Recital Completion Packet Instructions

BEFORE THE HEARING

1. Complete, with signatures, the *Recital Request Form* and return to Music Office.
2. Contact Dan Hoke, Public Information (745-2238) about a photo for posters. Let Dan know the photo is for a recital. The photo should be taken at least two weeks prior to the hearing in order to get the poster before the recital.
3. Read the top portion of the *Recital Program Print Request* and have information prepared as instructed on the day of the hearing.

DAY OF THE HEARING

4. Complete the top portion of the *Recital Hearing Form* and take with you to the hearing.
5. After hearing, email program information to Office Assistant in the Department of Music office.
6. Submit a hard copy, suitable for printing, of your program notes to Office Assistant in the Department of Music office. (see included example)
7. Complete the *Recital Program Print Request*.
8. Return completed (upper portion only) the *Southeastern Oklahoma State University Recital Performance Rubric* form to Office Assistant.

AFTER THE RECITAL

9. Complete the top portion of the *Recital Completion Form* (see attached example) and return to the Office Assistant in the Department of Music office. This signed form is taken to the Registrar’s Office to be noted on your transcript.