AUGUSTANA CAMPUS, UNIVERSITY OF ALBERTA
UNIVERSITY APPLIED MUSIC PROGRAM & CONSERVATORY

STUDENT RECITAL APPLICATION FORM AND CHECKLIST

Name of Student Recitalist: _____________________________ Phone number: _____________________________

Date and Time of Recital: ________________________________

Stage Manager: _____________________________ Phone number: _____________________________

Head Usher: _____________________________ Phone number: _____________________________

Host (if applicable): _____________________________ Phone number: _____________________________

Accompanist Name: _____________________________ Instrument: _____________________________

UAMP Instructor: _____________________________

Instructor's Signature of Approval: _____________________________

☐ (check) box when arrangement is completed and confirmed:

PRIOR TO RECITAL:

☐ Facilities, food services request, chapel setting instructions, and audio technician - all booked and confirmed with the Conservatory Administrator and recital application form submitted to Administrative Assistant for Fine Arts (deadline: minimum 1 month prior to recital date).

☐ Concert Program proofread by instructor, completed and printed (responsibility of recitalist).

☐ Posters completed/posted (responsibility of recitalist-vet with Val Bailey). Ideally, posters should be up for at least 10 days.

☐ Recital "Quiet" signs, programs, and appropriate keys picked up from Val Bailey.

☐ Faith and Life Main Doors unlocked 45 minutes before recital begins (Saturdays and Sundays especially).

☐ Tape up door latches with duct/electrical tape to ensure no extraneous noise during performance.

AFTER RECITAL:

☐ Programs and debris collected.

☐ All Faith and Life doors locked (front and side).

☐ Piano locked and covered; piano and/or organ key replaced in sacristy.

☐ Refreshments cleared away and equipment taken back to cafeteria door, any tables that were used cleaned and replaced to original location.

☐ Chapel lights and lounge lights extinguished before leaving.

☐ All keys, signs, etc. received from Val Bailey returned the next working day.