

WLU Percussion Recital: Checklist and Deadlines

Student: _____ Recital Type: _____

Recital Date: _____ Recital Hearing Date: _____

Accompanist/Assisting Performer(s): _____

Repertoire/Instrument(s):

Date

- ____ 1. Finalize Repertoire with Professor Baldauff. (6 to 9 months before recital date)
- ____ 2. Find open dates/times on the calendar, then find a mutually agreeable time with Professor Baldauff. (No later than the first two (2) weeks of the recital semester.)
- ____ 3. Choose additional faculty to serve on your recital hearing committee and coordinate a recital hearing with Professor Baldauff and the rest of the committee. (Hearing must be scheduled for the window of 21 to 10 days before the recital date.)
- ____ 4. Schedule a dress rehearsal for the week before the hearing. The purpose of the dress rehearsal is to practice the set-up and become accustomed to the sound on stage. (2 months before the recital date)
- ____ 5. Secure accompanist and assisting performer(s), if needed. (2 to 3 months before recital.)
- ____ 6. Begin work on program notes. (12 weeks before recital)

- ____ 7. Begin rehearsals with accompanist and other musicians. (12 weeks or earlier)
- ____ 8. First draft of program notes due to Professor Baldauff. (8 weeks before recital)
- ____ 9. Arrange for audio recording with the faculty member overseeing recording procedures. Payment for the audio recording will be given to Dr. Harder in the form of a check, made payable to West Liberty University in the amount of \$20.00. If video recording is desired, it will be the student's responsibility to make the proper arrangements.
- ____ 10. Second draft of program notes due to Professor Baldauff. (5 weeks)
- ____ 11. Perform recital hearing for Professor Baldauff and the selected faculty. All performers must be available and copies of music and program notes must be made for the committee members. (21 to 10 days before recital)
- ____ 12. Final draft of program notes due to Professor Baldauff. (3 weeks)
- ____ 13. Confirm/schedule dress rehearsal in hall. (after passing the recital hearing)
- ____ 14. Turn in program and program notes. (2 weeks before the recital, but after passing the hearing.)
- ____ 15. Send out personal invitations to friends, family, and guests. (if desired) (after passing the hearing)
- ____ 16. Perform for colleagues and friends in informal settings. Perhaps schedule a performance of a piece or the entire recital in a different venue, either on or off campus. (2 weeks)
- ____ 17. Prepare and post advertising flyers. Obtain permission to post in certain areas. Create Facebook event, email colleagues. (2 weeks, but after passing the hearing)
- ____ 18. Proof programs. (1 to 2 weeks)
- ____ 19. Arrange for post recital reception, if desired. (2 to 3 weeks, unless earlier booking is required)
- ____ 20. Pull out several programs for portfolio and personal records. (day of recital)
- ____ 21. Pick up video equipment, or meet with people performing this service for you. (day of recital)
- ____ 22. Return any equipment, i.e. - video recording gear. (day after recital)
- ____ 23. Make payments to accompanist(s) or extra musicians. Send out thank you letters, gifts, or emails. (post-recital)
- ____ 24. Relax!