

BEST PRACTICES FOR RECITAL DAY

1) Before the recital—earlier in the day or the day before:

- 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 reception.
- Locate a table for the reception and a small one to set certificates.
- Find out how the recital room needs to be set up when you leave.
- Find out where you need to dispose of the trash after the reception.

2) Suggested items to bring with you to the recital hall:

- Key to the door.
- Small folding table for certificates, etc.
- Printed programs.
- Camera.
- Cell Phone.
- Two signs, “Reserved for Parent Photographers.”
- Props for photo op and room decorations, like balloons or flowers.
- For piano recital, a foot stool for students whose feet don’t reach the floor and foam mats to elevate the seat of the piano bench if it is not adjustable.
- Extra copies of students’ music.
- Music stand.
- Trash can and bags for trash if holding a reception.
- Paper supplies for restroom just in case the supply is low.
- Bottled water and a container to put it in for performers and guests.
- Items for a reception, refreshments, centerpiece, bottled water, table cloth, serving utensils, flowers, etc.
- Participation award certificates.
- Contact information for all students.
- Pencil, pen and note paper.
- Nametags for chairs of recitalists, unless they are sitting with their parents.



3) Get access to the recital room, and arrive well in advance to:

- Unlock the room, and set it up.
- Delegate or set up a reception table with a tablecloth, serving plates, utensils, napkins, healthy snacks, drinks, and flowers. Engage your parents by inviting them to bring a

snack to share and/or to help set up or serve. If parents aren't available, bring along someone to help you with the refreshments.

- Place a trash can, trash bags, and other supplies for cleanup in proper places.
- In the entryway set up container with bottled water for recitalists and guests.
- Set up a small collapsible table or have one available and place certificates or anything else that you may present to the students after they perform.
- If holding a piano recital, be sure it is positioned correctly and dusted. If needed, set a foot stool and seat cushions for the piano bench near the piano.
- Set your chair near the performance area so that you do not have to move while a student is performing.
- Set up chairs in the front row and mark them, "Reserved for Parent Photographers."
- If you set up chairs for the performers, put nametags on the chairs or let them know ahead of time where they will be sitting.
- Dress appropriately, knowing that a recital is an important event. Besides your attire, take into consideration your shoes, hair, jewelry, nails, etc.

4) When students and guests arrive:

- Designate students to pass out printed programs.
- Instruct another designated student to collect and organize performers' music in the order listed in the program.
- Assist performers to tune their instruments.

5) Greeting, Introductions, and Brief Announcements:

- Be prompt and professional. Start and end your recital on time as a courtesy to your audience and performers.
- Begin by introducing yourself and announce:

"Good evening/afternoon. Welcome to _____. As a courtesy to all here, especially the performers, please silence all cell phones and pagers, and refrain from using flash photography. If you have a child who finds it difficult to remain quiet, we ask that you sit near an exit. On behalf of today's student recitalist, I thank you for attending and I hope that you enjoy the performance."
- Then address any or all of the following items.
 - ◆ Appreciate everything parents do, and thank them.
 - ◆ Tell a little about what to expect at the recital.
 - ◆ That students need to give their music to a designated person if they haven't already done so, and collect it after the recital.
 - ◆ Where one can get water before the recital begins.
 - ◆ Where the restrooms are located.
 - ◆ If there is an intermission and how long will it be.
 - ◆ If there will be a reception following the program and the location.
 - ◆ Policy on taking photos and if and where seats are available for parents to sit to videotape or photograph their child's performance.

- ◆ If there will be a group photo at the end.
- ◆ Details regarding parking restrictions.
- ◆ Policy on food and beverage in the concert area.
- ◆ Remind performers to not leave any personal belongings outside the recital hall while they are performing.

6) During the performance:

- Sit and listen to each student perform. As tempting as it might be, do not get up from your chair. In other words, do not interrupt or detract from any performance.
- Be sure students know the order of performance so they are ready to go on stage.
- If parents want a photo op with you and their child after he or she performs, make it brief.
- If the students introduce themselves, along with the title of their music and composer's name, be sure they have it well-rehearsed ahead of time.
- At the end, thank the performers, the parents, and the guests.
- Invite everyone to a reception.
- Direct students to come on stage for a brief group photo.

7) After the performance—from the group photo to the reception:

- When performers to come back on stage, know ahead of time how you want to arrange the group to stand.
- If holding a reception, be sure someone is delegated to be in charge, and have the refreshments ready-to-serve immediately following the recital.
- If you have a time limit on the facility, one idea would be to blink the lights to let everyone know that the event is coming to a close.
- Straighten up, and delegate responsibilities, if possible.
- Clean up the area.
- Pack up what you need to take home.
- Lock up.
- Congratulate yourself for a successful recital!