# ACTION ITEM | WHEN? | HOW? | ✓
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1 Determine recital status: Is this the final degree recital or one prior to that? | Prior to recital scheduling | Consult recital scheduling policies and procedures | 
2 Review the published list of available slots for the quarter the recital will occur | **Fall:** Starting September 7 | Access the published recital slots online or visit the CMO for a hard copy | 
***| **Winter:** Starting October 19 |  
| **Spring:** Starting February 1 | 
**NOTE:** Only final Master’s recitals may be presented in Galvin Recital Hall. Previous recitals must be scheduled in another venue. |  
3 Identify two or three recital slots and consult with applied professor, accompanist, assisting musicians, and family | Prior to the start of the recital scheduling period for Master’s students | Consult with applied professor and others | 
4 Complete and submit Recital Date Request Form with two or three preferred slot choices | **Fall:** Sep 28–Oct 16 | Submit electronically¹ or in person to CMO before 5 p.m. Friday deadline | 
| **Winter:** Nov 9–Dec 4 |  
| **Spring:** Feb 22–Mar 11 |  
**Deadlines to submit recital requests:** October 16 (Fall); December 4 (Winter); and March 11 (Spring) | 
5 Register for recital credit under the appropriate course number and print copy of schedule with course included | Determined by registration appointment times in CAESAR | Via CAESAR | 
6 Complete and submit Student Recital Contract with faculty approval obtained and copy of course schedule attached | **Fall:** On or before Oct 30 | Submit electronically¹ or in person to CMO before 5 p.m. Friday deadline | 
| **Winter:** On or before Jan 15 |  
| **Spring:** On or before Apr 8 |  
**Receive confirmation of Student Recital Contract approval within three (3) business days.** | 
7 Schedule dress rehearsal | Any time after contract approval | In person at the CMO during booking hours | 
8 Complete and submit Recital Program Copy Form with faculty approval obtained and typed copy of program attached | No later than four (4) weeks before recital date | Submit electronically² or in person to CMO | 
9 Complete and submit Recording Services Request Form for recital audio recording services (Optional, additional fees apply) | No later than four (4) weeks before recital date | Submit electronically¹ or in person to CMO | 
10 Proofread recital program | One (1) week before recital date | In person at CMO | 
11 Pick up recital programs | One (1) business day before recital date (e.g. Friday for Saturday-Sunday recitals) | In person at CMO | 
12 Perform recital! | Assigned recital date and time | Assigned recital venue | 

¹Submit form to studentrecitals@northwestern.edu
²Submit form to CMO-programs@northwestern.edu