

## PLANNING GUIDE TO RECITAL

### During First Year:

#### \_\_\_\_\_ **Choose a general theme.**

- Collect repertoire that you would like to perform that fits the theme.
- Program must be 50 minutes of music, include various genres and languages.
- One recital must include instrumentalists, more than keyboard.

### At end of First Year:

#### \_\_\_\_\_ **Submit request of recital time to Dr. Boers.**

- It is possible to arrange a shared recital with colleague.

### During Second Year:

#### \_\_\_\_\_ **Submit Recital Approval Form.**

- Obtain form from Graduate Advising Office.
- Have form signed by committee and return to Brenda Banks.
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### Nine Weeks before First Rehearsal:

#### \_\_\_\_\_ **Submit program to Dr. Boers.**

- Include program, scores (or copies) of all music, a list of instrumental needs.
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### As soon as possible after Approval:

#### \_\_\_\_\_ **Upon approval of program, order music for about 30 singers.**

- Recital Choir can be given copies so that originals won't be lost.
- Copies enable you to mark scores in advance.

#### \_\_\_\_\_ **Hire or arrange instrumentalists.** (Is there a standard amount that should be paid/call?)

- An accompanist is usually provided for at least one rehearsal each week. (This commitment varies according to number of accompanists in the School of Music and the needs of other departments.)
  - If the accompanist plays the recital, he or she will need to be paid for additional calls.
- Instrumentalists should attend at least two rehearsals.
  - The Conlon Fund will help pay for instrumentalists. Please discuss your needs with Dr. Boers to determine amount that is available.

#### \_\_\_\_\_ **Recruit extra singers and soloists.**

- Ask friends in the department and community to join the Recital Choir.
- If there are a lot of extra people outside UW, consider having extra rehearsals on the weekend.

Before the First Rehearsal:

\_\_\_\_\_ **Organize music packets.**

- Information sheet at the beginning of the binder should include
  1. Recital date, time, place.
  2. Recital call time.
  3. Dress rehearsal date, time, and place.
  4. Regular rehearsals dates and times.
  5. Concert dress.
  6. Repertoire
  7. Contact information of conductor(s) and TA.
  8. Rehearsal expectations.
  9. CD or website listening information.
- Music in concert order.
  - Include a table of contents.
  - Music copies can be ordered with letter and number for easy reference.

\_\_\_\_\_ **Plan a general outline of rehearsal process to make sure all pieces are covered.**

During the Rehearsal Process:

\_\_\_\_\_ **Plan individual rehearsals.**

- Keep track of what was accomplished and what still needs to be attended to at the end of each rehearsal.
- Consider recording all rehearsals for review of conducting and rehearsal techniques.

\_\_\_\_\_ **Hold a separate rehearsal with soloists.**

\_\_\_\_\_ **At the second to last rehearsal, run one half of the program. At the last rehearsal, run the other half of the program.**

Four weeks before Performance:

\_\_\_\_\_ **Hang posters and postcards in Music Building, on campus, and community boards.**

\_\_\_\_\_ **Send postcards to professors that you've worked with (especially committee members) and fellow community singers.**

\_\_\_\_\_ **E-mail invitations to friends, family, and Recital Choir.**

- Invite them to forward your invitation.

Three weeks before Performance:

\_\_\_\_\_ **Have choir check roster BEFORE printing it in the program.**

\_\_\_\_\_ **Submit programme to Dr. Boers for approval.**

- On cover “In partial fulfillment of ---“
- Programme order should include composers’ dates, soloists, and translations.
- Programme notes should include general overview of theme/ and historical notes for each piece.
- Thank you/Acknowledgements
- Information on Recital choir and the Choral Departments at UW.

Two weeks before Performance:

\_\_\_\_\_ **Submit approved programme to Clair Peterson in Music Office. (*for printing?*)**

Dress Rehearsal:

\_\_\_\_\_ **Focus on trouble spots, work with instrumentalists, run-through every piece.**

- With permission of Dr. Boers, the Thursday rehearsal prior to concert can be an extended rehearsal.

\_\_\_\_\_ **Record dress rehearsal.**

- This can be arranged with designated TA. (Gene/Jean-Marie) Please contact them ahead to time to arrange set-up, discs, etc.

Call Time:

\_\_\_\_\_ **Arrange call usually 90 minutes before concert.**

- Warm-up choir.
- Spot check.
- Additional run with instrumentalists if needed.
- Work out logistics of entrances and exits, bowing, etc.

Concert:

\_\_\_\_\_ **The recital must be recorded, both audio and video.**

- This can be arranged with designated TA. (Gene/Jean-Marie) Please contact them ahead to time to arrange set-up, discs, etc.

After Concert:

\_\_\_\_\_ **Pay instrumentalists and soloists as pre-arranged.**

\_\_\_\_\_ **Send thank-you notes to singers, accompanist, instrumentalists, church, etc.**

\_\_\_\_\_ **Make an appointment with Dr. Boers to discuss recital or listen to recording together.**