

UCF PERCUSSION RECITAL: Checklist and Deadlines

Student _____ Recital Type _____

Recital Date _____ Recital Hearing Date _____

Accompanist/Assisting Performer(s) _____

Repertoire/Instrument(s):

Date

- _____ 1. Finalize repertoire with Professor Moore. (3-6 months before recital)
- _____ 2. Find open dates/times on the calendar with Mr. Meckley. Choose a few, then agree on a mutually acceptable time with Professor Moore. (3-6 months before recital, no later than the first two weeks of the recital semester)
- _____ 3. Choose additional faculty to serve on your Recital Hearing Committee and coordinate a Recital Hearing date and time with Professor Moore and the rest of the committee. Reserve the Hall for the Hearing time with Mr. Meckley. (2nd to 4th week of the recital semester)
- _____ 4. Schedule a dress rehearsal (usually after 9:30 pm) with Mr. Meckley for the Rehearsal Hall the week before the Hearing. The purpose of the rehearsal is to practice the set-up and get used to the sound on the stage. (2 months before recital)
- _____ 5. Secure accompanist and assisting performer(s), as required, (2-3 months before recital)
- _____ 6. Begin work on program notes. (12 weeks before recital)
- _____ 7. Begin rehearsals with accompanist and other musicians. (12 weeks or earlier)
- _____ 8. First draft of program notes due to Professor Moore. (8 weeks)

- ___ 9. Arrange for recording and/or videotaping if not already completed. Audio arrangements are usually made when you scheduled with Mr. Meckley, however, videotaping (if desired) requires an outside contractor. (6 weeks)
- ___ 10. Second draft of program notes due to Professor Moore. (5 weeks)
- ___ 11. Fill out and turn in to Professor Moore the Recital Hearing Approval Form (available in the Music Office). This document must be signed by Professor Moore, Mr. Meckley, and Dr. Pherigo. (2 weeks before the Hearing)
- ___ 12. Final draft of program notes due to the Professor Moore. (4 weeks)
- ___ 13. Perform/present the Recital Hearing. All performers must be available and all compositions/program notes (3 copies) ready for review. (2-4 weeks before recital date)
- ___ 14. Confirm/schedule dress rehearsal in hall. (After Recital Hearing)
- ___ 15. Turn in program order and notes (**neat and typed**) to Mr. Meckley. (4 weeks or after Recital Hearing)
- ___ 16. Send out personal invitations to special guests, if desired. (4 weeks or after Recital Hearing)
- ___ 17. Perform for colleagues and friends in informal settings. Perhaps, find another small/informal venues to perform recital. (2-3 weeks)
- ___ 18. Prepare and post advertising fliers. (1-2 weeks, but after Hearing)
- ___ 19. Proofread and approve draft of program from Mr. Meckley (1-2 weeks)
- ___ 20. Arrange for location/service for post recitals reception, if desired. (3-4 weeks, unless early bookings are required)
- ___ 21. Pull several programs for personal portfolio, assisting artists, and other records. (Day of recital)
- ___ 22. Pick up video equipment, if necessary. (Day of recital)
- ___ 23. Turn in your key ☺. (Day of recital)
- ___ 24. Return video equipment, if necessary. (Day after recital)
- ___ 25. Send out letter of thanks, gifts, and/or payment to accompanist/assisting artists. (post recital)