

**SAN JOSE STATE UNIVERSITY
RECITAL COMPREHENSIVE SCHEDULE**

Name _____

Hearing Date _____

Recital Date _____

Rehearsal Date _____

Solo _____ Joint _____

Performing With _____

Hearing Place _____

Performance Medium (s) _____

The School of Music & Dance will arrange the following:

Programs: Programs printed on campus – 200 programs provided

Facilities: For rehearsal and performance

You are responsible for the following:

Publicity: Press releases, invitations, poster design, their printing, and distribution.

Technical Assistance: Ushers, stage crew, recording, lighting, stage set-up, and tear down.

Foreign language translations.

Early in the School Year

1. ____ Pick up Request for Student Recital (yellow form) from School Office.
2. ____ Select a recital date early in the fall semester with the School of Music & Dance Facility Coordinator. Pick up a Concert Hall Reservation Form. An on-line Concert Hall Calendar can be accessed on the School of Music and Dance [website](#). An on-line Reservation Form is also available
3. ____ Receive approval from your applied instructor, faculty committee members and accompanist.
4. ____ After facility and accompanist approval, reserve the date. You must pay a non-refundable \$30 fee for programs and facility and a \$100 refundable cleaning deposit **AT THE TIME YOU BOOK YOUR DATE**. Any change of date will require an additional \$30 fee. Submit your payment and deposit to School Budget Office (Room 165). Your recital Concert Hall Reservation form will be stamped "Paid".
5. ____ Return this stamped form to Facility Coordinator to book your date.

8 weeks prior

6. ____ Arrange for recording technician (your responsibility).

6 weeks prior

7. ____ Schedule Faculty Hearing with your applied instructor (hearing must take place at least one month prior to your recital. Turn in signed Application for Recital Form.

5 weeks prior

8. ____ Information for press release and poster (your responsibility).

9. ____ Information for program to School Office. Music must be listed in proper performance order. Be sure to include all movements or song titles and birth/death dates.

10. ____ Discuss staging needs and lighting with technicians.

4 weeks prior

11. ____ Proof program copy.

12. ____ Posters for distribution (your responsibility).

Week of Recital

13. ____ Pick up programs for ushers.

14. ____ Remind faculty committee.

15. ____ Review special needs.

16. ____ Check with Recording Technician.

17. ____ Check with ushers/helpers.

After the Concert

18. ____ Clean trash/programs from stage and hall.

19. ____ Be certain stage is clear and returned to set position.

20. ____ Turn off all lights.

21. ____ Close/lock all Concert Hall doors.