

# University of Colorado 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 Stanley.
- ❑ Secure any other assisting musicians (chamber works).

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

- ❑ Check potential dates with Stanley; graduate students check with your committee; check major ensemble performance schedules, other local performance commitments, etc.
- ❑ Schedule the recital: <http://www.colorado.edu/music/event-scheduling>
- ❑ Pay all necessary fees.
- ❑ 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/roser-piano-and-keyboard-program/work-pianist>
- ❑ 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](mailto:music-scheduling@colorado.edu)
- ❑ Begin rehearsals as soon as possible.
- ❑ Schedule regular rehearsals. Let Stanley 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) might be required.
- ❑ Increase rehearsals as necessary.

**2-3 weeks before the recital:**

- ❑ Submit the printed program and program notes in a simple MS Word file to Stanley. **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 pianist.

**2 weeks before the recital:**

- ❑ (optional) Prepare a poster – include composers, all participants, day/date/time/place. All postings must be approved in the music office.

**2-3 days before the recital:**

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

Most current information for submitting materials, requestion 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](mailto:music-scheduling@colorado.edu)