

Recital Preparation Timeline

My Recital Date _____

This guide sheet is intended to make recital preparation easier for the performer and the teacher by establishing a routine for all student recitals in the Division of Music. A student who does not complete each step according to the schedule outlined below risks losing the opportunity to present the recital on the projected date. In no case will a student be permitted to present a recital unless the audition demonstrates adequate performance skills, secure knowledge of the literature, and careful preparation of printed materials for the audience.

In conjunction with the teacher, set a date for the performance. Based on that date, establish dates in the left column for each step in the process outlined below. As each step is completed, enter the date of completion in the right column and obtain the teacher's initials to certify that the step has been completed satisfactorily.

Time Ahead	Date Projected	Item	Date Completed
4 months ahead		Set recital date. (Discuss possible dates with your teacher and consult the School of the Arts Calendar Timeline for appropriate date/time. Your teacher will reserve the recital in SPACES. Dr. Dalton will reserve recital dates for instrumental students who study with adjunct teachers. If possible, also reserve space for the dress rehearsal and reception if there is to be one.	
3 months ahead		Set date for audition. (Get teacher's approval; confirm availability, by email, of all faculty members who will participate and save their email replies). Complete the Recital Audition and Approval Record form for your area by seeking approval from the administrative assistants on the form.	
2 months ahead		Prepare initial draft of the program and notes according to the samples available in the Recital Preparation section found online in the Music Division Student Resources section. Present these to your teacher for approval.	
5 weeks ahead		Remind all members of the faculty panel of audition date, time, and place and email them a draft of the recital program and notes.	
4 weeks ahead		Present audition to obtain faculty approval to perform recital. Provide a copy of your recital program for each faculty member present and one completed copy of the Recital Audition and Approval Record form for your area.	
4 weeks ahead		If the organ in BBS 311 must be moved, written permission must be obtained from Dr. James Dorroh no later than two weeks before the recital. Forms are available in the Music Office, and must be turned in to the Music Office.	
4 weeks ahead		Arrange to have the recital recorded (optional).	

3 weeks ahead		Incorporate into the program and notes any corrections from the audition panel and have these approved by your teacher.	
2 weeks ahead		Submit program and notes, ready for printing, to the administrative assistant in the Music Office for duplication.	