

Graduate Recital Completion Checklist (Classical)

- Work with the Advisory/Examining Committee to set a Pre-Recital Hearing and Recital date.
Note: The Pre-Recital Hearing (Performance only) must be **at least four weeks before** the Recital
 - Refer to [FGS supplementary regulations](#) for specific requirements for Composition, Conducting, and Performance.
- Complete the [Graduate Recital Booking Form](#) at least 2 months prior to the recital. Submit completed form to Sue Stone Scott (Sue.StoneScott@umanitoba.ca).
- Pay the \$100 Recital fee at the Front Office T319
- A minimum of eight weeks prior to the Recital have the formal proposal & Recital program approved by the Advisory/Examining Committee.
- A minimum of six weeks prior to the Recital submit the program notes to the Advisory/Examining Committee for approval.
- Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. Students may book four (4) hours for dress rehearsal prior to a Recital. However, if the recital is booked in Desautels Concert Hall, only two (2) hours allowed for the dress rehearsal.
- Students are responsible for hiring a Collaborative Pianist and confirming their availability.
- Format your approved Recital Program with the [Graduate Recital Program Template](#)
- Finalized Recital programs must be emailed to music@umanitoba.ca in “Word” format a minimum of one (1) week before the Recital. The program must follow the Recital Program Template provided on DFOM Forms webpage. If the program is not received by the deadline, students will be responsible for formatting and printing their own program.
- The Reception Office will provide 30 black and white copies. Printed programs can be picked up in the Front Office prior to the Recital.
- The Graduate Program Assistant will provide a copy of the program to each member of the Examining committee.