

RECITAL/RECEPTION/ASSISTANTS

Receptions for student recitals are the responsibility of the student. If a reception is desired, the student must contact the Aquinas College Food Service at 632-2965 for details. If food is to be prepared by other than the Aquinas College Food Service, a Waiver for AQ Dining Service Form (*gray*) must be submitted to the Food Service Department (copy given to AMC Administrative Assistant for student file).

Student name: _____

Date of Recital: _____

One and a half hours before recital:

- ✓ Finalize preparations for the reception
- ✓ Assistants prepare reception, primarily during the intermission and/or just before the end of the Recital

Music Department will provide:

- Table
- Table Cloth
- Punch Bowl
- Other

Recitalist will provide:

- Paper products: plates, napkins, cups, knives, forks, spoons, gloves, etc.
- Food
- Beverage (may be donated by the Music Club.....recitalist must request this from an Music Club officer)
- Other

After the Recital:

- ✓ Ask assistants to make certain that ***all used*** areas and rooms for the Recital are cleaned (stage area, food and drink, dishes and tables washed, trash properly disposed of *empty all trash containers and replace with clean trash bags*).

Names of Assistants for Reception and Recital

Set-up Assistant(s): _____

Serving Assistant(s): _____

Clean-up Assistant(s): _____

Recording Technician: _____

DVD Assistant: _____

Building Manager: _____

Stage Manager(s): _____

Usher(s)/Greeter(s): _____

Other: _____

Misc.: Special Requests/Questions/Concerns:

Student Signature: _____ Date _____

Return this form to Kathy Zimmerman, AMC Administrative Assistant by: _____