RECITAL CHECK LIST

One Year Prior to Recital:

___ Tentatively choose music for recital in conjunction with applied teacher. C&MT majors discuss possible works with advisor.
___ Choose recital and rehearsal date and place. Clear both dates with Music Office, your professor, your performers and Paul Hammock.
___ Reserve venue for recital and rehearsal.

Semester before Recital:

___ Finalize recital selections.
___ Decide whether or not to have a reception (at your cost).
___ Reserve reception space. Secure caterer. Contact Campus Services at 706 880-8296, lcservices@lagrange.edu about reception and use of additional tables, cloths.

Semester of Recital:

___ Give copies of recital music to accompanist (Performance majors).
___ Design and print invitations/fliers.
___ Choose recital attire.
___ Begin work on program notes. Vocalists have all songs phoneticized and translated.

One Month Prior to Recital:

___ Have all music memorized (Performance majors). C&MT majors have all music written and begin rehearsals with guest musicians.
___ Select stage crew for lighting, stage management.
___ Finalize program order and program notes. Have professor review.
___ Email program and program notes to Copy Center for printing. (stephensprinting@lagrange.edu)
___ Send out invitations.
___ Have a weekly run-through of entire recital with accompanist (Performance majors).

Week of Recital:

___ Go through entire program once daily up to day of recital (Performance majors).
___ Get plenty of rest.

Day of Recital:

___ Performance majors, warm up early in the day. DO NOT go through entire program – just “spot check.” C&MT majors should have everything rehearsed and ready BEFORE the day of the recital.
___ If you are using the auditorium hall, you can get in at 5:30.
___ Be dressed and ready at least 30 minutes prior to recital.
___ Start recital ON TIME.

After the Recital:

___ Make sure venue/stage is set back to normal. Clean up any of your music, programs, amps etc.
___ Give copies of programs to music office for files.