

RECITAL GUIDELINES

The semester *before* your recital you need to:

Completed

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| 1) | Obtain a Recital Authorization Form (RAF) from the Music Office/Website | [] |
| 2) | Choose <u>three tentative recital date/times</u> from the list available in the Music Office and complete your part of the form. | [] |
| 3) | Confirm with your three committee members that they can attend your tentative recital date/times and have them sign the form | [] |
| 4) | Bring the completed form to the Events Office during the relevant sign-up week (see Recital Guidelines page) and receive a <u>confirmed recital date/time</u> | [] |
| 5) | Email all of your committee members once you have a confirmed recital date/time to let them know what it is. | [] |
| 6) | Advertise your recital date on LC publications by adding your event via the front page of the Lewis & Clark College website. Also, add your recital date/time to the Music Office Calendar of Events. | [] |

The semester *of* your recital you need to:

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| 1) | Reserve your dress rehearsal after the add/drop weeks are over with the Events Office (see the Recital Guidelines page for your rehearsal sign-up week) | [] |
| 2) | Sign up for a Degree Recital Review (DRR) date that occurs at least 3 weeks before your recital | [] |
| 3) | Submit stage set-up, reception and recording requests online to the Events Office at least 4 weeks ahead of your recital date. | [] |
| 4) | Create your recital program according to the program typeset guidelines available in the Music Office or on the Music website. | [] |
| 5) | Take your confirmation email from item 3 and your completed program copy from item 4 above to your DRR | [] |
| 6) | Pass your DRR | [] |
| 7) | Pick up your recording from the Music Office one week after your recital | [] |

What happens if I don't pass my Degree Recital Review (DRR)?

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| 1) | If you do not pass your DRR, you will be offered one more opportunity to pass it exactly one week later (two weeks before your recital date) | |
| 2) | If you do not pass your second DRR, you will not be allowed to present your recital. | |
| 3) | It is your responsibility as the recital contact person to inform the Events Office that the recital is cancelled. An email with CANCELLED in the subject line must be sent to the Events Office no later than 10 days before your recital date. If the Events Office does not receive an email to this effect, your bursar account will be charged \$\$\$ to cover all the labor costs of the recital | [] |

For further questions, please contact the Music Office.

last updated March 2, 2006