



Jazz Undergraduate and Post-Bacc. Credit Recital Completion Checklist 2023 - 2024

All Credit Recital guidelines and expectations can be found under the “Credit Recitals” section of the [Jazz Undergraduate Student Handbook](#). Please review carefully before beginning your recital preparation.

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

PRE-RECITAL:

- _____ Find an undergrad or Post Bacc. jazz recital partner to share the evening with.
- _____ Determine the members of your band and confirm their willingness to be involved.
- _____ Discuss and confirm possible date options with your MPS instructor and band members.
- _____ With your recital partner, reach out to [Sue Stone Scott](#) to confirm a date.
- _____ Submit your individual *Credit Recital Booking Form - Jazz* to the DFOM office.
DUE: Minimum of two months prior to recital date.
No later than Dec. 1st or a \$25 late charge will be added to your tech fee.
The recital date may not be changed except with a doctor's note.
- _____ Pay the \$100 tech fee in the main DFoM office (cash, debit, credit, cheque).
DUE: Upon submission of the Booking Form (date is not be booked until payment is received).
- _____ Prepare the *Recital Program Approval Form – Jazz* in conjunction with your MPS instructor. Ensure the form has been filled out correctly and has the required signatures prior to submission.
- _____ Submit the completed *Recital Program Approval Form – Jazz* to [Karly Epp](#).
DUE: Minimum of one month prior to recital date.
- _____ Upon receiving approval for your recital program 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.
- _____ Print additional programs as desired. 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.

POST-RECITAL:

All on-campus recitals are audio recorded by DFOM sound techs for the Music Library Archives. You will receive a copy of the recording in the weeks following your recital.