

# **Senior Recital Checklist**

## **Scheduling Recital**

- You will need to coordinate with both Karl and Darina to schedule your recital. He keeps the performance calendar; she keeps the space-utilization schedule. Most Senior Recitals will be held in either the Recital Hall or the Hearth Room.
- Check with Karl to see what dates are open in the Performance Calendar (NOTE: even if a date is free, it may not be an optimal choice considering what else is going on around that time).
- Check with Darina to ensure no other department/ organization has reserved the venue you wish to use.
- Book your date with BOTH Karl and Darina.  
[karl.watson@lehman.cuny.edu](mailto:karl.watson@lehman.cuny.edu)  
[darina.qafleshi@lehman.cuny.edu](mailto:darina.qafleshi@lehman.cuny.edu)

## **Scheduling Rehearsals/ Guest Musicians**

If you are performing with an accompanist or other guest musicians, you will need to communicate with them early and often regarding rehearsals. Find a mutually convenient rehearsal time and stick to it. (NOTE: Parts of your recital may need to be rehearsed at different times, depending upon your guest musicians' schedules).

## **Scheduling Dress Rehearsal**

A dress rehearsal is a full run-through of your recital. It may or may not be possible to hold a dress rehearsal in the performance venue. Please check scheduling with both Karl and Darina as above. (NOTE: Immediately preceding your recital is NOT the best time for a dress rehearsal. You should use that time to set up, check sound/equipment, and perhaps touch upon a challenging spot or two with your fellow musicians. It is NOT the time for a full run-through of your program).

## **Scheduling Load-In/ Load-Out**

It takes time to move and set up equipment. It is STRONGLY recommended you reserve your chosen venue at least 1½ hours before your scheduled start time, and 1 hour after your anticipated end time. But remember, more equipment requires more time AND more personnel! If you have a big setup, you may need to reserve an extra 2-3 hours on both the front and back end, and don't forget to arrange for helpers, if you think you might need them.

## **Equipment**

You will need to provide the department with a detailed equipment list for your recital. (This should go to Karl at least one month before your performance). Standard equipment available in both the Recital Hall and Hearth Room include: chairs, music stands, and piano. Other equipment such as drum kit, orchestral percussion, amps, etc. as well as audio/video playback can be made available upon request. Please think carefully about ALL the equipment you will need for your performance. What specifically will you bring, and what specifically will you request from the department? If you're not sure, ASK QUESTIONS, and/or schedule a production meeting with either Karl or Alejandro. NOTE: Even if your equipment needs are minimal, you still MUST submit a list.

## **Flow**

How will one work on your program progress to the next? Will guest musicians need to enter or exit the stage? Will equipment need to be brought on, moved, or struck? Who will do this? These factors need to be considered when programming your recital. Work with your Project Advisor on this. If you have a particularly complicated setup, schedule a production meeting with Karl or Alejandro.

## Recording

The Department of Music, Multimedia, Theater and Dance routinely makes an audio recording of all departmental performances, using a one-point stereo digital recorder. The department will provide you with one digital copy of your recital. If you wish to have your performance recorded in a more sophisticated manner, you are welcome to make those arrangements on your own.

## Publicity

Standard forms of publicity for our events include a printed flyer, a posting to the Active Data Calendar (the college's online events calendar), a posting on social media, and a press release. Recommended steps:

1. Obtain a high-resolution publicity photo. This is a tool you will need throughout your performance career. There are numerous options, the most common being an action shot of the musician performing, or a professional studio headshot. But there are other equally acceptable possibilities. Bear in mind this photo represents you to your potential audience.
2. Write a 2-3 sentence description of your recital.  
(See the department's "Concert Series" for examples).
3. Write a full-length press release for your recital.  
(For some examples, visit [lehman.edu/music/concert-series.php](http://lehman.edu/music/concert-series.php). Click on any month for a listing of our events, then click on an event to see more details about it).

Then:

- Use your photo and 2 sentence description to create a flyer. Many examples are posted on the performance bulletin board, outside the main office. If you would like some feedback before finalizing your flyer, send Karl a draft and he will reply.
- Send your photo and press release to Karl, who will forward them to the appropriate college offices for distribution to the public and posting on the Active Data Calendar.
- Create a JPG of your flyer and post it on the department's Facebook group, along with the text of your press release.

Remember, FINAL versions of all publicity materials are due ONE CALENDAR MONTH before your recital.  
**\*\* THE MORE EFFORT YOU PUT INTO PUBLICITY, THE LARGER YOUR CROWD IS LIKELY TO BE! \*\***

## Program

The Department of Music, Multimedia, Theater and Dance utilizes two types of printed programs: a folded booklet style, and a single-page style (often printed on the back of the flyer for that concert). For senior recitals, the folded booklet is recommended. Programs should include:

- Composers
- Works to be performed (with opus and number, and movements if applicable. Think "bibliography.")
- Program order
- Your bio
- Guest musicians' names and instruments (double check SPELLING, please).
- Program notes, if appropriate. For example, if you will be singing in a language other than English, it is appropriate to include translations. Or, if there is some particular information about a piece that is germane to your performance, it is appropriate to include program notes. In some cases, verbally explaining such to the audience may be preferable. For written program notes, be sure to give attribution if you do not author them yourself. Either way, it should be discussed with your Project Advisor and PLANNED IN ADVANCE.
- Any thank-you or other personal statements you might wish to include.

Typically the cover will resemble your flyer, the next page will have the program order, followed by program notes, your bio, and any personal statements. Again if you would like feedback before finalizing, send a draft to Karl and he will reply.