Recital Information/Checklist

* You must give your recital jury ***no later*** than 3 weeks prior to your recital date.
* A total of 3 faculty members must be at your recital jury. One faculty **MUST BE** full time.
* You must fill out the recital request form prior to scheduling your recital. Dates will not be reserved until this form is received by Julia in the music office.
* Your ***entire*** personnel are expected to be at your jury.
* Program notes are a minimum of 500 words complete by your jury date.
* Ushers/Stage Managers are employed through Julia. If you need any other type of special arrangements these need to be made ahead of time with Julia.
* Your recital needs to have a poster printed and hung in the music department at least 2 weeks prior to your recital. A PDF version needs to go to Julia for online advertising.
* Posters need to have the following: “WOU Music Department Presents”, The ODS disability statement (found on the wou.edu/disabilityservices website), and Julia’s phone number 503-838-8275. You can send your posters to the print shop using their website wou.edu/printing. All relevant order information is also found on this website.
* Please remember if you have an accompanist to make arrangements at least 2 weeks prior to your recital jury.
* You can get the program template from Julia in the music office, or send her an email with your relevant program information ***NO LATER*** than 1 week prior to your recital. Programs received after this time will not be printed and you will be responsible for printing your own program.
* Any and all questions regarding scheduling can go to Julia. You can email her at [fruitj@wou.edu](mailto:fruitj@wou.edu)

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