

## Junior and Senior Recital Checklist

Note: All necessary recital forms and documents are available at the [Music Handbooks & Forms](#) page of the Music Department website.

### The semester before your recital

Schedule your recital, recital preview, and dress rehearsal. If you require an accompanist, consult with the Director of Accompanying (Tracey Bradshaw), who will help you schedule your dates. If you do *not* require an accompanist, schedule your dates directly with the Music Department administrative assistant.

- In consultation with your private teacher, select and invite at least two other members of the faculty to serve with your teacher on your recital committee. Be sure to clear all dates with the committee.

### Five weeks prior to recital

Create your proposed program from the Junior and Senior Recital Program Template, following the Concert and Recital Style Guide precisely. You *must* use Microsoft Word—*not* Google Docs or any other application—to create the program. Do *not* add a list of upcoming events on the last page; this will be done for you.

Email your proposed program (*in Word format*) to Dr. Ipson for approval. Promptly make any changes he requests and email the program back to him. When the program meets with his approval he will email it back to you.

~~If you are not a member of the recital committee, Dr. Ipson will not review your program notes unless he is a member of your committee or you specifically ask him to.)~~ ordinarily review program notes unless he is a member of your committee or you specifically ask him to.)

### Three weeks prior to recital

Make posters, flyers, invitations, etc. Posters must be approved by your teacher and the department chair.

Invite out-of-town relatives and friends. (No children under six years of age, please.)

At least two days prior to your preview, remind your committee members to attend.

Provide a copy of your program and (if applicable) program notes to each member of your recital committee at or before your recital preview.

Perform your recital preview. All music to be memorized for the recital must be performed from memory at the preview. An unacceptable performance will result in postponement of the recital date.

### Two weeks prior to recital

## One day prior to recital

Finish reception preparations, if applicable.

If you choose to provide paper copies of your program and program notes (this is optional), make sure an adequate number of them is properly printed and folded.

Check to make sure your program and program notes have been correctly uploaded to the department website. Notify the office staff of any problems immediately.

## Recital day

Plan to arrive well in advance (at least 30 minutes before the recital).

Warm up.

Enjoy your recital!

Clean up after your reception, if applicable.