

BYU School of Music

INSTRUCTIONS/CHECKLIST FOR REQUIRED STUDENT RECITALS

2-4 months in advance

- From the School of Music website (music.byu.edu), obtain the following forms:
 - Required Recital Approval Form
 - Required Recital Guidelines
 - Financial Policies for Student Recitals
- Register for the correct recital course (Music 249, 349, 449, 649, 650, 697B). **You must be enrolled in the recital course to perform a recital.**
- Register for private lessons (260R, 360R, 460R, 660R). If you have questions about the correct course in which to enroll, contact music advisor Randa Alvord in the CFAC Advisement Center. **You must be enrolled in lessons to perform a recital.**
- Complete the Required Recital Approval Form, including obtaining the required faculty signature.
- Schedule your recital
 - Take the signed approval form to HFAC Scheduling in C-306 HFAC during your priority sign-up time. (See Guidelines document for priority schedule.)
 - Schedule a rehearsal, if desired.
 - HFAC Scheduling will email you a survey so that you may specify your set-up and technical needs.

3-4 weeks in advance

- Schedule a Pre-Recital Hearing with your instructor and faculty committee.
- Complete and submit the emailed survey to arrange for technical needs and set-up.
- If you would like the standard BYU program format, submit your program request to <https://forms.gle/obVod3ZBj8eZdx169>
 - Deadline is *21 days* prior to recital. Late submissions will not be accepted unless prior arrangements were made.
 - You must email h_reed@byu.edu with any changes or cancellations.
 - Student and/or professor approval(s) of drafts are *required* for printing.

1 week in advance

- Check with HFAC Scheduling to make sure everything is in order.