



COLLEGE OF FINE ARTS  
**DEPARTMENT OF MUSIC**  
DALLAS BAPTIST UNIVERSITY

**RECITAL & BMA PROJECT CHECKLIST**

THE LONG SEMESTER PRIOR TO YOUR RECITAL / PROJECT

- \_\_\_\_ 1. Confer with your applied instructor and collaborative pianist (if applicable) to determine two potential recital dates (in order of preference).
- \_\_\_\_ 2. Email Cindy Gaskill ([cindyg@dbu.edu](mailto:cindyg@dbu.edu)) the two potential recital dates upon approval from your applied instructor. NOTE: Recital Hearing scheduling will be coordinated by Cindy Gaskill with faculty and performers approximately two weeks prior to the final recital date.

FIRST TWO WEEKS OF THE SEMESTER OF YOUR RECITAL / PROJECT

- \_\_\_\_ 3. Submit Recital Publicity Artwork concept/elements (Step 1 – Submit online form <https://forms.office.com/r/cu0hkXutHh> then Step 2 - email [gsantoses6731@dbu.edu](mailto:gsantoses6731@dbu.edu)) after completing the online form for confirmation. **It is the student's responsibility to submit these materials on time and communicate in a timely fashion during the design process. Otherwise, a generic design may be used.**
- \_\_\_\_ 4. Verify that your recital details are clearly listed at [www.dbu.edu/cofaevents](http://www.dbu.edu/cofaevents) as well as on DBU Engage. If you see any errors, email [plab@dbu.edu](mailto:plab@dbu.edu).

FOUR WEEKS PRIOR TO THE HEARING FOR YOUR RECITAL / PROJECT

- \_\_\_\_ 5. If you desire to host an on-campus reception following your recital, you are required to contract (at your own expense) any food, beverages, and table linens [other than a cake] through University Dining Services. This is a reception requirement if you have your recital in the Chapel or Rogers Theater. You must begin that process via email with Cindy Gaskill ([cindyg@dbu.edu](mailto:cindyg@dbu.edu)) **no later than one month prior to the recital for your request to be accommodated.** If you wish to have your reception in the Horner Hall lobby, you will be allowed to bring in your own recital refreshments.
- \_\_\_\_ 6. Complete recital program and program notes (with translations) for submission to applied instructor at least four weeks prior to the **recital hearing**. You will be expected to use **Recital Program Template** available at <https://www.dbu.edu/fine-arts/music/handbook-forms.html>.

**Note:** The Department of Music provides limited printed copies as well as a digital version via QR CODE of the recital program and program notes (with translations). The student is responsible for providing the COFA Office with a word document of his/her program notes (with translations).

- \_\_\_\_ 7. Consult with Cindy Gaskill ([cindyg@dbu.edu](mailto:cindyg@dbu.edu)) regarding moves and setups form & media needs for the recital/project venue at least four weeks prior to your recital.

ONE WEEK PRIOR TO THE HEARING FOR YOUR RECITAL / PROJECT

- \_\_\_\_ 8. Submit a corrected word document of the Recital Program and Program Notes (with translations) (using the **Recital Program Template** available at <https://www.dbu.edu/fine-arts/music/handbook-forms.html>) to the PLAB Student Worker in the Fine Arts Office via email [plab@dbu.edu](mailto:plab@dbu.edu) no later than one week prior to the **recital/project hearing**.

COMPLETE IMMEDIATELY AFTER SUCCESSFUL COMPLETION OF THE RECITAL HEARING

- \_\_\_\_ 9. Submit your final recital program as a word document (using the **Recital Program Template** available at <https://www.dbu.edu/fine-arts/music/handbook-forms.html>) to the PLAB Student Worker in the Fine Arts Office via email [plab@dbu.edu](mailto:plab@dbu.edu) no later than one week prior to the **recital/project performance**.

SHOULD YOU NEED TO CANCEL OR RESCHEDULE

The student and/or Applied Faculty should email any cancellation or re-scheduling information to all of the following email addresses ([finearts@dbu.edu](mailto:finearts@dbu.edu), [plab@dbu.edu](mailto:plab@dbu.edu), [cindyg@dbu.edu](mailto:cindyg@dbu.edu), [jennw@dbu.edu](mailto:jennw@dbu.edu), [gsantoses6731@dbu.edu](mailto:gsantoses6731@dbu.edu), [lacyr@dbu.edu](mailto:lacyr@dbu.edu)) to ensure that calendars are updated and events are cancelled with University Events, Phys Ops, Catering, etc.