

CU BOULDER TROMBONE STUDIO RECITAL PREPARATION CHECKLIST

1 year (or more) before the recital:

- Determine, approximately, when the recital will occur (late fall, mid- spring etc.).
- Consider major pieces – Concerto, Sonata etc. Check out potential pieces from the library, read them to determine difficulty and appropriateness, listen to recordings, consult with Dr. Tanner.
- Secure any other assisting musicians (chamber works).

1 semester before the recital (or early in the recital semester):

- Check potential dates with Dr. Tanner; graduate students check with your committee; check major ensemble performance schedules, other local performance commitments, etc.
- Pay all necessary fees.
- Schedule the recital: <https://www.colorado.edu/music/event-scheduling-promotion>
- Finalize the program – consider variety of styles, time periods, difficulty levels, audience appeal, total time, your needs/growth, etc.
- Purchase the music.

9 weeks (minimum) before the recital:

- Request a pianist following all Collaborative Piano guidelines:
<https://www.colorado.edu/music/academics/departments/piano-keyboard/work-pianist>
 - Note: degree recitals requests must be received 9 weeks prior to the date of performance. Jury/other performance requests must be submitted 5 weeks before the date of performance. You are encouraged to submit requests with PDFs of the scores well in advance of the suggested deadline.
- Once you have been assigned a pianist, schedule the dress rehearsal for 2-3 days before the recital. You are allowed 2 hours in the hall. Consider all schedules – accompanist, instructor, assisting musicians, etc. music-scheduling@colorado.edu
- Begin rehearsals as soon as possible.
- Schedule regular rehearsals. Let Dr. Tanner know your rehearsal schedule. Plan to bring your accompanist to lessons often. This is the time period when most of the musical preparation should occur.
- Under certain circumstances, a preview (complete run-through) can be required.

2-3 weeks before the recital:

- Submit the printed program and program notes in a simple MS Word file to Dr. Tanner. Do not use the form that you will complete for the final program. Written or verbal notes are required on graduate recitals and are strongly suggested for undergrad recitals.
- When approved, submit the program.
- Schedule a reception (optional)
- If needed, secure a page-turner for the recital. Check with your collaborative pianist.

2 weeks before the recital:

- (Optional but encouraged) Prepare a poster – include composers, all participants, day/date/time/place. All postings must be approved in the music office.
- Canva is a great resource for easy-to-use poster designs. - <https://www.canva.com>

2-3 days before the recital:

- Perform the dress rehearsal – a complete run-through. You may want to wear similar clothing as the recital.
- Discuss and practice stage entrances/exits and bows.
- Make a note of anything not yet considered – staging instructions, special needs, mute stand, water, etc.

Most current information for submitting materials, requisition room scheduling, etc. can be accomplished by visiting either: <http://www.colorado.edu/music/event-scheduling> or sending an email message to: music-scheduling@colorado.edu.