

The Florida College Recital Timeline:

Last name: _____ First: _____ Phone: _____

Email: _____

Failure to comply with the following timelines may jeopardize the student's final grade and the success of the recital.

Sixty (60) days prior to the recital (minimum)	Initial	Date
- Confirmed recital with Department head	_____	_____
- Received recital information packets	_____	_____
- Reviewed recital requirements with private instructor Or department head	_____	_____
- Finalized repertoire with private instructor and begun Work on draft of program	_____	_____
- Confirmed accompanist and other musicians	_____	_____
- Scheduled rehearsal dates with accompanist and Other musicians	_____	_____
- Reserve rehearsal space in concert venue through Office of student affairs or music secretary	_____	_____
- Finalize concert date	_____	_____
Forty-two (42) days prior to recital (minimum)		
- Submitted draft of recital program	_____	_____
- Obtained a page turner (if needed)	_____	_____
- Discussed hearing and recital wardrobe with private instructor	_____	_____
- Confirm recording with tech	_____	_____
Thirty (30) days prior to recital (minimum)		
- Furnished at least three sets of your music for the recital hearing	_____	_____
- Performed recital hearing	_____	_____
- Confirm recital assistants (page turner, stage manager, etc.)	_____	_____
- Submit any publicity information for department approval	_____	_____
Twenty-one (21) days prior to recital (minimum)		
- Approved final draft of program with private instructor	_____	_____
- Submit final draft of program	_____	_____
- Get recital wardrobe approved	_____	_____
- Confirm recital personnel with Administrative assistant	_____	_____
Seven (7) days prior to recital (minimum)		
- Approved final draft of program for printing	_____	_____

- Finalized requirements for: dress rehearsal, stage crew, etc. _____
- Confirmed piano tuning(s) or other needs for instrument(s) _____
- Reviewed responsibilities with stage crew _____
- Inform recording tech of dress rehearsal, for film mapping _____

Three (3) days prior to recital (minimum)

- Prepare any payments or thank you's for accompanist and help _____
- Any final rehearsals _____
- Rest up!

Day of Recital

- Remind recital personnel of call time and duties
- Avoid Soda/junk food and drink plenty of water
- Arrive an hour prior to the recital, to warm up and ensure venue preparation
- SHOW TIME

After the Recital

- Retrieve program for portfolio