GRADUATE RECITAL CHECKLIST
[Updated July 2017]

(Please note that these procedures differ from Undergraduate Recitals)

- Register for MUS 5170 (Recital)
- Form a graduate committee
  - Consult with your Studio Teacher and Graduate Program Director
  - Requirements differ by dept. (Piano Pedagogy differs from Voice, for example.)
    - Check the Graduate Handbook for details.
  - This committee will assess both your recitals and conduct your final oral exam.
- Consult your studio teacher and collaborative pianist about possible dates and times
  The School of Music utilizes the Astra electronic calendar provided by the university as its primary scheduling tool. This calendar is the only source that is up-to-date and provides real-time information on all events that are scheduled within the school. Students are encouraged to use this calendar in when investigating possible recital dates, times, and locations.
    - Go to: https://adastra.baylor.edu/ScheduleProd/Portal/GuestPortal.aspx
    - User Name: musicfac Password: music (all lower-case)
    - Click the CALENDARS tab
    - Click the Scheduling Grids link
  In order to view the Astra calendar, you have to be on the university network (via AirBear or a direct line connection). It is possible to view the calendar from off-campus, but this requires setting up a VPN (Virtual Personal Network) in order to do so. There are instructions on setting up a VPN on the ITS website (www.baylor.edu/ITS) [Security Tab]
  - Recital Sign-up: Sign up for date and time with Schedule Coordinator (Administrative Assistant in McCrary Building)
    - For fall recitals, usually the Tuesday after Labor Day
    - For spring recitals, usually the Tuesday after Martin Luther King Day
  - Inform Graduate Program Administrative Assistant AND your committee members of date, time and place.
  - Type Up Draft Program. Time each piece and calculate total time of music.
  - ALL of your committee proofs and signs program draft. Collect their signatures.
    - Do this at least 16 days prior to recital
  - Graduate Program Director signs program
    - AFTER all of your committee has signed it
  - Make any necessary corrections
  - Return signed copy of program to Schedule/Recording Coordinator
  - Have the required number of copies printed
    - See Graduate Handbook for info about how many programs, how to arrange for copies, etc. [School of Music website, Current Students Link]
  - Many studios require program notes in addition to the formal recital program. Please consult your applied teacher. It is the student’s responsibility to prepare and copy the program notes.