

# DEGREE RECITAL CHECKLIST

Please use this checklist as you prepare for your upcoming recital.



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## CONCERT PROGRAM

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- Program has been prepared using one of the [templates](#) provided.
- Instructor/supervisor has reviewed your program.
- Copies of the program have been printed and will be delivered to the ushers at least 30 minutes prior to your recital.
- Program has been emailed to [concert@uvic.ca](mailto:concert@uvic.ca).

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## PIANO SELECTION (FOR PIANO MAJORS)

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- Piano preference has been submitted to [concert@uvic.ca](mailto:concert@uvic.ca)

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## LIVE AUDIO BROADCAST (OPTIONAL)

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- Request for live streaming has been submitted along with the \$25 administration fee (cash or cheque).
- All UVic performers have signed a *UVic Student Release Form*.
- All non-UVic performers have signed the *Consent to Broadcast*.

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## RECEPTION (OPTIONAL)

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- [Online booking request](#) has been submitted for the lounge (B115).
- Following your reception, the area has been cleaned to the best of your ability, including disposing of garbage into bins provided, picking up debris from the floor, wiping all surfaces.

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## KEYS

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- Recital Hall keys have been signed out for dress rehearsal (\$20 key deposit required).
- Lounge keys have been signed out for reception (\$20 key deposit required).