

HOFSTRA UNIVERSITY
DEPARTMENT OF MUSIC

RECITAL PACKET

TABLE of CONTENTS

REGISTRATION	1
SCHEDULING A RECITAL	1
ACCOMPANISTS AND GUEST MUSICIANS	2
DRESS REHEARSAL TIMES	2
RECITAL ATTIRE	2
RECITAL PROGRAMS	3
RECITAL PROGRAM TEMPLATE	4
STAGE CREW	5
RECORDING YOUR RECITAL	5
RECEPTIONS	5
PERFORMANCE REQUIREMENTS FOR COMPOSITION MAJORS	5
JAZZ AND COMMERCIAL MUSIC STUDIES	6
VOICE DEPARTMENT JURY AND RECITAL GUIDELINES	7
PRIVATE INSTRUCTION STUDIO CHANGE POLICY	10
PRIVATE INSTRUCTION STUDIO CHANGE FORM	11
CHAMBER ENSEMBLE PROGRAM (MUS 20)	12
HONORS RECITALS.....	12
COMMON HOUR CONCERT SERIES	13
STUDENT RECITAL CHECKLIST	14

If you have any questions about the procedures in this Recital Packet, please contact

Dr. David S. Lalama, *Associate Chair*
Shapiro Family Hall, Room 104
E-mail: David.S.Lalama@Hofstra.edu
Phone: (516) 463-5493

REGISTRATION

The first step in planning a degree recital is registering for recital credits. If you are giving a C-level recital, you must register for MUS XC; if you are giving a D-level recital, you must register for MUS XD; Honors and Endowed Recitals feature students who have been selected by the music faculty for special honors as performers will be advised by his/her private instructor.

As a general policy, you must be registered for lessons for two (2) semesters. This guarantees faculty supervision of the recital preparation. All students taking C and D levels of Private Instruction are required to present a recital in the second semester of each level, according to the following schedule:

- **C-Level (“Junior”) Recital:** A half recital (a minimum of 30 minutes of music) normally shared with another student who is satisfying the same requirement
- **D-Level (“Senior”) Recital:** A full recital (a minimum of 60 minutes of music)

The requirements listed above apply to students whether or not they are candidates for the two degrees that require additional private instruction beyond the P level: The B.S. in Music (Jazz & Commercial Music), which requires two semesters of C level; and the B.S. in Music (Performance), which requires two semesters each of both C and D level. The registration queues often begin many weeks before a term starts, so plan ahead!

SCHEDULING A RECITAL

- 1) **Discuss recital plans with your teacher and assisting musicians before reserving a recital time**
The student and his/her instructor will determine approximate dates for your recital. To ensure faculty supervision of the recital preparation it is important that you meet with your teacher the semester prior to your recital and agree on three (3) recital date options.
- 2) **Meet with the ASSOCIATE CHAIR**
Once you and your instructor have agreed on three (3) recital date options, schedule an appointment to meet with the Associate Chair of the Music Department (musps@hofstra.edu). During this meeting, you and the Associate Chair will find an available date and time based on your three requests. The request for a recital date and time must be made at least four (4) months in advance of your recital.
NOTE: If you are sharing a recital, both performers must schedule an appointment with the Associate Chair.
- 3) **Submit STUDENT RECITAL FORM**
Once you and the Associate Chair have found an available time, you will have **seven (7)** days to have the Student Recital Form signed by your private instructor and returned to NAB 101C. Once this form has been signed and returned, the Associate Chair will schedule your recital. The Student Recital Form is available online and in the Music Department office (NAB 101).
NOTE: An electronic signature from your Private Instructor may be accepted.
- 4) **Receive confirmation**
You will receive confirmation on your signed Student Recital Form that the date and time you have requested for your recital has been confirmed. Requests are processed first come, first serve and occasionally must be denied. Also note that it may take 48–72 hours from submission until you receive confirmation.

Student recitals are normally presented in the auditorium of Monroe Lecture Center (Room 142), although under certain circumstances other locations may be used, such as Monroe 216 and Room 10 in the New Academic Building.

NOTE: 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.

— ❧ ACCOMPANISTS and GUEST MUSICIANS ❧ —

The student recitalist is responsible for choosing his/her own accompanist for C- and D-level Recitals. The Department of Music will provide \$250 for **each recitalist**, which may be used to help with accompanist fees, recording costs, or help pay for any guest musicians. (If two performers are sharing a C-level Recital, each recitalist is allowed \$250 even if using the same accompanist.) **You will be expected to pay for additional rehearsal time with an accompanist.** The office of the Music Department has a list of qualified and recommended accompanists. Guest musicians that are volunteering their time do not have to fill out these forms.

Accompanists must fill out the following forms and submit to the music office one (1) month before the recital date:

- Musician/Accompanist Contract
- W9 Payroll Tax Form

NOTE: A recital program and an invoice for services must be returned to the music office no later than 48 hours after the recital so that payment can be arranged.

To obtain these forms, or if you have any other questions regarding accompanists, please see Patricia Newberg in the main office.

— ❧ DRESS REHEARSALS ❧ —

Dress rehearsal times must be arranged with Associate Chair (muspss@hofstra.edu). Before you arrange your dress rehearsal times, please make sure your private instructor and all students participating in the recital are able to attend.

— ❧ RECITAL ATTIRE ❧ —

Check with your instructor as to the appropriate attire for your recital.

❧ RECITAL PROGRAMS ❧

All students are required to produce their recital programs. Please follow these step-by-step guidelines:

- 1) **Access the official Department of Music template online and format your program accordingly. The link to the online template is located here:**

http://www.hofstra.edu/Academics/Colleges/HCLAS/MUSIC/music_scheduledrecital.html

The program template includes the following: Composer name(s); composition title(s)/movement in order in which they will be performed; composer dates (if the composer is still living, include his or her birth year); names of other performers in recital and their instruments; and the day, date, time, and location of recital with your degree objective and instructor's name. Feel free to add program notes. Vocalists should also provide translations and texts in the body of the program or as a separate insert.

- 2) **Submit your finalized program to the Associate Chair**

Once you and your private instructor have finalized a draft of your recital program, student recitalists are required to submit the recital program (in Microsoft Word) to the Associate Chair via e-mail (muspss@hofstra.edu). It is required that you do so at least **three (3) weeks prior** to your recital date.

NOTE: if you do not e-mail a hard copy of your program to the Associate Chair within three (3) weeks of your recital date, you are required to print and copy your own program. In case this occurs, **any printing/copying will be at your own cost.**

Students should follow the program format given below. Recitalists are responsible for the correctness of the information they submit. Find the correct spellings of composers' names and their dates in *The New Grove Dictionary of Music and Musicians* (copies are available in Axinn, the Music Library) or the *Oxford Music Online* (available on the HU website [Research Database]).

[Sample of program cover]

Hofstra University
Department of Music

presents

Gabriel Green, *sarrusophone*
Penelope Purple, *mezzo soprano*

Junior Recital

Guest Artists
Betty Black, *piano*
Rudolph Red, *heckelphone*

Saturday, April 28, 1756
8 p.m.
The Helene Fortunoff Theater
Monroe Lecture Center, South Campus

[Sample of program interior]

PROGRAM

Flute Trio in G-flat minor, op. 1, no. 2
I. Allegro appassionato
II. Adagio introspettivo
III. Scherzo giocoso
IV. Vivace tempestoso, ma non troppo

Bartholomew Blue
(1756–1791)

Gabriel Green, *sarrusophone*
Rudolph Red, *heckelphone*
Betty Black, *piano*

INTERMISSION

“La ci darem la mano” from *Don Giovanni*, K. 527

Günther Gelb
(b. 1999)

Penelope Purple, *mezzo soprano*
Betty Black, *piano*

This recital is presented in partial fulfillment of the requirements for the B.S. degree in Music (Performance).
Mr. Green is a student of Prof. Osbert Orange. Ms. Purple is a student of Prof. Griselda Gray.

The audience is asked to respect the performers by silencing all electronic devices and refraining from flash photography during the performance.

—  STAGE CREW  —

Contact Stage Crew (hofstrastagecrew@gmail.com) at least two (2) weeks before your recital to discuss the set-up of the recital hall. Members of the Stage Crew will assist you with lighting and curtains as well as the set-up of stands, the piano, chairs, and so on.

❧ RECORDING YOUR RECITAL ❧

If you wish to have your recital recorded, contact the Music Department office for a list of available individuals who will assist you with a recording.

❧ RECEPTIONS ❧

Reception space is available in the back of the auditorium of Monroe Lecture Center (Room 142). If you will need tables for the reception, please notify stage crew ahead of time. You are responsible for the set up and, most importantly, cleaning up afterward. **DO NOT LEAVE TRASH OR ANY OTHER ITEMS BEHIND.**

NOTE: Alcohol is strictly prohibited on Hofstra University property. If a university staff member observes alcohol at your recital reception, you will be in violation of the Student Conduct Codes. Students who violate any of the above alcohol regulations will be subject to a minimum penalty of a disciplinary warning. Subsequent offenses will result in more serious action.

❧ PERFORMANCE REQUIREMENTS ❧ FOR COMPOSITION MAJORS

Sophomore Year:

Music 20P (2 semesters) – Beginning Composition lessons; at least one public performance of an original piece for the entire year (not including readings and arrangements)

Junior Year:

Music 120B (2 semesters) – Intermediate Composition lessons; at least one public performance of an original piece per semester (not including readings and arrangements)

Senior Year:

Music 120D (2 semesters) – Advanced Composition lessons; an hour-long senior recital of at least 50 minutes of music; arrangements and recordings of orchestral readings included

NOTE: All composition majors should contact Dr. Chandler Carter (lee.c.carter@hofstra.edu) at the end of their first year for advisement on both the musical and the administrative requirements of the Bachelor of Science in Music degree with a concentration in Composition.

❧ JAZZ & COMMERCIAL MUSIC STUDIES ❧

PERFORMANCE REQUIREMENTS

Along with participation in many of the standing Jazz Ensembles (The Big Band, Little Big Band, Jazz 20 Ensemble, Jazz Combos, and the Vocal Jazz Ensemble) students in the Jazz & Commercial Music program fulfill four (4) semesters of one-credit, Basic (P)-level lessons on their primary instrument or voice. Ten, 55-minute lessons are required during the course of each of those semesters. All students must take a jury at the end of the second, third, and fourth semesters, which will be considered as part of their respective final grades. There is NO jury requirement for the first semester.

The 4th semester jury must be a “double” jury in that the student must prepare content that will allow him/her to progress to the next two semesters of three-credit C-Level private instruction (Fourteen 55-minute lessons per semester). The 2nd semester of C-Level lessons MUST culminate in a Full (2-set) recital. Though the Hofstra catalog designates this recital requirement as a “Junior” recital, the Jazz student (and private instructor) should treat it as a “Senior” recital requiring at least 70–75 minutes of music.

The Jazz Recital must contain at least 7–10 minutes of a traditional “Classical” piece (or pieces) pertinent to the student’s instrument/voice and at least one original composition/song in any style (preferably something that represents THEIR musical personality and creativity). The remainder of the recital should contain Jazz-specific repertoire that presents a diverse sampling of MANY styles (Ragtime, Dixieland, Swing, Bebop, Hard Bop, Cool, Modal, Free, Fusion, Contemporary, Neo-Classic, Latin, etc.) as advised and mentored by their private instructor.

The student non-musical responsibilities include procuring:

1. A recital date, time and, venue
2. Peer musicians
3. Rehearsal schedule and venues
4. Arranging to record the recital
5. Programs, posters and mailers
6. All equipment necessary (drums, amps, PA, mics, stands, chairs, etc.)
7. Stage crew (organized through the Music Office and/or the Associate Chair)

The Private Instructor will help the student organize his/her program regarding the repertoire AND the printing of both the Posters/Mailers and the Program. (This can be done online through the Hofstra Portal. The Associate Chair of the Music Department can also help during this process.)

The Department of Music does have a minimal fund for all recitalists for accompanists (especially the vocal recitals). All Jazz recitalists should talk to the Department Chair if such funding is needed to fulfill roles that cannot be done by peer musicians. It is strongly advised that such funds be requested as a last resort.

All prospective recitalists should contact Dr. David Lalama by e-mail David.S.Lalama@Hofstra.edu or phone (516) 463-5493 at least one year before the prospective recital date for advisement on both the musical and administrative requirements of the Bachelor of Science in Music degree with a concentration in Jazz and Commercial Music.

A student may take more than four (4) semesters of P-Level lesson if needed, but the credit will not count toward the requirements.

— **VOICE DEPARTMENT JURY and RECITAL GUIDELINES**  —

Jury Requirements

Music Merchandising: A total of three (3) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester). One piece may be from the legitimate musical theater and one from the classical repertoire.

Music Education: A total of five (5) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. These must be classical pieces, contrasting in style, with at least one in a foreign language.

Music Performance: A total of two (2) juries each consisting of two (2) pieces; the first jury takes place at the end of the 2nd freshman semester. At the end of the 2nd sophomore semester, the jury will be the audition for Level C, consisting of five (5) contrasting pieces from the Classical repertoire. See Advanced Vocal Study (below) for further requirements.

General Requirements for Juries:

- Appropriate dress, such as you would wear if going on a job interview; no flip-flops, no jeans, no running shoes, etc.
- The music must be prepared for the pianist—the original score, or double-sided copies of your music, with holes punched so that the pianist can put them in a folder.
- The student will give a short introduction to each piece, with a precise meaning of the lyrics and demonstrating some general knowledge about the composer and the period of music represented. Foreign names and titles must be correctly pronounced.
- Appropriate concert deportment: Walk in and stand with good posture, demonstrating during your performance that you understand the texts you are singing; thank your pianist and the judges before you leave.
- All music must be memorized
 - N.B. When singing music from an oratorio, you must hold the music just as is the convention in oratorio concerts. This does NOT mean the music is not memorized.

For C- and D-level Auditions, Juries, and Recitals:

- See above, plus
- Program notes must be provided, i.e., a printed list of the pieces to be sung, with composer's dates and translations of items in foreign languages.

NOTE: This applies to AUDITION AND JURIES as well as recitals.

Advanced Vocal Study:

If, by the end of the sophomore year, the student has a desire to perform a junior, C-Level recital and the teacher feels that he or she is sufficiently proficient to do so, the student must audition to enter Level C.

Please note: Levels C and D are primarily intended for those doing a major in Music Performance. It has certainly been the case that students with other majors have also undertaken C- and D-Level voice study, however, the credits necessary must be planned for and discussed in detail with your advisor well in advance of the audition being undertaken.

During the freshman and sophomore years, the student will have mastered basic skills of music preparation. To this end, attendance of two semesters of diction is strongly advised. Level C and D lessons will not involve basic rhythm, note, or diction tuition by the instructor. Students wishing to undertake advanced vocal study music accept greatly increased requirements for practice and rehearsal time as well as for personal preparation of assigned repertoire.

————— ❧ VOICE DEPARTMENT JURY and RECITAL GUIDELINES (continued)

Level C Requirements

Successful audition at the 3rd jury (end of sophomore year), see jury requirements, page 7, for details.
 Private instructor's recommendation, based on assessment of the student's ability to undertake the extra independent work described above.

If accepted into Level C, the student can expect ten (10) 55-minute lessons as well as no more than five (5) additional hours of mentoring sessions. These mentoring sessions are given at the discretion of the professor and may take any or all of the following forms:

- Teacher attends rehearsal of juries, recitals, opera scenes, and opera productions
- Repertoire and programming preparation for recitals
- Supervised warming up before important performances or auditions
- Supervision of the Grad school application process, including letters of recommendation and advice on audition preparation
- Supervision of recording demos for Grad school, competitions, or other necessary recordings

Please check with your private instructor's syllabus as to the format of your lesson.

In the first semester of the junior year the student will undertake:

▪ **C-Level Jury**

Prepare five (5) pieces to be included in an upcoming recital; the judges will choose up to three (3) pieces to hear that day

A formal Petition for the C-level jury must be printed with the Jury Petition level (C or D), student's name, date, as well as the program selections, the composers and dates, and program translations. Be prepared to provide up to six (6) copies for the petition panel. Consult with your private instructor as to the number of copies for your particular jury.

C-Level Jury Petition	
Date	
Minnie Mouse, Mezzo Soprano	
<ol style="list-style-type: none"> 1. Sheep May Run Away 2. Title 3. Title 4. Title 5. Title 	<p>J. S. Bach (1685–1750) Composer Name (b. 2015) Composer Name (1900–2015) Composer Name (1700–1723) Anonymous</p>
Translations on a separate page.	

If this jury is deemed satisfactory the student may continue to prepare for the junior year second semester, which will require:

▪ **C-level “Junior” Recital**

A short or half-recital, with piano accompaniment. This recital may be combined with a fellow student's recital, which is encouraged. In this case of a combined recital the opportunity to include duets or other chamber music should be included.

NOTE: The recital will be evaluated by a jury consisting of the Private Instructor, the Chair of the Music Department or a designate, and another member of the music faculty.

Level D Requirements

- Successfully presenting and passing a C-level Junior Recital

- Private instructor’s recommendation, based on assessment of the student’s ability to continue to undertake the extra independent work described above.

If accepted into Level D, the student can expect ten (10) 55-minute lessons as well as no more than ten (10) additional hours of mentoring sessions. These mentoring sessions are given at the discretion of the professor and may take any or all of the following forms:

- Teacher attends rehearsal of juries, recitals, opera scenes, and opera productions
- Repertoire and programming preparation for recitals
- Supervised warming up before important performances or auditions
- Supervision of the Grad school application process, including letters of recommendation and advice on audition preparation
- Supervision of recording demos for Grad school, competitions, or other necessary recordings

Please check with your private instructor’s syllabus as to the format of your lesson.

In the first semester of the senior year the student will undertake:

▪ **D-level Jury**

Prepare five (5) pieces to be included in an upcoming recital; the judges will choose up to three (3) pieces to hear that day

A formal Petition for the D-level jury must be printed with the Jury Petition level (C or D), student’s name, date, as well as the program selections, the composers and dates, and program translations. Be prepared to provide up to six (6) copies for the petition panel. Consult with your private instructor as to the number of copies for your particular jury.

D-Level Jury Petition	
Date	
Minnie Mouse, Mezzo Soprano	
1. Sheep May Run Away	J. S. Bach (1685–1750)
2. Title	Composer Name (b. 2015)
3. Title	Composer Name (1900–2015)
4. Title	Composer Name (1700–1723)
5. Title	Anonymous
Translations on a separate page.	

If this jury is deemed satisfactory the student may continue to prepare for the senior year second semester, which will require:

▪ **D-level “Senior” Recital**

A full recital, with piano accompaniment. Guest artists may be invited to participate.

NOTE: The recital will be evaluated by a jury consisting of the Private Instructor, the Chair of the Music Department or a designate, and another member of the music faculty.

Students enrolled in MUS 003P can expect ten (10) 55-minute lessons, which incorporates a final jury rehearsal, if applicable.

—❧ PRIVATE INSTRUCTION STUDIO CHANGE POLICY ❧—

Students wishing to change Private Instruction Studios must meet with the Music Department Chair to secure approval. All changes must occur at the beginning of a semester. It is not permitted to change studios mid-semester unless there are extraordinary circumstances. It is highly suggested that students remain with one teacher for the first two semesters of their degree program before attempting to switch to another studio.

A studio change is accomplished by following the specific procedure outlined below:

1. Email and/or make an appointment with the Department Chair to discuss the situation. It is important that you speak with the Chair so that there are no misunderstandings.
2. If you still desire a change, you may contact the potential new instructor to gain his/her approval.
3. The chair will confer with the new instructor and inform you if the change will be permitted. If permitted, you must see the Music Department Chair to obtain a signed Studio Change Form.
4. Complete your part of the form, sign it, and obtain all required signatures (current studio teacher, new studio teacher).
5. Submit the completed form to the Music Department Office and you will be given signed paperwork to enroll in the course.

PRIVATE INSTRUCTION STUDIO CHANGE FORM

Student Name _____ 70 _____

E-mail Address _____

Cell Phone _____

Current Private Instructor's Name _____

New Private Instructor's Name _____

SIGNATURES

Chair _____

Current Private Instructor _____

New Private Instructor _____

—  **CHAMBER ENSEMBLE PROGRAM (MUS 20)**  —

Chamber Ensemble Program (MUS 20) presents student recitals during the last three weeks of each semester. In addition, MUS 20 presentations offering outstanding professional players and other musical

figures are held once a semester. These presentations take place on Friday afternoons at 2:55 in the Helene Fortunoff Theater, 142 Monroe, or in Room 010, NAB. Students may enroll in MUS 20 either for credit (0.5) or zero credit. In some degree programs, enrollment without credit for a specified number of semesters is required. Students wishing to enroll without credit to fulfill a degree requirement must complete an *Unregistered Participation Form* in the Music Office before they will be permitted to participate in any ensembles. All students, whether registered for credit or zero credit, must complete the same requirements (i.e., attendance at meetings, lectures, concerts, etc.) as those expected of students enrolled for credit.

NOTE: Attendance at MUS 20 student and guest recitals is mandatory for all Music Majors.

—❧ HONORS RECITALS ❧—

Honors and Endowed Recitals feature students who have been selected by the music faculty for special honors as performers. These annual concerts include the following:

- The Dorothy B. Hoag Concert
- The William Lawrence Concert
- The Rhoda Pinsley Levin Award Recital
- The William Rosencrans Endowed Award Recital

The Music Department will schedule Honors and Endowed Recitals prior to each academic year. Students will receive notice of their award(s) at the Annual Awards Dinner and will be notified of the concert dates at the start of the fall semester.

Audition Process:

All students wishing to perform in our prestigious events (Hoag, Lawrence, Levin, and Rosencrans) must audition. Private instructors may nominate only students from their private studio in their specific area of instruction, including music minors. **Students may not nominate themselves.** Instructors may nominate more than one student, but only if they feel he or she meets or approaches the higher standard expected of honors recitalists. (NOTE: Though the student's three audition pieces would not necessarily comprise next year's honors recital programs, they should reflect what the student could contribute to those programs).

Nominated students, in collaboration with their private instructor, should submit three (3) recital pieces, which can be individual songs, arias, instrumental pieces or movements. The Honors Recital Committee will review the selections and choose one, two, or parts of all three for the actual audition. Decisions will be announced at the Annual Music Department Awards Ceremony.

Honors students and their teachers will prepare program materials as needed following the procedures as shown above.

Student Nominees will be provided with one (1) hour of rehearsal time with an accompanist prior to the audition. Instrumentalists are recommended to contact Marilyn Lehmann, and vocalists are recommended to George Hemcher at least two weeks prior to the day of the audition.

—❧ COMMON HOUR CONCERT SERIES ❧—

- The CHCS is a performing venue available to all Hofstra Music Department students and faculty. Priority will be given to student performers.
- If you would like to participate, obtain the CHCS form in the Music Department Office. Please provide complete information on this form and obtain the signature of your Private Instructor.
- Completed forms must be submitted to the Music Department Chair one week prior to the performance. For instance, if you are requesting to perform on November 19th, you must have the form completed, signed, and turned in by **November 12th @ 5:00 p.m.** If you would like to perform on December 3rd, you must submit by **November 26th @ 5:00 p.m.**
- All students requiring an accompanist must see the Department Chair to obtain contact information to arrange for a rehearsal prior to the performance.
- Selection of performers for each concert is on a first come/first served basis. Each concert will be limited to 1 hour of running performance time.
- All performances will take place in NAB 10. Light refreshments will be served.
- All performers must contact Professor Blanche Abram <babram20@optonline.net> to arrange for a coaching session prior to the performance.

❧ **STUDENT RECITAL CHECKLIST** ❧

STEP 1. Contact the Associate Chair at least **FOUR MONTHS** prior to your recital to:

- ❑ choose a date
- ❑ choose a time
- ❑ choose a location

Dr. David S. Lalama, *Associate Chair*
Shapiro Family Hall, Room 104
E-mail: David.S.Lalama@Hofstra.edu
Phone: (516) 463-5493

STEP 2.

- ❑ Organize collaborating artists (accompanists, guest artists, ensemble participants, etc.)
- ❑ Set a rehearsal schedule
- ❑ Procure the appropriate contracts and forms from Patricia Nebwerg

STEP 3. Contact the Associate Chair a least FOUR WEEKS before the recital date to:

- ❑ e-mail your recital program (Microsoft Word)
- ❑ organize any recording you may want
- ❑ organize your publicity for the recital

STEP 4. Contact the Stage Crew Manager a least TWO WEEKS before the recital date to organize:

- ❑ the set-up crew (ushers, stage hands, etc.)
- ❑ equipment needs (stands, chairs, piano, misc. instruments, electronics, etc.)

♪ **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 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 recital.

Go practice and good luck!