

Planning Your Junior or Senior Recital Timeline and Checklist

6 months until recital

- _____ Pick and confirm date
- _____ Confirm venue
- _____ Choose your repertoire
- _____ Find an accompanist
- _____ Find other musicians for chamber music
- _____ Purchase recital music

3 months until recital

- _____ Study scores and listen to recordings
- _____ Schedule rehearsals
- _____ Schedule dress rehearsal
- _____ Write program and program notes
- _____ Create a recital poster

1 month until recital

- _____ Choose your recital outfit
- _____ Create a Facebook and/or Livestream event
- _____ Get any necessary instrument repairs
- _____ Make sure the piano is tuned
- _____ Plan your page turns

1 week until recital

- _____ Recruit a page turner
- _____ Recruit a recorder
- _____ Recruit a photographer
- _____ Recruit someone to manage lights
- _____ Plan for post-recital reception

Day before recital

- _____ Gather everything to bring to recital

Day of recital

- _____ Set up recital hall
- _____ Get dressed 2-3 hours before recital begins
- _____ Set up recording and streaming devices
- _____ Set up reception table
- _____ Pay your accompanist
- _____ Make announcement to silence phones

After recital

- _____ Clean the recital venue
- _____ Submit recordings or paperwork for credit
- _____ Send thank you notes

Other
