



**Jazz Studies Student (Undergraduate and Post-Baccalaureate)
Credit Recital Completion Checklist 2021**

Choose a date for the Credit Recital.

Confirm availability of all musicians involved as well as Major Practical Study instructor.

Complete the [Undergraduate Credit Recital Booking Form \(Jazz Studies\)](#) by February 28, 2021.

Book the venue with Sue Stone Scott (Sue.StoneScott@umanitoba.ca).

Pay the \$100 Recording fee.

Contact music@umanitoba.ca about available payment methods for the \$100 Recording fee.

*****Email music@umanitoba.ca to check if payment is needed (fees paid but not used in 2019/2020 due to COVID-19 closures may be transferable). *****

Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal. (All students may book one (1) hour for dress rehearsal prior to a Credit Recital. On the day of the credit recital, Students will be booked for a total of three (3) hour in the performance space used for their recital.)

Prepare the Recital Program Approval Form in conjunction with your Major Practical Study Instructor (<https://umanitoba.ca/faculties/music/forms/224.html>).

Submit the Recital Program Approval Form **at least one month prior** to the Credit Recital date to Karly Epp at Karly.Epp@umanitoba.ca. For February recitals, the Recital Program Approval Form must be submitted to Karly Epp a minimum of two (2) weeks before the Credit Recital

Format your approved Credit Recital Program with this form:

<https://umanitoba.ca/faculties/music/forms/224.html>.

Submit the Final Recital Program to music@umanitoba.ca at least one week prior to the Credit Recital date.

The Reception Office will email an electronic copy of the program prior to the Credit Recital.