

OFF CAMPUS (CCFM)

Jazz Undergraduate and Post-Bacc. Off-Campus Credit Recital Completion Checklist 2021 - 2022

All Credit Recital related forms can be found here: <https://umanitoba.ca/music/student-experience/forms>

PRE-RECITAL:

- _____ Find a jazz recital partner to share the evening with.
- _____ Confirm the remaining available dates with CCFM, as some may have been booked.
- _____ Choose a date and determine times for your recitals. Recital time slots are listed on the [Credit Recital Booking Form – Jazz](#).
- _____ Confirm availability of all musicians involved as well as your MPS instructor.
- _____ Complete both the **OFF-Campus In-Person Activity Request - Jazz** **AND** the [Credit Recital Booking Form – Jazz](#) and email both, together, to [Dr. Loewen](#) for off-campus approval.
DUE: Minimum of two months prior to recital date, no later than January 31st
- _____ Upon receiving approval in the form of a signature from Dr. Loewen on the [Credit Recital Booking Form – Jazz](#), submit this form to [Sue Stone Scott](#) either via email or in person.
DUE: Minimum of two months prior to recital date, no later than January 31st.
The recital date may not be changed except with a doctor's note.
- _____ Upon receiving date confirmation from Sue Stone Scott, book your date and time with CCFM.
- _____ Prepare the [Recital Program Approval Form - Jazz](#) in conjunction with your MPS instructor.
- _____ Submit the completed [Recital Program Approval Form - Jazz](#) to [Karly Epp](#).
DUE: Minimum of one month prior to recital date.
- _____ Upon receiving recital program approval via email from Karly Epp, draft your physical program in Microsoft Word using the [Recital Program Formatting Guide](#) and [Recital Program Template](#).
- _____ Submit your final recital program to music@umanitoba.ca.
DUE: Minimum of one week prior to recital date.
- _____ Pick up programs from the reception office: If COVID regulations allow for public audiences, thirty copies of the printed program will be provided. The reception office will email an electronic copy of the program prior to the credit recital.
- _____ Print additional programs if desired.
- _____ Audio record your recital for the Music Library Archives.

POST-RECITAL:

- _____ Submit your audio recording of your recital to music@umanitoba.ca for the Music Library Archives.