

## RECITAL CHECKLIST

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- Determine the semester in which you will perform the recital: \_\_\_\_\_
- Half recital = 30 min., full recital = 60 min.
  - Education majors (half recital): typically the semester before student teaching
  - Performance majors: half recital during junior year, full recital during senior year
  - Performance majors: secure a faculty committee for your recital (pending approval of instructor)
- In the semester prior to the recital:**
- Choose appropriate literature with the instructor and start practicing
- Must include one full sonata or concerto on each recital
  - Purchase sheet music
- Secure accompanying musicians (and page turner if necessary)
- Pianists are in high demand, book them early
  - If performing with multiple musicians, get firm commitments early
  - Pass out all music so they can begin practicing
- In the first TWO WEEKS of the recital semester**
- Book the date to reserve the Recital Hall
- **Must** be Monday through Thursday at 4:30 or 5:00 PM (except graduate students)
  - **Must** be completed **two weeks** before the last class day of that semester (non-negotiable)
  - Consult the Music Office department calendar to find available dates
  - Confirm dates with instructor, committee (for performance majors only), accompanying musicians, and family
  - Instructor will give final approval to add to the department calendar
- Book the date of the dress rehearsal to occur two weeks prior to recital (same venue)
- Dress rehearsal is a run-through to test preparation, endurance, and concentration
  - All accompanying musicians (and page turner) must be present
  - The instructor reserves the right to cancel the recital if these procedures are not followed
- Fill out and sign the “Concert Management Form” and give to the instructor **four weeks before the recital**
- The semester of your recital practice a minimum of three (3) hours every day and drink **lots** of water
- Schedule rehearsals with accompanying musicians
- Instructor must hear all selections with accompanying musicians **before** dress rehearsal
- Submit program information **the day after your dress rehearsal**
- Email instructor: recital date/time, composers (and dates), titles, mvt. titles, and musicians in program order
  - Music secretary will print the final copies and give to instructor
  - Contact Delta Omicron to assist with programs for the recital day
- Put up posters and invite family and friends about 1–2 weeks before recital
- Two days before recital
- Practice hard and do a complete run through
  - Warm down appropriately
  - Get plenty of rest
- Day before recital
- Do a good warm up
  - **Mentally** rehearse and run through program
  - Get plenty of rest and drink lots of water
- Day of recital
- Warm up early in the day and **do no other physical practice**
  - **Mentally** focus and run through tough passages
  - Warm up again about 20–30 minutes prior to recital (avoid practicing licks)
  - Instructor will bring programs to recital
  - Most importantly: enjoy the process and **play musically and beautifully!**