



## SCHOOL OF MUSIC

TEXAS TECH  
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College of Visual & Performing Arts

### Recital Process Timeline

Time	Task
Before Booking Opens	Think about what part of the semester might be ideal for your recital
	Think about which venue would be most suitable
	Check for open dates on calendarwiz
	Draft three date/time/venue choices for your recital
When Booking Opens	Have your professor submit a scheduling request for you, form found on faculty/staff resources pages under performances (You should hear back within a week whether your choice is confirmed or needs adjustment)
One Month Out	You will receive a request for your program information
Two Weeks Out	Your program information is due to <a href="mailto:music.programs@ttu.edu">music.programs@ttu.edu</a>
	(You and your applied professor should receive a draft of your program within 2 days)
	You will receive a request for your production information
Two Days Out	No further edits to your program
	Your program is printed
	Your production information is due to <a href="mailto:music.production@ttu.edu">music.production@ttu.edu</a>