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**RECITAL CHECKLIST**

***[May be printed, filled out and submitted]***

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| ***BEFORE FILLING OUT RECTAL CHECKLIST, PLEASE TAKE NOTE OF THE FOLLOWING:***   * *The* ***Recital Checklist*** *must be submitted with the* ***Recital Programme Application Worksheet.*** * *Recital days can only be requested on a Saturday or Sunday evening and cannot clash with any USC Music event.* * *The Recital Checklist and Student Recital Application must be submitted at least one month prior to requested recital date.* |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Recital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time of Recital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level of Recital**: **[ ]** Junior Recital **[ ]**  Senior Recital **[ ]** Non-degree Recital

Will you be requesting use of the Vernon Andrews Amphitheater for your recital? **Y / N**

*NOTE: If you are planning on having your recital off campus, you must get approval from the Coordinator.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Location of Recital (if other than VAA) Music Programme Coordinator’s Signature*

*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Requested time for entering VAA (standard is 1 hour prior to recital): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time the room will be vacated (standard is 30 minutes after recital): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Audience Chairs requested (approx. 85 is standard): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -

No. of Musician Chairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Music Stands: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be printing your own programs? \_\_\_\_\_\_\_\_

If not, No. of Programs (50 is standard): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be providing your own paper? Yes / No

Who will serve as Ushers? (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Who will present the Welcome and Prayer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NOTE: The welcome must be given by a full-time member of the USC Music faculty or performance studies instructor.*

Who will present the Prayer (if different than above)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be an open reception? **Yes / No**

*If so, would you like us to include an invitation in the program to all in attendance?* ***Yes / No***

*Please include location information if it is not in the Music Building. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Are you planning on using the Music Building for the reception? **Yes / No**

Do you request the use of flowers as decorations? (Student’s responsibility) **Yes / No**

Requested location for flowers to be placed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional equipment requested for recital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees Quantity Amount**

Senior Recital Recording Fee\* (required) 1 $300.00

Additional DVDs (optional at $10 each) x $20 = \_\_\_\_\_\_\_\_\_\_\_\_

Flash Drive (edited mp4) \_\_\_\_\_\_\_\_\_ x $60 = \_\_\_\_\_\_\_\_\_\_\_\_

Total Fees Paid = \_\_\_\_\_\_\_\_\_\_\_

Dept. initials (PD)

\**The Recording Fee is required for all on-campus recitals.* *Off-campus recitals will not be recorded unless a special request has been made (for scheduling and fees). Recording Fee includes one edited DVD. If an edited mp4 video on a flash drive is desired, please indicate above and the additional $60 charge will apply. Additional edited DVD copies may be ordered for $20 each as well.*

Date Submitted to USC Music Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_