

PLANNING YOUR SENIOR RECITAL

Plan ahead! If you know you'd like to give a recital later in the year, start looking at dates as soon as possible. Weekends fill up fast. The more prepared you are in the time leading up to the performance, the more pleasant the whole experience will be. It is imperative that you take responsibility for the steps below.

IMPORTANT! To avoid unhappy surprises, **make sure your teacher is aware of all resources and performers you plan to use in your recital** so that approval, if necessary, can be obtained from the Department Chair.

SECURE A DATE AT LEAST 6 WEEKS BEFORE YOUR RECITAL

1. Consult the music department calendar for available dates: <https://25livepub.collegenet.com/calendars/smith-college-music-department> (this link can be found on the Music page)
2. If you need Lemuel Gurtowsky (lgurtowsky@smith.edu) as a piano accompanist, consult with and confirm preferred date with him.
3. Confirm date with Jaz (kdand@smith.edu) and fill out recital form here: <https://bit.ly/SeniorRecitalForm>

YOUR RECITAL IS NOT CONFIRMED UNTIL THE RECITAL FORM HAS BEEN SUBMITTED

NEED TO KNOW INFORMATION

1. Event name
2. Location (Sweeney, Earle, other)
3. Start and end time. Will you need pre-event set-up time?
4. What stage resources do you require (chairs, music stands, piano, microphone/amp)?
5. Will you be having a reception in the Green Room? What time?

CHECKLIST

- Plan Recital with your teacher
- Find an available date with Jaz
- Fill out recital form: <https://bit.ly/SeniorRecitalForm>
- Schedule your rehearsal: Students are allotted one dress rehearsal on stage. This time must be reserved in advance with your teacher, Lemmy/other accompanists, and Jaz. Your rehearsal is not scheduled until you receive a 25Live confirmation from Jaz.
- Design your poster. *If you need help with this, reach out to Shelley Latham in the publicity office at least four weeks before your recital date to set up a time to meet with a publicity intern*
- 2 weeks ahead - Submit ALL poster and program materials to Jaz. When she sends you a program draft promptly review it with your teacher, and send it back corrected.

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<p>POSTERS</p> <p>(8 ½ X 11" only)</p>	<p>Best if 2 weeks before event date, but no later than 1 week</p> <ul style="list-style-type: none"> • Student will design their own poster • Submit PDF of poster to Jaz by email (kdand@smith.edu) • Student will receive 30 color posters • Student will be responsible for any and all distribution of posters
<p>PROGRAMS</p> <p>Completed Information submitted</p> <p>At least 2 weeks before event date</p> <p>Strict deadline! If missed, program will not be provided</p>	<p>Please DO NOT FORMAT the text that you send me for the programs.</p> <p>Don't bother tabbing over information, instead, simply left justify the information in one column as follows:</p> <p>Partita III BWV1006 Gavotte en Rondeau Loure Gigue J.S. Bach 1685-1750</p> <p>Bio A short paragraph mentioning things like your musical path, major/area(s) of study, future plans, any other interesting facts about you.</p> <p>Acknowledgements You may want to include a short paragraph of thank-yous to your teacher(s), mentors, parents, friends, anyone else who helped you along the way</p> <p>Song texts and translations Don't forget to include all of the correct diacritic marks and punctuation</p> <p>Proofing Expect to receive PDF drafts of programs by email. Your teacher must also proof your program before it can be considered ready for printing. It might take several versions to perfect.</p>