

## Jazz Studies Student (Undergraduate and Post-Baccalaureate) Credit Recital Completion Checklist 2022 - 2023

- ALL Credit Recital related forms can be found at: <https://umanitoba.ca/music/student-experience/forms>
- Find a jazz recital partner to share the evening with.
- Choose a date for your joint recitals. (Must be a Monday – Saturday evening. Times can be found on the booking form.)
- Confirm availability of all musicians involved as well as your MPS instructor.
- Book your recital date and time by submitting your individual *Undergraduate Credit Recital Booking Form - Jazz* to [Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca).
  - DUE: Minimum of two months prior to recital date.**
    - No later than January 31<sup>st</sup>, 2023 or a \$25 late charge will be added to your Recital fee.
    - The date may not be changed except with approval from the Associate Dean.
- Pay the \$100 Recital fee in the main DFoM office.
  - DUE: At time of room booking** (immediately after booking go to music office to pay)
- If desired, book a dress rehearsal time with [Sue.StoneScott@umanitoba.ca](mailto:Sue.StoneScott@umanitoba.ca).
  - DUE: At the student's discretion**
- Plan recital program in conjunction with MPS instructor.
- Submit finalized repertoire list using the *Recital Program Approval Form - Jazz* to [Karly.Epp@umanitoba.ca](mailto:Karly.Epp@umanitoba.ca).
  - DUE: Minimum of one (1) month prior to recital date**
- Draft your recital program in Microsoft Word using the *Recital Program Template* and *Recital Formatting Guide*.
- Submit your final recital program to [music@umanitoba.ca](mailto:music@umanitoba.ca)
  - DUE: Minimum of one (1) week prior to recital date**
- Print additional programs as desired (the music office will print 30 copies).