

LHSOM Faculty/Guest Recital and Ensemble Concert Checklist

Faculty/Guest Recital and Chamber Ensemble Checklist starts here		
	Task	Deadline
<input type="checkbox"/>	Check date availability: http://www.class.uidaho.edu/music/content/schedule.htm	
<input type="checkbox"/>	<p>Guest Recitals Only - obtain approval from the LHSOM Director</p> <p>Please provide the following information:</p> <ul style="list-style-type: none"> • Name of guest artist • General description of event • All costs involved • Any educational events (master classes, etc.) • Sponsors 	
<input type="checkbox"/>	Fill out LHSOM Scheduling Form to schedule the recital and dress rehearsal(s):	
<input type="checkbox"/>	See Jenny if there are any expenses or income associated with the requested performances.	
Ensemble Checklist starts here		
<input type="checkbox"/>	To publicize your event, fill out the LHSOM News Release Template and forward it to the music@uidaho.edu :	4 – 6 weeks prior
<input type="checkbox"/>	Follow the Program Guidelines and use one of the following Recital and Ensemble Program Templates to create a program for the recital.	3 weeks prior
<input type="checkbox"/>	<p>Proof and submit program to Carol Padgham-Albrecht for final proofing and printing.</p> <p>NOTE: If programs are not submitted two weeks prior to event, programs will not be printed. If deadline is missed, programs still must be submitted to the main office for ASCAP/BMI compliance.</p>	2 weeks prior
<input type="checkbox"/>	Complete Stage Diagram and put in Production Crew mailbox:	1 week prior
<input type="checkbox"/>	Notify Production Crew for any special equipment needs	1 week prior
<input type="checkbox"/>	<p>Check out key(s) for hall and piano for dress rehearsal if you do not already have one.</p> <p>Note: All music faculty have swipe card access to the Administration Building. Please contact the main office if yours is not working.</p>	1 day prior (Friday if weekend rehearsal)

This form is available at <http://www.class.uidaho.edu/music/content/facultyforms.html>.