Recital Checklist

*Eligibility*-all students planning on performing a chamber, junior, or senior recital must be documented as having passed a Gateway Jury and a recital hearing.

*Programs*-for all GSU student recitals, we ask that you please use the program template provided on the GSU Fine Arts website- <https://www.glenville.edu/departments/fine-arts/student-forms>. Please be sure to have all programs proofread and sent to Leisa no later than three (3) business days prior to the performance to allow adequate time to print and fold programs.

*Date Selection*-all students are expected to work with their applied instructor on selecting recital dates. Friday at 7:00 PM and Sunday at 3:00 PM have traditionally avoided most conflicts. Please be sure to have Leisa add your selected date to the master calendar before advertising any recitals. ***This should be done as early as possible.***

*Accompanist*-it is the responsibility of the performer to secure an accompanist as necessary for chamber, junior, and senior recitals. Anita White from Gassaway, WV is available to serve in this capacity and her contact information is available in the Fine Arts office.

*Stage Time*-when scheduling rehearsals and/or dress rehearsals in the Fine Arts Auditorium, Recital Hall, or Pioneer Stage, please be cognizant of rehearsal/class schedules. Rehearsals for student recitals requiring these venues must be scheduled around class/ensemble rehearsal schedules.

*Reception*-if you wish to use the Fine Arts lobby for a reception following a performance, please inform Leisa of this request. Setup and cleanup for recital receptions are the responsibility of the student performers. A refrigerator, freezer, and various dishes and utensils can be accessed in the Fine Arts office if needed.