# ACTION ITEM | WHEN? | HOW? | ✓

1. Determine recital status: Degree, Non-degree, or Informal (Only degree recitals in spring quarter) | 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 | ☐

To participate in undergraduate lottery for a slot in Galvin Recital Hall, proceed to step #3. Otherwise, proceed to step #4.

3. Complete and submit Recital Date Request Form with preferred slot choice—ONE only (Optional, degree recitals ONLY) | Fall: September 21-25 | Submit electronically¹ or in person to CMO before 5 p.m. Friday deadline | ☐
Winter: November 2-6 | ☐
Spring: February 15-19 | ☐

If not selected for a Galvin slot, proceed to step #4. If selected for a Galvin slot, proceed to step #6.

4. 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 undergraduates | Consult with applied professor and others | ☐

5a. Complete and submit Recital Date Request Form with two or three preferred slot choices (Degree recitals ONLY) | Fall: October 5-16 | Submit electronically¹ or in person to CMO before 5 p.m. Friday deadline | ☐
Winter: Nov 16–Dec 4 | ☐
Spring: Feb 29–Mar 11 | ☐

5b. Complete and submit Recital Date Request Form with two or three preferred slot choices (Non-degree and informal recitals) | Fall: October 12-16 | Submit electronically¹ or in person to CMO before 5 p.m. Friday deadline | ☐
Winter: Nov 30–Dec 4 | ☐
Spring: Not permitted | ☐

Deadlines to submit recital requests: October 16 (Fall); December 4 (Winter); and March 11 (Spring)

6. 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 | ☐

7. 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.

8. Schedule dress rehearsal | Any time after contract approval | In person at the CMO during booking hours | ☐

9. 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 | ☐

10. 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 | ☐

11. Proofread recital program | One (1) week before recital date | In person at CMO | ☐

12. Pick up recital programs | One (1) business day before recital date (e.g. Friday for Saturday-Sunday recitals) | In person at CMO | ☐

13. Perform recital! | Assigned recital date and time | Assigned recital venue | ☐

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