| The semester before planned recital | Choose repertoire with professor’s assistance/approval.  
⇒ If you are borrowing the piece, purchase it immediately.  
⇒ It is your responsibility to get accurate timings of each piece. |
| Consult with family, accompanist and professor to set a date.  
⇒ This should preferably be done in the March or April for the following year. By the fall, the Fine Arts calendar is rather full for the ENTIRE YEAR! |
| Order all necessary music, mutes and recordings or each piece.  
Enroll in the appropriate recital course. |
| 1st week of classes | Make a study copy of the scores.  
Give original piano part to accompanist at least 2 months in advance.  
(This may need to be done before classes start depending on when your recital is.) |
| Schedule your recital hearing and form committee.  
⇒ All hearings must take place 2-4 weeks before the recital date.  
⇒ Hearings should take place in the Recital Hall.  
  o Check in the Fine Arts Office for dates that work for your accompanist and your professor.  
  o Your professor can then reserve the hall.  
  o Remember that the committee must hear ALL pieces that will be performed on your recital, including any ensemble pieces or works requiring electronics.  
  o If you do not pass your hearing 2 weeks before your recital date, your recital will be canceled.  
  o The committee expects your program to be “stage ready” on the hearing. There is no leniency because there are still 3 weeks left.  
⇒ Form Committee:  
  o Your professor and 2 instrumental faculty members.  
  o Email instrumental faculty with date and time of hearing and a professionally written inquiry asking them to serve on your committee. |
| Schedule a pre-hearing rehearsal and dress rehearsal in the recital hall.  
⇒ Both of these rehearsals should be with your professor present and take the place of a weekly lesson. |
| Week of Hearing | Type up a mock program (template available in Fine Arts Office).  
Have your lesson in the Recital Hall as you already scheduled.  
Make plans for a reception with TBS (if desired). |
| Day of Hearing | Get in a good warm up, but don’t over play.  
Bring a draft of the program and a Recital Hearing Evaluation Form for each committee member.  
Setup a recorder before you are scheduled to begin.  
Run the program in its entirety, including bows, entrances and exits. |
| Post-hearing | Discuss/Listen to the hearing with your professor.  
What went well? What would you like to improve?  
Make a plan for the next few weeks.  
Strive for consistency, this will breed confidence in performance.  
Remember you passed the hearing, it’s already “stage ready!” |
| Dress Rehearsal | Setup a recorder during the entire dress rehearsal.  
Run your program. Take note of anything that just sounds different in the hall and prepare yourself for the performance mentally. |
| Day of Recital | Get in a good warm up, but do not over play. Relax you are well prepared.  
Have a friend set up your recorder.  
Go onstage and enjoy sharing your hard work with the audience! |
| Post Recital | Take the best recordings from your hearing, dress rehearsal and recital: store them electronically for your future applications/publicity. |