



Student Recital Scheduling Checklist

All scheduling links and resources can be found at music.unt.edu/scheduling.

☐ Read your Degree Handbook

Each degree/area has its own requirements; it is YOUR responsibility to understand what those are and prepare in advance.

☐ Read the Recital Scheduling Guidelines

The Scheduling Office is always happy to help, but we are very busy so please look here first for answers to your questions! If needed please contact us at music.scheduling@unt.edu or find us in the Scheduling Office during normal business hours.

☐ Request Approval for Course Registration (if applicable)

Grad Students – email graduaterecitals@unt.edu
Undergrad Students – email music.advising@unt.edu

☐ Register for Appropriate Course (if applicable)

☐ Confirm your Recital Committee's Participation and Availability

☐ Submit a Recital Request

Please include all relevant info and event support needs. Requests that do not adhere to guidelines will be denied.

☐ Submit a Dress Rehearsal Request

You cannot schedule a dress rehearsal in a performance space between 11a and 9p more than three weeks before your performance.

☐ Submit Program Info

This is **REQUIRED** for all performances even if they are off campus. Program information is due NO LESS THAN 3 WEEKS IN ADVANCE! Late submissions will still be created and archived but may not be available for public view in time for your event. Contact music.programs@unt.edu for more info.

☐ Pay All Related Invoices

Payment for Recording Services upgrades are due NO LESS THAN 3 WEEKS IN ADVANCE! Recording Services upgrades not paid by the deadline will be cancelled. Recital Cancellation Fees must be paid before the new recital date can be scheduled.

☐ Meet with Recording Services (Jazz students only)

Students must meet with staff at least 2 weeks in advance to receive multi-track recording.