

# Recital Preparation Checklist

## Spring of Academic Year Prior to Recital

- Program pieces and any other recital elements discussed with and approved by applied instructor.
- Collaborators' participation confirmed. Student collaborators must have their applied instructor's approval to participate in the recital.
- 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 fabricated arrangements) 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.
- All printed music prepared for accompanist; be sure that pages are in correct order and can be turned easily.

## Three Weeks Before Hearing

- Music distributed to members of the panel before hearing.
- 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.

## One Week Before Hearing

- 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.

## 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.
- A “clean” original copy of music available at hearing for each panel member.

## Following the Hearing, Three Weeks Prior to Recital

- 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.
- 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.
- If recitalist chooses to have a reception, student must reserve space in the R25 Live 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 dining center 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 submitted to Kate Brautigam for design.
- Recital information and picture sent to Kate Brautigam to create poster or flyer design.

## 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 student.)
- 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.
- Proof of recital program from Kate Brautigam reviewed and approved by student and applied instructor, then forwarded to the Conservatory office for ordering.

## 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 social media.)
  - Family members and friends reminded not to use flash when taking pictures during the recital.
- Tasteful, comfortable, and flattering 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.
  - Hair cut and/or styled to be out of the face and not distracting to the audience.
  - For women who choose to wear skirts: skirt length checked to be certain that it is at or below the knee.
  - Avoid strong scents in perfume, cologne, hairspray, deodorant, and powder.
  - It is particularly important for women to rehearse in the shoes they will wear for the recital.

## Dress Rehearsal

- Stage entrances, exits, bowing, and collaborating performer acknowledgements rehearsed.
- All music performed in recital order, with same breaks (entrances and exits) as in the recital itself.
- Pay your accompanist at the dress rehearsal.

## Recital

- Approximately ten copies of the recital program will be retained by the Conservatory office for student records and Gettysburg Archives.
- 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.
- An audio recording will be made of the recital and will be given to the performer at a later date. **It is the recitalist's responsibility to confirm details with Dr. Robert Natter and/or the recording tech(s).** Contact them with questions or concerns about this process.
- The performer may choose to have their recital video recorded, but it is the student's responsibility to provide all video equipment, arrange for a camera operator (family member, friend, etc.), and ensure that recording equipment is placed in such a way that it is not intrusive to the audience in any way. NOTE: Video cameras and tripods may be checked out from the Digital Center in West Building, but the student will have to provide their own SD Card.

**Good Luck!**