

Department of Music

Student Recital Checklist

Congratulations on your upcoming recital! The Music Department is here to support you in your preparation for this important performance. Your first concern is, of course, the MUSIC. However, in addition to carefully planning the repertoire for this recital, you must be aware that there are *many other important non-musical responsibilities* that come with planning a recital. Please follow this checklist to help you through the organization and planning of your recital, which should begin months before your chosen performance date.

Step 1. *Check the Department of Music Events Calendar for open dates**

*Due to the large amount of activity on campus throughout the year, there is always the possibility that the location and/or date/time might have to be changed (hopefully with adequate notice). Unfortunately, the University sometimes makes last-minute scheduling changes for various conferences, visiting VIPs, functions, etc. Though infrequent, it might require some flexibility on the part of the Music Department. Please be assured that such specific changes would only be considered as a LAST RESORT.

Step 2. *Choose a recital date. Note that you should include your 1st, 2nd, and 3rd preference of times to increase your chances of getting a date that you want.*

Recitals Should Only be Scheduled as Follows:

Fridays: 7:30 or 8 pm

Saturdays: 2, 3, 7:30, or 8 pm

Sundays: 2, 3, 7:30 or 8 pm

Please go to "www.hofstra.edu/music"
click on "**Current Students**"
and choose "**Student Recitals Form**"
as soon as possible to choose your date

Step 3. *Organize collaborating artists (accompanists, guest artists, ensemble participants, etc.) and Set a rehearsal schedule***

***The department will usually pay most, if not all, the costs of an accompanist, but in certain circumstances it may be necessary for you to contribute part of the costs--see the Department Chair to discuss the terms.*

Step 4. *Contact the Associate Chair a minimum of SIX WEEKS before the recital date to organize:*

- Your posters and mailers (their information, design and number of copies)*
- Your programs - please provide the repertoire info according to the template on the last two pages of this document. Feel free to add program notes; vocalists should also provide text in the body of the program or as a separate insert.*

Step 5. *Take it upon yourself to see to the following:*

- Organize set-up crew (ushers, stage hands) through Mrs. Geddes in the office*
- Organize equipment needs (stands, chairs, piano, misc. instruments, amplifiers, P.A. system, mics, etc.)*
- Organize any recording you might want (Prof. Filadelfo could recommend professional or student possibilities for you), unfortunately, the department will not finance this.*
- Organize your publicity for the recital*

Some Final Thoughts:

It's time to start acting like the artist you are aspiring to be. Take the planning and organization of this recital very seriously so you can relax and solely concentrate on the MUSIC the day of the performance. The better prepared you are, the more you will enjoy and convey your artistry to the audience. It starts months (if not years!) before the gig.

Now go practice...and good luck!