

## 2024-25 Degree Recital Checklist

### Before September 30th:

- Submit the [Recital Scheduling Form](#)

### Upon receiving your recital date:

- Schedule a time to sign your recital contract with Mary-Liz O'Neill ([moneill@bard.edu](mailto:moneill@bard.edu))

### 30 days before your recital:

- Submit all program information through your recital google folder.
  - o [How to Submit Degree Recital Information](#)
- Submit completed production forms through your recital google folder.
  - o [Production Forms](#)
- Submit recital poster and/or images through your recital google folder.
  - o [Guidelines for Recital Posters + Images](#)
- If applicable, the use of all percussion instruments must be approved.
  - o First, review: [Bard Conservatory Percussion Department Equipment Guidelines](#)
  - o Then, email: Maddy Dethloff <[md2149@bard.edu](mailto:md2149@bard.edu)>, [mmancus@bard.edu](mailto:mmancus@bard.edu), and [moneill@bard.edu](mailto:moneill@bard.edu) for approval.
- If applicable, the use of all historical keyboard instruments must be approved
  - o Email Renée Anne Louprette, [mmancus@bard.edu](mailto:mmancus@bard.edu), and [moneill@bard.edu](mailto:moneill@bard.edu).
- If applicable, the use of any pieces involving a prepared piano or removal of piano lid must be approved.
  - o To request approval email [mlynam@bard.edu](mailto:mlynam@bard.edu), [mmancus@bard.edu](mailto:mmancus@bard.edu), and [moneill@bard.edu](mailto:moneill@bard.edu).
- If applicable, requests for use of all AV equipment must be approved
  - o Complex AV setups must be discussed directly with Marc Mancus prior to submission of the Conservatory Production Form.

### After submitting required recital forms and details:

- Contact Mary-Liz O'Neill to schedule dress rehearsal

### 14 days before your recital:

- Proofread FINAL program, and send any corrections to Mary-Liz O'Neill

### 7 days before your recital:

- Submit formatted program notes and/or texts and translations (if applicable).
- Programs sent to printer by concert office

### The Day of your recital

- Relax, enjoy your performance!

***Please note that the failure to comply with deadlines may result in loss of recital date.***