

• Know your assigned date • Submit the signed form 2 weeks in advance • Be ready to perform and attend on your day

RECITAL FORM: WHERE TO GET IT & WHAT TO DO

Preferred Option: [Download the recital form from the School of Music Resources page](#). Complete it electronically, then print it for the required faculty signature.

If you prefer a paper copy: Pick one up from the School of Music Front Office.

Submit: Give the completed and signed form directly to Amanda Cortright at least two weeks before your assigned recital date.

BEFORE YOUR PERFORMANCE

- Your applied faculty member selects your performance date.
- Confirm your assigned date with your instructor and coordinate with your collaborative pianist and arrange any special setup needs.
- Submit the complete, faculty-approved recital form two weeks before the recital.
- If information needs to be proofed or corrected, respond promptly to requests.

IF YOU MISS THE DEADLINE

A late form may move you to the next available recital. Placement is not guaranteed, as on-time submissions receive scheduling priority.

SPECIAL SITUATIONS

- Illness or documented extenuating circumstance: work through your applied faculty member and the Recital Hour Coordinator.
- Music minors: performance requests require faculty support and available capacity; music majors receive priority.
- Performance outside Thursday Recital Hour: your applied faculty member determines whether it satisfies the current performance expectation.

ON RECITAL DAY: PERFORMERS

- Arrive early and be prepared before the recital begins.
- Confirm accompaniment, equipment, and setup needs in advance with a stage crew member.
- Wear attire appropriate for a public performance.
- Follow stage-management directions; enter and exit efficiently.
- Remain for the full recital unless excused through established procedures.

AS AN AUDIENCE MEMBER

- Arrive before the recital begins and remain until dismissed.
- Scan in upon arrival to ensure your attendance is recorded for recital credit.
- Sit in designated lower-level seating in Lee Chapel. Never sit on floors or block aisles, doors, or exits.
- Silence and put away phones and electronic devices. Use the printed program.
- No food or drinks; no talking, studying, or distracting activity.
- Enter or leave only between selections and when directed.
- Support performers through attentive listening and appropriate applause. Please avoid excessive or exaggerated verbal reactions during performer acknowledgment.

Questions about forms, deadlines, or procedures? music@stetson.edu