



RECITAL CHECKLIST

logistics - mr. batt - mbatt@tulane.edu

- email mr. batt to coordinate date, time, and location of recital
 - make sure you confirm your final choice with mr. batt so your recital is properly scheduled in the departmental calendar. copy ms. magavina on this final confirmation if you need a collaborative pianist
- coordinate with mr. batt at least a week in advance if you require special equipment or tech

music coordination - ms. magavina- amagavin@tulane.edu

- copy ms. magavina on the confirmation of your recital date, time, and location if you require a collaborative pianist
- provide a copy of your music to ms. magavina **no later than** one month before your recital
- if you would like to rehearse with ms. magavina, you must schedule with her at least one week in advance

programs & posters - ms. fannin- afannin@tulane.edu

- everyone must have a program for their recital. complete the jotform on the recital prep page of the departmental website at least two weeks before your recital
- if you would like a poster for your recital, please send your recital information and a hi-res photo of yourself to ms. fannin

my recital date is: _____

one month before is: _____

by this date, I need to:

- confirm recital with mr. batt and copy ms. magavina, if necessary
- send my music to ms. magavina, if necessary
- send my recital info and a hi-res photo to ms. fannin if I want a poster

two weeks before is: _____

by this date, I need to:

- complete the jotform with my program information

one week before is: _____

by this date, I need to:

- coordinate with mr. batt for special equipment or tech needs