

STUDENT RECITAL CHECKLIST

1. Sign up for recital date. If only a half recital, you need to find a partner. Student(s) must have approval from applied teacher(s). If you are student teaching, you must do your recital BEFORE student teaching starts, not during. Work with your applied teacher in selecting a date and choosing your music.
2. Recitals may not be scheduled when the university is officially closed: for example, no recitals on holidays or vacation breaks. Recitals may be scheduled Monday – Friday: 7:00 p.m. or 9:00 p.m. and any time on Saturday or Sunday after 11:00 a.m.
3. You must allow two (2) hours for all recitals. This means that if someone has a 3:00 p.m. recital on Saturday, you may have either the 1:00 p.m. or 5:00 p.m. time slot.
4. Please understand that the usual one (1) hour preparation time for recitals may begin only after the previous recital has been completed. It is important to remember that when scheduling consecutively, you may only have a few minutes in the hall before your recital.
5. All recitals, including off-campus recitals, must be scheduled through the main office. Recording services for off-campus recitals are at the discretion of the media technician.
6. Arrange for a recital jury. Schedule time with your teacher and have teacher request the attendance of at least two other teachers in your applied area. Prepare enough copies of your recital program so that each juror and the main office may have a copy. No student shall be permitted to audition for successful completion of a performance requirement (upper division examination, candidacy hearing, or recital hearing) more than three (3) times.
7. Sign up for one - 2 hour - practice time in the Recital Hall. This must be done in the office with the applied teacher's approval.
8. Work out lesson and rehearsal times with your accompanist. Usual schedule is one rehearsal and one lesson per week. Discuss fees, if applicable.
9. If you are doing a piece with an ensemble, arrange rehearsal times and lesson times. Discuss whether they expect to be paid; if not, small gifts are appropriate for their services.
10. Obtain a "Student Recital Packet" online (<http://www.ecu.edu/music/recital/>) at least three (3) weeks before your recital. The packet includes permission forms, a downloadable program template, a recording and stage request form, and the Recital Completion Form (which must be turned in to the main office in order to graduate on time).

11. Arrange a reception, if you wish (consult your partner if sharing a recital time). Rooms 136 (formerly 105), 110, and 105 and the Music Building lobby may be used – if this is arranged prior to the recital. Because Room 136 serves as a greenroom, all receptions that overlap with the setup or performance of a following recital cannot take place in that room. No alcoholic beverages are allowed for receptions in any School of Music facilities.

12. Procure the services of a page turner for your accompanist or yourself, if necessary.

13. If you have changes that require moving pianos, stands or other equipment, you must request a stage tech and discuss all changes immediately before the recital. ****Percussionists:** If you have complicated setups, please arrange to have other people help move equipment, too. One stage tech cannot move everything!

14. Have programs printed. Program Specifications: Paper – white or off-white and approximately 70 lbs. linen or felt texture; Size – 5 1/2 " by 8 1/2"; Ink – black. Most students use Kinko's or University Printing and Graphics (located in the Harris Building on 10th Street). Allow seven (7) working days to prepare programs. You may use the downloadable program template found in the Student Recital packet.

15. In order to have a professional program, make a mockup to ensure your program will print as you want it to read. It is important that you follow these steps: have your applied teacher check the typed mockup for spellings and format (allow ample time for revisions); take the typed sample to the printer; return to the printer in order to approve the final proof (read the proof carefully for typographical errors); and finally, have copies printed for the number of people you expect to attend (15 copies must be filed with the Receptionist in the Music Office for permanent binding). This should be done BEFORE the day of the recital, if at all possible!

16. Use of a poster announcing your recital is permissible. Please use designated bulletin boards around the school.

17. **OTHER CONSIDERATIONS:** Do your parents or relatives need motel reservation? Have you included them and your applied teacher in your reception invitations? Do you have your attire planned? Would you like to have a corsage for your teacher, a parent, or relative? If percussionists are involved in the recital, have they checked to be certain that all of the necessary equipment will be available for rehearsals and the Recital hall?

18. **WHEW!!** That's a lot, but you are not finished until you have turned in the Recital Completion Form and 15 copies of your recital program to the Receptionist in the Music office. If you do not complete these steps, your graduation may be held up.