

# Checklist

All forms available at [music.yale.edu/recitals](http://music.yale.edu/recitals).

ACTION	DEGREE	REQUIRED	INFORMAL	PG. #
<b>Submit Unlimited Media Release and Press Photo</b> DUE: 9/7/2018				9
<b>Request Recital Dates</b> BEGINS: 9/17/2018 DUE: Fall recitals by 10/29/2018 DUE: Spring recitals by 12/14/2018				34
<b>Request a Collaborative Pianist</b> DUE: Fall recitals by 10/8/2018 DUE: Spring recitals by 12/7/2018				35
<b>Submit Signed Recital Contract</b> DUE: 14 days after requesting initial reservation			n/a	35
<b>Request Rehearsal Time</b> ASAP after contract is complete				36
<b>Request Music Rental (if applicable)</b> ASAP after contract is complete			n/a	36
<b>Submit Program Information</b> DUE: 10 business days prior to recital <i>Fines begin 9 business days prior to recital</i>		n/a	n/a	36
<b>Submit Large Ensemble Authorization (if applicable)</b> DUE: 20 business days prior to recital			n/a	37
<b>Submit Additional Equipment Requests (if applicable)</b> DUE: 20 business days prior to recital			n/a	37
<b>Alert the Operations Office to Unusual Needs (if applicable)</b> DUE: 20 business days prior to recital			n/a	37
<b>Submit Media Releases for Guest Performers (if applicable)</b> DUE: 5 business days prior to recital		n/a	n/a	37
<b>Request Cancellation of Live Stream (if applicable)</b> DUE: 3 business days prior to recital		n/a	n/a	37
<b>Book a Reception (optional)</b>				38
<b>Complete an Exceptional Recital!</b>				38