

Recital Preparation Checklist

End of Academic Year Before Recital

- ☐ Program pieces discussed with and approved by applied instructor
- ☐ Student collaborators' participation confirmed. Collaborators must have their applied instructor's approval to participate in the recital.
- ☐ 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.**
- ☐ Parts for all collaborating performers distributed

By End of Second Week of Classes of 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 by the student recitalist.
Recital panel will consist of the applied instructor and another Conservatory faculty member assigned.

Three Weeks Before Hearing

- ☐ Music distributed to members of the panel before hearing
- ☐ First draft of recital program submitted to applied instructor

One Week Before Hearing

- ☐ Revised draft of recital program submitted to full panel
- ☐ The option of using a page turner discussed with accompanist, and a student is asked should the accompanist desire one

At the Hearing

- ❑ Final draft of recital program available to full panel in hard copy
- ❑ A “clean” original copy of music available at hearing for each panel member
- ❑ Any special needs for the recital should be presented along with the musical performance at the hearing (technology, etc.).

After a Successful Hearing (approved for performance)

- ❑ Date and time for recital dress rehearsal discussed and agreed upon with accompanist and collaborator(s). Space for recital dress rehearsal reserved in the R25 Live system by the student recitalist.
- ❑ Room 210 is automatically reserved for use by performer(s) 30 minutes prior to the recital. If more time or additional rooms are needed, all requests for these rooms/time submitted in the R25 Live System by the student recitalist.
- ❑ If recitalist chooses to have a reception, space has been reserved in the R25 Live system by the student recitalist.
 - 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 dining center for in-house catering.
 - No receptions are to be held for B.M. Junior Recitals or B.A. Junior Honors Recitals
- ❑ Final draft of recital program submitted to Ricoh Graphic Artist Chantelle Thornberry cthorns@gettysburg.edu for design (immediately after successful hearing, final deadline two weeks prior to the recital)
- ❑ Recital information and picture sent to Ricoh Graphic Artist Chantelle Thornberry cthorns@gettysburg.edu to create poster design (immediately after successful hearing, final deadline two weeks prior to the recital)

- ❑ An audio recording will be made of the recital and will be given to the performer at a later date. The recital may be livestreamed on the Conservatory YouTube channel at the student recitalist's request pending availability of livestreaming technicians. Recitalists should receive an email message from the livestreaming student manager with a link to the Recital Recording and Livestreaming Request Form. (Note the livestreaming link cannot be created until the final version of the program and poster are ready and submitted.)

Once Poster and Program Designs Come In

- ❑ Poster proof approved by student recitalist and applied instructor and printed through RICOH. Posters are printed and paid for by the student recitalist. Posters are not required and at the option of the student.
- ❑ Program proof approved by student recitalist and applied instructor. After final proof approval, send final approved version to Liz Hedin-Schmidt lhedinsc@gettysburg.edu in the Conservatory office for printing. Programs are ordered and paid for by the Conservatory.
- ❑ Posters hung prominently around campus (No posters on doors or windows, only bulletin boards.)
- ❑ Two copies of the poster submitted to the Conservatory Office for Gettysburg College Archives
- ❑ Digital copies of poster submitted to Liz Hedin-Schmidt lhedinsc@gettysburg.edu in the Conservatory office for advertising purposes.

Before Dress Rehearsal

- ❑ Family, friends, faculty/ staff members invited to the recital.
- ❑ Appropriate attire chosen for dress rehearsal and recital. It is particularly important to rehearse in the shoes the performer will wear for the recital.

Dress Rehearsal

- ☐ Stage entrances, exits, bowing, and collaborating performer acknowledgements rehearsed.
- ☐ Any special needs for the recital finalized.

Recital

- ☐ Stage managers and ushers will be provided for all recitals by the Conservatory Office and Sigma Alpha Iota, but performers should plan to meet with the stage managers 30 minutes before the recital to instruct them on what is needed between each piece.

Good Luck!