

2024-25 Non-Degree Recital Checklist

Before September 30th (for Third Year Recitals):

- 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)

30 days before your recital:

- Submit formatted program information through your recital google folder.
 - o [Sample Program](#)
 - o [Style Guide for Printed Programs and Bios](#)
 - o [How to Submit Recital Information](#) - please refer to this list to make sure you've included all of the necessary information in your program
- 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>, mmancus@bard.edu, and 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, and 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, mmancus@bard.edu, and 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:

- Dress rehearsals are not guaranteed for non-required recitals, but you can contact Mary-Liz O'Neill about the possibility of a dress rehearsal after submitting all required materials.

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.