CWU Trumpet Recital
Requirements Checklist

3 months prior to recital
☐ Choose literature and order of music
☐ Secure Accompanist; discuss fee, deliver music, set tentative rehearsal schedule; Set time to create practice recording of accompaniments
☐ Set recital dates and dress rehearsal dates; confirm with Professor Harbaugh and accompanist before setting the date (set dress rehearsal time for 2 weeks before recital)

2 months prior to recital
☐ Begin rehearsals with accompanist (minimum 1 per week)
☐ Begin collecting program information i.e. (Composer’s dates, program material, etc)

5 weeks prior to recital
☐ Fill out departmental recital forms.
☐ Bring completed forms and recital program to Professor Harbaugh for approval

4 weeks prior to recital
☐ Start taping process for recital approval (complete one this week)
☐ Turn in completed forms
☐ Tape recital run through again (tape is due 2 weeks and 3 days before recital date)
☐ Make arrangements if you want a reception

3 weeks prior to recital
☐ Tape recital run through (tape is due 2 weeks and 3 days before recital date)
☐ Turn in recital tape for approval of recital on the date required (no late tapes will be accepted)
    The recital will be canceled if you do not pass this view
☐ Set up off campus performances of recital at nursing homes, etc.

2 weeks prior to recital
☐ Select program color and proof the program
☐ Keep rehearsing with accompanist
☐ Perform dress rehearsal in the hall this week

1 week prior to recital
☐ Put up posters for your recital if you want to advertise it
☐ Write checks for accompanist fee
☐ Set and confirm page turner if needed, recording tech, stage hand

Day of recital
☐ Check in music office to see if programs are ready
☐ Nice easy warm up, rest during the day if possible, do not over practice