

# Recital Preparation Checklist

This guide to preparing and presenting your recital has been created to help you manage the many factors and tasks associated with a musical performance. One of the learning objectives of the recital process is the ability for you to plan and produce a musical performance, and as such you are the producer of your recital.

We strongly encourage you to print this checklist in hard copy and use it throughout the preparation process. We also encourage you to ask questions and get clarification whenever you may need it.

## Spring of Academic Year Prior to Recital

- ☐ Program pieces and any other recital elements discussed with and approved by your applied instructor.
- ☐ Collaborators' participation confirmed. **Student collaborators must have their applied instructor's approval to participate in your recital.**
- ☐ If your recital includes any audiovisual elements (audio playback, projected images, live sound reinforcement i.e. microphones, etc.), this should be discussed with and approved by your applied instructor and included on your recital proposal.
- ☐ Recital Proposal written and approved by applied instructor
- ☐ Recital Request Form and recital proposal paper, with appropriate signatures, completed and submitted to Conservatory Office. **It is the responsibility of the student, with approval of their applied instructor, to ask an accompanist to perform with them.** *NOTE: 2<sup>nd</sup> recital panelist will be assigned by Conservatory faculty. The student will be notified of their 2<sup>nd</sup> panelist by the end of the first week of classes in the fall semester.*
- ☐ Parts (or arrangements) for all collaborating performers distributed.

## By End of Second Week of Classes in the Semester of Recital

- ☐ Hearing date has been scheduled with panel for no less than three weeks prior to recital date and reserved in R25 Live.
- ☐ All printed music prepared for accompanist; be sure that pages are in correct order and can be turned easily.

- ☐ Confirm a student recording technician has been assigned to your recital through the Conservatory office. All recitals are recorded for archival purposes.
- ☐ If you want your recital livestreamed on the Conservatory YouTube channel, confirm a student Livestream technician has been assigned through the Conservatory office.
- ☐ If your recital includes any audiovisual elements (audio playback, projected images, live sound reinforcement i.e. microphones, etc.), contact Dr. Rob Natter and/or Dr. Russell McCutcheon for advice and assistance in ensuring these elements are successful.
  - All audiovisual elements must be discussed in advance with the applied instructor and must be approved by the recital panel at the hearing.
  - Recitalists are responsible for their own audiovisual elements. Conservatory faculty will assist as appropriate in making proper connections to the house A/V system with proper advance notice.
  - Recitalists must provide their own playback device(s) and arrange for their A/V elements to run as required. This may mean someone is needed to run these elements on behalf of the recitalist and it is the recitalist's responsibility to secure help in this area if needed.

### Three Weeks Before Hearing (six weeks prior to recital)

- ☐ First draft of recital program submitted to applied instructor.
  - Recitalist and applied instructor work together to finalize program draft, including program style and program notes.
  - 2<sup>nd</sup> Panelist can be consulted for this draft process at the discretion of the recitalist and applied instructor.
- ☐ Take or create any photography or visual elements for promotional materials.

## One Week Before Hearing (four weeks prior to recital)

- ☐ Revised draft of recital program, including program notes, submitted to full panel.
- ☐ The option of using a page turner discussed with accompanist, and a student is asked should the accompanist desire one.
- ☐ Edit and finalize photography or visual elements for promotional materials.

## At the Hearing (minimum of three weeks prior to recital)

- ☐ Final draft of recital program, including program notes, available to full panel **in hard copy** (make enough copies for full panel to each have one). *Note this will still be your version of the program created using word processing software. The “designed” version of your program will be created following the recital hearing.*
- ☐ Provide a clean original copy of music available at hearing for each panel member.
- ☐ If your recital includes any audiovisual elements as described above, these must be included in your recital hearing.

## Following the Hearing, Three Weeks Prior to Recital

- ☐ Date and time for recital dress rehearsal discussed and agreed upon with accompanist and all collaborator(s).
- ☐ Reserve space for recital dress rehearsal reserved in the 25Live scheduling system (this is the responsibility of the recitalist).
- ☐ Room 210 is automatically reserved for use by performer(s) 30 minutes prior to the recital as a green room. If more time or additional rooms are needed, all requests for these rooms/times must be reserved in the 25Live scheduling system (this is the responsibility of the recitalist).
- ☐ If recitalist chooses to have a reception, student must reserve space in the 25Live scheduling system. The 2<sup>nd</sup> floor lobby of Schmucker is a “reservable” space.
  - In the case of two recitals in one afternoon or evening, no reception may happen between recitals. Both receptions (a joint reception is suggested) will occur at the conclusion of the second recital.

- Recitalist may also choose to make arrangements through the Campus Dining for in-house catering.
- Note: No receptions are to be held for B.M. Junior Recitals or B.A. Junior Honors Recitals.
- Final draft of recital program as approved by faculty panel submitted to Kate Brautigam in the campus Ricoh Print Shop for design. [kbrautig@gettysburg.edu](mailto:kbrautig@gettysburg.edu)
- Recital information and photos/visual elements sent to Kate Brautigam in the campus Ricoh Print Shop to create poster or flyer design. [kbrautig@gettysburg.edu](mailto:kbrautig@gettysburg.edu)
- If you want your recital livestreamed on the Conservatory YouTube channel: Recital information and photos/visual elements sent to Conservatory office for creation of YouTube Live event.

## Once Poster/Flyer and Program Designs Come In

- Poster or flyer design **approved by applied instructor** and printed through RICOH.
- Posters hung prominently around campus (NO posters on doors or windows, only bulletin boards. Posters are paid for by recitalist).
- Three copies of the poster or flyer submitted to the Conservatory office for Gettysburg College Archives.
- Electronic copies of 11x17 and Brightsign designs are forwarded to Conservatory office for use on Schmucker Brightsign and Conservatory Facebook page. Ask Kate Brautigam for the landscape Brightsign design along with your regular poster.
- Proof of recital program from Kate Brautigam **reviewed and approved by student and applied instructor**, then **forwarded to the Conservatory office** for ordering. This program will also be posted on your YouTube live event if you want your recital livestreamed on the Conservatory YouTube Channel.

## Before Dress Rehearsal

- Family, friends, faculty/staff members invited to the recital. Performers are encouraged to send postcards or flyers to peers, family, and faculty, as well as create an event on their personal social media.

- Family members and friends reminded not to use flash when taking pictures during the recital.
- Appropriate attire chosen for dress rehearsal and recital.
  - Recitalists are strongly encouraged to wear their chosen recital attire at the dress rehearsal to discover and correct any challenges posed.
  - For recitalists who choose to wear skirts or dresses, length should be at or below the knee.
  - It is particularly important for recitalists to rehearse in the shoes they will wear for the recital.
- Create a stage diagram or write a set of instructions for the stage managers. Include any and all movement of instruments, chairs, music stands, etc.

## Dress Rehearsal

- Set the lighting and curtains as they will be in your recital. If you are Livestreaming, lighting must be set to “Stage Full” and curtains must be closed.
- Rehearse all stage entrances, exits, bowing, and collaborating performer acknowledgements.
- All music performed in recital order, with same breaks (entrances and exits) as in the recital itself.
- If your recital includes any audiovisual elements as described above, these must be rehearsed as part of your dress rehearsal. All levels and issues of balance between pre-recorded elements and live performance should be set at this point.
- Pay your accompanist at the dress rehearsal.
- Revise your stage diagram or instructions to stage managers following your dress rehearsal to ensure clarity and to reflect any issues found or changes made as a result of the dress rehearsal.
- Create an annotated version of your program for the Livestreaming technician.
  - It should include any special staging, unlisted multi-movement pieces, notes about when you will exit the stage or perform several pieces without exiting,

and anything else that might help the Livestreaming technician capture your recital in the best possible way.

- This need not include program notes; it is simply a list of all the pieces you are performing.

## Recital

- ☐ Approximately ten copies of the recital program will be retained by the Conservatory office for student records and Gettysburg Archives.
- ☐ Sound check and recordings:
  - An audio recording will be made of the recital.
  - The recitalist may choose to have their recital livestreamed on the Conservatory's YouTube channel (see previous items in this checklist).
  - The recitalist should be present, warmed up and ready for a sound check **45 minutes prior** to the start of the recital.
    - During this sound check, recording and livestreaming technicians will need to hear approximately 1 minute of the loudest portion of the recital and 1 minute of the recital featuring "average" volume.
    - This will likely require the accompanist and/or collaborators to also be at the sound check. It is the recitalist's responsibility to ensure all performers are available as required for this important sound check.
- ☐ Stage managers and ushers will be provided for all recitals by the Conservatory office and Sigma Alpha Iota. Performers should plan to meet with the stage managers and Livestreaming technician 30 minutes before the recital to go over the stage diagram or instructions for stage managers and the annotated program for the Livestreaming technician.
- ☐ All onstage activity must be concluded 30 minutes prior to the start of the recital to allow ushers to open the doors and audience to enter.

## In the Week Following the Recital

- ☐ Contact the student recording technician who recorded your recital to arrange to receive a copy of the audio recordings for your portfolio and your personal records.
- ☐ Contact the student livestreaming technician who streamed your recital to arrange to receive a copy of the HD video recording of your recital for your portfolio and your personal records.
- ☐ While optional, it is a nice idea to send thank you notes to your recital panel (including your applied teacher), your accompanist, your collaborators, and anyone else who played a major role in the success of your project.
- ☐ Relax and enjoy GREAT WORK DONE!