

PLANNING YOUR STUDENT RECITAL

Plan ahead! If you know you'd like to give a recital later in the year, start looking at dates as soon as possible. Weekends fill up fast. The more prepared you are in the time leading up to the performance, the more pleasant the whole experience will be. It is imperative that you take responsibility for the steps below.

IMPORTANT! To avoid unhappy surprises, make sure your teacher is aware of all resources and performers you plan to use in your recital so that approval, if needed, can be obtained from the Department Chair.

NEED TO KNOW INFORMATION

- ✓ Event name
- ✓ Start and end time
- ✓ Reception in Green Room?
- ✓ What time?
- ✓ Dept. instruments used that need to be moved (timpani etc.)
- ✓ How many chairs and stands?
- ✓ Using any accompaniment?
- ✓ Using a piano?
- ✓ Which piano?
- ✓ Would you like your recital recorded (audio/video)?

If Jerry is your accompanist, ask him which piano he'd like to use.

If you would like to have your recital recorded, please ask at the Music Office for information about your options.

AT LEAST 6 WEEKS BEFORE YOUR RECITAL, SECURE A DATE

1. Student and teacher consult the internal calendar for available dates at <http://25livepub.collegenet.com/calendars/smith-college-music-department> .
2. Student, with teacher, submits detailed reservation via 25Live as soon as possible. Once submitted, a confirmation will be sent to student, teacher, and all requisite service providers.
3. Upon approval, event is automatically entered into the department calendar.

CHECKLIST

Plan your Recital with your teacher.

Find an available date with your teacher and the Scheduler.

At least 6 weeks ahead of time:

With teacher, put in a 25Live request for the date including the following information:

Event name

Start and end time

Event description- who, what Location: Earle, or Sweeney

Resources: Chairs- how many

Stands- how many

Piano- which

Other instruments- which

Other equipment

If the Green Room is needed for a reception, **this is a separate 25Live reservation.**

Students are allotted one dress rehearsal on stage. This time must be reserved in advance through the same process detailed above.

2 weeks ahead of your recital:

Submit ALL program materials to the scheduler. When she sends you a program draft promptly review it with your teacher, and send it back corrected.

Submit finished poster, preferably in electronic form as a PDF, to the Scheduler to be sent to Copy Services.

<p>POSTERS</p> <p>(8 ½ X 11" only)</p>	<p>Best if 2 weeks before event date, but no later than 1.5 weeks</p> <ul style="list-style-type: none"> • Student will design her own poster • Submit PDF of poster to the scheduler by email • Copy Services will handle poster distribution • Student will receive about 10 posters for personal use.
<p>PROGRAMS</p> <p>Completed Information music be submitted to the scheduler</p> <p>at least 2 weeks before event date</p> <p>Strict deadline! If missed, program will not be provided</p>	<p>Proofing</p> <p>Expect to receive PDF drafts of programs by email. Your teacher must also proof your program before it can be considered ready for printing.</p> <p>Program Format</p> <p>Please DO NOT FORMAT the text that you send for the programs.</p> <p>Don't bother tabbing over information; instead, simply left justify the information in one column as follows:</p> <p>Partita III BWV1006 Gavotte en Rondeau Loure Gigue J.S. Bach 1685-1750</p> <p>Bios and Acknowledgements</p> <p>You may want to include a short bio and thank-yous in your program. A few sentences or a short paragraph is fine.</p> <p>Song texts and translations</p> <p>Right justify all texts, to be formatted by the scheduler!</p>