

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 applicable, prepare program notes for your recital. (Note: Dr. Ipson does not 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

- Distribute your posters and publicity materials.
- If applicable, proofread your program notes, incorporating any revisions required by your committee.
- Determine if you will have a reception and arrange it with the administrative assistant. A \$50 deposit is required.

### Within one week of recital

- Perform a dress rehearsal with your pianist and teacher.
- Communicate any final changes to your program to Dr. Ipson and (if applicable) email him the final draft of your program notes *in PDF format*. Dr. Ipson or the office staff will upload your program and program notes to the department website.

**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.

Reminder: Photos during recitals are prohibited. Videos may be taken from the rear of the recital hall.