491/492 Instructor)

Two Weeks Prior to Recital

- ☐ Recital Program - finalize and print (Applied Instructor)
- ☐ Recital Poster
  - ☐ Submit for final approval (Applied Instructor, MUS 491/492 Instructor, and Department Chair)
  - ☐ Once approved: (a) print copies and display in KFA and (b) share electronic copy (MUS 491/492 Instructor) for UWRF website and social media
  - ☐ Students are responsible for all costs and logistics associated with programs and posters; if ordering copies from UWRF Fast Copy, you must place your order at least seven (7) days prior to the date needed for pickup

One Week Prior to Recital

- ☐ Recital Program - pick up print copies