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.