

# 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