

Non-Required Recital Checklist

Before September 30th (fall recitals) or Before December 1 (spring recitals):

- ☐ Submit the [Student Recital & Project Scheduling Form](#)

Upon receiving your recital date:

- ☐ Schedule a time to sign your recital contract with Mary-Liz O'Neill (moneill@bard.edu)
- ☐ If needed, request a collaborative pianist ([Pianist Request Process](#))

30 days before your recital:

- ☐ Submit the following information through the [Recital Details Form](#).
 - [Program Details and Performer Biographies](#)
 - [Production Forms](#)
 - [Recital Posters + Images](#) (for display on lobby monitor and event page only– NOT printed by concert office).
- ☐ If applicable, the use of all percussion instruments must be approved.
 - First, review: [Bard Conservatory Percussion Department Equipment Guidelines](#)
 - Then, email: Mike Jones mj2257@bard.edu, and copy mmancus@bard.edu, and moneill@bard.edu for approval.
- ☐ If applicable, the use of all historical keyboard instruments must be approved.
 - Complete the [Early Keyboard Usage Request Form](#)
- ☐ If applicable, the use of any pieces involving a prepared piano or removal of piano lid must be approved.
 - 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
 - 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.