

Graduate Recital Completion Checklist (Jazz)

- Work with the Advisor of Record and Advisory Committee to set a Pre-Recital and Recital date. Note: Pre-Recital must be **at least four weeks before** the Recital.
- Confirm availability of all musicians involved.
- Complete the *Graduate Recital Booking Form* at least two months prior to the date of Recital.
- Book the venue with Sue Stone Scott (Sue.StoneScott@umanitoba.ca).
- Pay the \$100 Recital fee at the Reception Office.
- A minimum of eight weeks prior to the Recital have the formal proposal & Recital program approved by the Advisory Committee.
- A minimum of six weeks prior to the Recital submit the program notes to Advisory Committee for approval. Advisory committees should not allow a pre-recital hearing to proceed unless the program notes have been approved.
- Contact Sue Stone Scott (Sue.StoneScott@umanitoba.ca) to book the dress rehearsal.
- Format your Recital Program with this form: <https://umanitoba.ca/music/student-experience/forms>
- 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 the DFOM Forms webpage. If the program is not received by the deadline, students will be responsible for formatting and printing their own programs.
- The Reception Office will email an electronic copy of the program prior to the Recital and provide 30 black and white copies. Printed programs can be picked up in the Reception Office prior to the Recital.