

# General Timeline for Recital Preparations

- **Two semesters or more in advance**
  - Research repertoire for the recital
  - Consider collaborations with other departments, instrument families, composers, etc.
- **One semester in advance**
  - Reserve recital date with the Music Office
  - Turn in signed paperwork
  - Repertoire has been chosen
  - You have acquired the technical abilities for the repertoire you have chosen
  - Assemble the performers
  - Schedule the Dress Rehearsal with the Music Office
- **Three months in advance**
  - Your practicing of the repertoire is now building artistry and endurance
  - Distribute music to performers
  - Schedule all other rehearsals
  - Assemble the 3 person Faculty Panel and make sure they can agree to the recital date
  - Decide whether you want it video recorded and make arrangements
  - Make reception decisions
- **Two Months in advance**
  - You can visualize and perform the music well, and you are now beginning the adjustment to working with the other musicians
  - Begin rehearsals
  - Select concert attire. Inform all performers.
- **One month in advance**
  - You can visualize the fine tuning in your musicianship as well as in the ensemble work that will happen in the coming weeks.
  - Begin to advertise the recital and continue until the performance
  - Submit program to teacher first for possible revisions, then
  - Submit program to Music Office
- **After the performance**
  - Thank the performers