

THE ULTIMATE GUIDE FOR PLANNING A STUDENT RECITAL

3 MONTHS IN ADVANCE *

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- Before your first recital, decide if you are going to charge a fee. Keep in mind that your first recital sets a precedent. Consider if the cost of holding a recital needs to be built into music lesson fees, and what your additional time is worth. Also, are you providing awards for your students and a reception following the recital? Before making a decision about a fee, figure what your expenses will be now and for future recitals and events.
 - Decide if you want your recital just for families and friends or if you want to advertise it to the community.
 - Arrange for a venue.
 - Consider holding your recital at a music store, church, school, community center, senior center, or nursing home.
 - If holding a piano recital, find a venue like a music store or church with a grand piano.
 - Arrange for a large enough hall (room) that accommodates performers and all guests. Before reserving the hall, know approximately how many guest will attend. Standing room only might be flattering for the music teacher, but not for the audience.
 - Have a backup plan in case of unforeseen circumstances.
 - Plan your recital on a day of the week that is convenient for everyone to attend. Consider choosing Sunday afternoon. If your recital needs to be held in the evening, avoid weekdays when students have homework and/or need to be in bed by a certain time. In addition, try to schedule the recital at a time of day when performers will have a chance to warm up beforehand.

- When first planning your event, estimate the time the recital will take to decide if you will need to hold two back-to-back recitals or just one. When estimating the time, include the time to:
 - a. walk on and off the stage.
 - b. introduce the individual along with the title of the music and name of composer.
 - c. bow.
 - d. take a student-teacher photograph at the end of each performance.
 - e. take a group photo.
 - f. (reception)

Then enter in your calculations to plan for the recital to last no more than 50 minutes to 1-hour max. Also, try to include no more than ten pieces. If necessary, present two back-back recitals.

- Avoid holding an hour recital if you have only ½ hour chairs for guests and performers, or find a venue with more comfortable chairs.

2 MONTHS IN ADVANCE

- Email your parents and hand out flyers to students to “Save the Date.” Depending on the size of the recital hall that you have reserved, you may want to indicate that “seating is limited” or otherwise, “invite family and friends.” Inviting family and friends is one way to advertise if you are looking to increase your student enrollment. In your email and flyer, besides advertising the recital, print the date, time, and location, along with your name and contact information.
- Design the flyer so that students can personalize it with their name to give to family and friends.
- Create a template for your recital invite (flyer) so that you can use the same design again.

1 MONTH IN ADVANCE

- Confirm your reservation for the recital room.
- Plan ahead. Make a check list for the day of the program, and/or refer to BEST PRACTICES FOR RECITAL DAY located under the TEACHER RESOURCES menu on the audreyjadair.com website.
- Create a printed program. Decide on a format and design a template for your printed program so that you can use it for recitals in the future. Include the following details:

- ◆ Name of event, for example, Annual Student Recital
- ◆ Location and name of venue
- ◆ Street address and zip code
- ◆ time and date
- ◆ first and last name of each student along with the title of the piece played and the composer's name.
- ◆ name of music teacher with email address, website, and/or phone number.
- ◆ Reminders with "Silence cell phones," and "No flash photography."
- ◆ A thank you note to parents.
- ◆ Reception following the program.
- ◆ (For a piano recital, consider having students with same height to play one after the other so that the piano bench does not need to be lowered or raised after each person performs.)

1-2 WEEKS IN ADVANCE

- Shop for refreshments and paper products for reception.
- Assign students to pass out printed programs.
- Assign students to be greeters.
- Delegate a responsible student to collect performers' music before the program begins.
- Remind each student to print their first and last name on their music and to give it to you or the designated student before the recital begins. Also remind students to pick up their music after the recital.
- Proofread the printed program for the recital, and print enough programs for all guests and students.
- If holding a piano recital, check that the piano is in tune.
- Create a cute sign as a prop to hold for photo op with student and teacher.

1 DAY IN ADVANCE OR EARLIER IN THE DAY OF THE RECITAL

- Double check if enough chairs are set out for participants and guests.
- Inspect the recital room to be sure it is clean and the stage is showcase ready.
- Arrange for heat or air conditioning to be set at a comfortable temperature.
- Check the restrooms for paper supplies and cleanliness.
- Decide on the location for the reception.
- Locate and possibly set up a table for the reception and a small table to set certificates.
- Find out how the recital room needs to be set up when you leave.

- Find out where and if you need to dispose of the trash after the reception.

DAY OF THE RECITAL

- For specific details, please refer to BEST PRACTICES FOR RECITAL DAY located under the TEACHER RESOURCES menu on the audreyjadair.com website.

FOLLOWING THE RECITAL

- Ask students to print the student resource, entitled REFLECTIONS ON YOUR RECITAL, located under the STUDENT RESOURCES menu on the audreyjadair.com website. Then invite students to assess the day and/or provide you with comments on their experience.

* Please note that THE ULTIMATE GUIDE FOR PLANNING A STUDENT RECITAL does just that.

- 1) For details on a timeline for preparing students for a recital, please refer to PREPARATION TIMELINE FOR RECITALISTS, located under the menu, labeled TEACHER RESOURCES or STUDENT RESOURCES, on the audreyjadair.com website.
- 2) For preparing students for a recital, refer to 10 KEY POINTS WHEN PREPARING STUDENTS FOR A RECITAL, located under the menu, labeled TEACHER RESOURCES, on the audreyjadair.com website.
- 3) To help students develop excellent posture while playing the piano, refer to “Learn from the Penguin to Improve Your Piano Posture” located in the STUDENT RESOURCES menu on audreyjadair.com website.