

# **Recital Checklist (Orchestral Instruments)**

## **3-4 months before recital**

- Determine repertoire with major instructor
- Deliver all piano scores to your accompanist
- Submit request to see score (contemporary pieces only)
- Begin researching program notes
- Practice

## **2 months before recital**

- Begin rehearsing with pianist
- Bring pianist to lessons
- Discuss program order with major instructor

## **1 month before recital**

- Submit recital program to your major instructor for feedback and approval
- Submit program notes to your major instructor for feedback and approval

## **2 weeks before recital**

- Submit both recital program and program notes to program chair for approval
- Prepare 15 copies of both recital program and program notes for audience members
- Prepare 3 additional copies of both recital program and program notes for adjudicators

## **Recital Day**

- Must provide 15 copies of recital program and program notes for audience
- Distribute 3 sets of the following materials to adjudicators:
  - Recital program
  - Program notes
  - Scores (including accompaniment) should be neatly arranged in program order

# Performance Etiquette Seminar (Instrumental)

## Ahead of the Performance

### 1. Program

- **All students** are required to prepare a printed program. Studio recitals will combine to form a single program.
- **Duration:** 20 min, 30 min, 40 min
- **Order of program:** Factors to consider:
  - 1) Length of works
  - 2) Unaccompanied pieces
  - 3) Larger scale works
  - 4) Big, flashy finish
  - 5) Overall flow of program

### 2. Program Notes

- **30 and 40 min recitals only**
- Composer information/background
- Style of music/ when was it composed?
- Composer's inspiration for the piece
- Any interesting details

### 3. Concert Dress

- Time of day: Daytime? Evening?
- Type of event:
  - Solo recital
  - Chamber performance
  - Concerto soloist (Carnegie)
  - Masterclass

## Performance Etiquette

### 1. Entering the stage

- Walk with a purpose and a smile
- Bow together with pianist
- Where to stand
- Where to look

### 2. Bowing

- Before and after each piece
- Together with pianist

### 3. Accompanists on stage

- Is your piece accompanied? - **YES**
- Unaccompanied piece - **NO!**

\***Always** accompany your pianist offstage. **Soloist** exits first, **pianist** follows.

\***Enter** stage alone for unaccompanied work.

\***Exit** stage upon completion of unaccompanied work.

\***Enter together** with your pianist again. **Soloist** always first, **pianist** follows.

### 4. Exiting between pieces is dictated by the program. Use your judgement. In general you should exit after each piece. Exception - two or more very short works. Any change in accompaniment requires an exit.

- Water needed? Exit offstage.
- Tuning needed? Offstage.
- Tune to piano ahead of performance whenever possible.

## Audience Etiquette

### 1. When to applaud

- When performers enter the stage and continue until bowing is complete.
- **After each piece.** Unsure? Look at the performer and printed program for indication whether the performance has concluded.

### 2. Phones - it's polite to silence your phones during performances and refrain from looking at your phones during the performance.

### 3. Photos - No flash and only with advance consent from the performer.

### 4. Video - With advance consent from the performer.

## **Recital Checklist (VOICE PROGRAM)**

1. Check all the recital repertoire if it is right for the student's semester repertoire regulation
2. Get permission for all the repertoire from the major instructor
3. Deliver all piano scores to your accompanist
4. Submit recital program to your major instructor for feedback and approval
5. Submit program notes to your major instructor for feedback and approval
6. If a student has to change the repertoire, submit the repertoire changing form with a major instructor's signature and a chair's signature
6. Submit both recital program and program notes to program chair for approval
7. Prepare 3 additional copies of both recital program and program notes for adjudicators

### **Recital Day**

1. Must provide minimum 10 copies of recital program and program notes for audience
2. Distribute 3 sets of the following materials to adjudicators:
  - Recital program
  - Program notes
  - Scores (including accompaniment) should be neatly arranged in program order

# **Performance Etiquette Seminar (Voice)**

## **Ahead of the Performance**

All students are required to prepare 10 printed programs for the recital.  
10 printed program notes are required for 30 min recital and 40 min recital.  
No need to prepare a program note for a studio recital

### **1. Program**

- All students who are having recitals are required to prepare a printed program. Studio recitals will combine to form a single program.
- A student who is performing will be responsible for the program.
  
- **How to make a program : Take a look at the program example**
  1. Individual song
  2. Song Cycle
  3. Opera or oratorio aria
  4. Ensemble
  
- **Factors to consider for the program making:**
  1. Write down dates, day of week , time
  2. Write down accompanist Name and all other player's name
  3. Piece title and Composer's name
  4. Unity of format

### **2. Program Notes**

- 30 and 40 min recitals only
- 1 sheet of paper : one side or both sides are ok

**Factors to consider for the program Notes making: Take a look at the program note example**

Composer information/background  
Piece information/background  
Translation of lyrics  
Composer's inspiration for the piece  
Any interesting details

### 3. Concert Dress

- Type of event:
  - Solo recital : cocktail dress ( knee length) to floor length, suit
  - Concerto soloist (Carnegie) : gown , tail-coat
  - Masterclass : Cocktail dress

### Performance Etiquette

#### 1. Entering the stage

- Walk with a purpose and a smile
- Bow together with pianist
- Where to stand
- No need for greeting

#### 2. Bowing

- Before and after each section
- Together with pianist

#### 3. Accompanists on stage

Enter and exit together with your pianist .

**Soloist** always first, **pianist** follows.

Give a sign to accompanist

#### 4. Exiting between pieces : depends on the length and the character of the program

For 30 min recital, max 3 times, 40m recital max 4 times

Do not take too long for a exiting between pieces

#### 5. Any change in accompaniment requires an exit.

### Audience Etiquette

#### 1. When to applaud

- When performers enter the stage and continue until bowing is complete.
- **After each piece.** Unsure? Look at the performer and printed program for indication whether the performance has concluded.
- For song cycle : Applaud after the last piece

#### 2. Phones - it's polite to silence your phones during performances and refrain from looking at your phones during the performance.

#### 3. Photos - No flash and only with advance consent from the performer.

#### 4. Video - With advance consent from the performer.