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
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