

DEGREE RECITAL CHECKLIST



PIANO SELECTION AND TECHNICAL REQUESTS (AT LEAST 1 WEEK IN ADVANCE)

- ☐ **Piano majors:** Submit piano preference to concert@uvic.ca
- ☐ **All others:** Email concert@uvic.ca to advise IF a piano will be used.
- ☐ Special technical requests have been submitted to concert@uvic.ca

LIVE STREAMING AND VIDEO RECORDING (OPTIONAL)

- ☐ [Application for Live Streaming and Video Recording](#) has been submitted to the Music Office along with the \$30 administration fee at least 5 days prior to recital.
- ☐ All [non-UVic performers](#) have signed a [Consent to Broadcast and Record](#).

EVENT ADVERTISING

- ☐ Preview your listing on the School of Music's [calendar of events](#) for accuracy.
- ☐ Send a SQUARE photo to samantha@ispark.ca for our calendar.

CONCERT PROGRAM

- ☐ Program has been prepared using one of the [templates](#) provided.
- ☐ Instructor/supervisor has reviewed your program.
- ☐ Program has been emailed to concert@uvic.ca at least 5 days prior to recital.
- ☐ Copies of the program have been printed and will be delivered to the ushers at least 30 minutes prior to your recital.

RECEPTION (OPTIONAL)

- ☐ [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, and tables/chairs returned to original location.
- ☐ Spills have been reported to the music office.

KEYS

- ☐ Recital Hall keys have been signed out from the Music Office for dress rehearsal.
- ☐ Lounge keys have been signed out for reception.