

Recital Timeline

1. A year before

- Look at the school calendar for the year as well as any other common date conflicts. For example, most people schedule travel around Thanksgiving, Christmas, Spring Break, etc. Look at the youth orchestra or other organizations that your students are involved in and make sure you steer clear of those dates. For example, October is really difficult if you have a bunch of kids in marching band.
- Book venues and dates for that next year.
- Send out the yearly calendar to your students' families so they can hold those dates. Remind them that performing for an audience is a huge part of the student's music education. It's like if you go to every baseball practice for a year but never play in a game.

2. Six months before

- Secure a pianist if you're interested in having your students play with accompaniment.
- For pianists, have them set the rates for rehearsal as well as their recital fee. Get their preferred method of payment and send all of that information out to the students' families a week before piano rehearsals start.
- It's the easiest if the pianist can come to the students' lessons 1-2 weeks before the recital.
- Give the pianist the music beforehand if they need it.
- Be there in the lesson with the student and the pianist and treat it as a regular lesson but with the pianist there.

3. Two months before

- If you have to split up the recital program, have families sign up for their preferred time. Families don't like sitting through recitals that are longer than an hour.

4. One month before

- Ask for a student volunteer to design the recital program cover
- Send out reminders every week
- Figure out what their "recital present" is going to be, and go purchase it if you're interested in doing that.

Recital Timeline, cont

Timeline

5. A week before

- Send out reminders of days/time/location, what the student needs to bring, what they need to wear, and what time they need to arrive at the location.
- Make the programs and print them out.

6. Day of

- One more email reminder in the morning
- Make sure you have everything
 - Video camera if you're going to record the recital
 - Programs
 - All the piano music if you're in charge of bringing it
 - Presents for the students
 - Make important announcements at the recital and make sure you mention any upcoming events and recognize any students who should be recognized.

Types of Venues

- Churches
- Community Centers
- Lobbys of performing arts centers
- Rehearsal rooms
- Schools
- Parks
- Retirement Homes
- Piano showrooms
- A students' house
- Your house
- Neighborhood clubhouse