

LAMAR UNIVERSITY
Mary Morgan Moore Department of Music
Departmental Recital Checklist

- Semester prior to recital:
 - Faculty member and student determine prospective recital dates by viewing the online departmental calendar.
 - Recitals take place *Monday through Thursday*. There are two potential recital times:
 - 1) 5:30 p.m. – Open to all recitals. This includes Music Education senior recitals (half recital), Music Performance junior (half) or senior (full) recitals, or Music Composition recitals.
 - 2) 7:30 p.m. – **Restricted to full recitals only**. This includes Music Performance senior recitals, graduate recitals, or Music Composition recitals.
 - Faculty member and student decide on date and clear it with all accompanying musicians.
 - Complete and turn in the Recital Request Contract (including all signatures) to the music secretary.
- One month prior to recital:
 - Complete the Concert Management form and submit it to Phi Mu Alpha.
 - Complete the Program Assistance form and submit it to Delta Omicron.
 - Complete the Recording Request form (only if requesting a recording) and take it to the Cashier in the Wimberly Building. Submit the form and receipt to the music secretary. A recording technician will not be assigned until payment is made.
- Two weeks prior to recital:
 - Send recital program information to the music secretary (after professor's approval) via email (delores.black@lamar.edu)
 - Type down the left margin with no formatting.
 - Include title, composer, composer dates, movements, accompanying musicians, and date/time of recital.
 - Once completed, a copy of the program will be proofed by the instructor.
 - Return proof to music secretary with approval and/or corrections.
 - Final programs will then be copied by the department.
 - Program notes and/or song translations must be prepared by the student and photocopied *at the student's expense*. Program notes are not to be copied on the department copier.
- A day or two before the recital, double check with Phi Mu Alpha, Delta Omicron, and the recording studio (if recording has been requested) to confirm that all personnel are scheduled to assist with the recital.
- Post-recital reception guidelines:
 - Must take place either in the lobby or glassed-in atrium.
 - Tables from the upstairs lobby may be used. *It is the student's responsibility to clean up and return these tables to their original location at the conclusion of the reception.*

*All forms can be located and filled out online