

So, you're going to give a **RECITAL!**



The following is a guide to help you plan for success and ensure you are on track for a fantastic performance! [See additional requirements and prerequisites in the Voice Area Student Handbook.]

3–6 months before

Schedule it

- Performance date to be selected in cooperation with applied teacher, pianist and all accompanying players. Ideally, the date and hall reservation should be confirmed a minimum of 3 months in advance of the performance.
- A hearing will be scheduled approximately 3 weeks in advance of the performance date.
- A dress rehearsal should be scheduled within one week of your performance, and in the same venue, if possible.
- It is the principal performer's responsibility to communicate with the pianist and other collaborators about dates, times, etc.

Learn your music!

This is the most important part of your recital!

- As soon as your teacher assigns your recital repertoire, begin researching, learning and memorizing your pieces.
- Make a preparation plan with clear deadlines for milestones. Consider using a preparation checklist/chart, like the one shown on the last page of this guide.
- You should have all your music completely and accurately learned and memorized no later than a week before your hearing.

1–3 months before

Program, Notes and Translations

- Use the templates available at <http://music.utep.edu> (Resources>Student Resources>Recital Procedures and Program Templates)
- *In your Program*, be sure to include all personnel (additional performers, etc.) and spell their names correctly.
- *In your Notes and Translations*, complete research on texts and composers according to the policies of your applied teacher.
- Have your Program as well as Notes and Translations (two separate documents) **printed for the voice faculty at your recital hearing.**

Clothing

We want you to look and feel absolutely wonderful in your recital attire. Creativity and self-expression are encouraged, within the boundaries of professionalism and tastefulness. *Your outfit should not distract from your music!*

- Ideally, plan and secure your attire no later than 3 weeks prior to the recital.
- One outfit per recital, please. [Commercial recitalists may wear one outfit for classical, and another for commercial section.]
- For classical music recitals, conservative formal attire (floor-length or mid-calf-length dresses, or nice suits or tuxedos) is strongly suggested. Specifics to be discussed with teacher.
 - For recitals in the choir room you may be slightly less formal (knee-length dresses, no tie, etc.)
 - Pianists and other musicians onstage should wear clothing comparable to the singer's level of formality.
 - All clothes should be altered/tailored/fitted so that you look your best and can move as needed.
 - If you are unable to provide your own formal recital attire, Opera UTEP has a limited number of formal gowns, suits and tuxedos that you may borrow. Send an email to Ms. Duke at ccdude@utep.edu.



Pro tips:

- Wear your performance shoes in your dress rehearsal, and ideally for at least one additional rehearsal prior to the recital.
- Hosiery (“pantyhose” or “medias”) generally look better than bare legs on stage, though a floor-length dress may provide sufficient coverage.
- A good “shaper” undergarment (*faja*) can give you a smooth look, especially under clingy fabrics.
- Hats are discouraged.
- Loud or “busy” fabric patterns can be distracting on stage.
- White and light colors can be very unforgiving, and under stage lights can make the face look undesirably pale.
- Undergarments, panty lines and the indentation of your navel (*ombligo*) should not be visible in your recital outfit.
- Dress for your shape. There are many web sites and YouTube videos that can advise you on how to choose clothing to make your particular shape of body look best.

What does “formal” mean?

WHITE TIE

- Formal (floor length) ball gown or evening gown
- Long gloves (optional)

BLACK TIE

- Formal (floor length) evening gown
- Dressy cocktail dress
- Your dressiest “little black dress”

CREATIVE BLACK TIE

- Formal (floor length) evening gown
- Dressy cocktail dress
- Your dressiest “little black dress”
- Fun or unique accessories

BLACK TIE OPTIONAL

- Formal (floor length) evening gown
- Dressy cocktail dress
- A “little black dress”
- Dressy separates

SEMI-FORMAL

- Short afternoon or cocktail dress
- A “little black dress”
- Long dressy skirt and top
- Dressy separates



Recital Hall recital
(without slit please)

Choir Room
recital

Performing on a
Master Class

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How formal should I be?

★ For the recital hall, *regular formal* (a.k.a. “black tie”) is sufficient.

★ Attire for **afternoon recitals** (starting prior to 6pm) or events in the **choir room** may be slightly less formal than for an evening program.

★ Darker colors are perceived as more formal. Dark, rich colors or prints can also assist in concealing/slimming, if that’s your aim.

★ For a master class or area recital, Business Casual or conservative

More about dresses:

- A fancy floor length dress is “formal”.
- A “tea length” (mid-calf or ankle length) dress is less formal.
- A “ball gown” or a dress with a train that drags the floor in the back is *extra* formal.
- “Maxi dresses” are as long as a formal, but not necessarily fancy/tailored enough to be considered formal.



1–2 months before

Rehearse more often

- Plan extra rehearsals with your pianist in the months and weeks leading up to the recital. An hour or more per week (outside of lessons) is encouraged.
- Keep up with your Preparation Plan!
- Set aside time to practice your acting and performance, not just your singing!

3 weeks before

Rock your hearing!

- You should be completely memorized one week before your hearing date.
- At your hearing, the faculty will hear approximately one-third to one-half of your program.
- Provide a copy of your complete Program and Notes and Translations for each faculty member in attendance.
- Attire for the hearing should be comparable to what you would wear for an Area Recital performance.

2–3 weeks before (after you pass your hearing)

Pay your fees

As soon as you pass your hearing, pay your recital fees in the Music Office. Information about your options are available at <http://music.utep.edu> under Student Resources.

Secure a page turner

If your pianist wishes to have a page turner, the Holos Piano Collective (comprised of UTEP piano majors) may be willing to provide piano students to perform this service, as available. Otherwise, you may also ask a friend who reads music very well to perform this important task, but be sure to get your pianist's approval. Effective page turning is more difficult than it looks!

Complete your program documents

- Your applied teacher must approve your Program and Notes and Translations documents. Be sure you give them ample time to proofread them before they are due to the Music Office.
- Be sure you proofread your program for spelling, grammar and overall accuracy before you turn it in to your teacher, and again before you give it to the Music Office.
- No later than 2 weeks before your recital, turn in your complete program to the Music Office. A PDF file is recommended.

Build your audience

- It is customary to create a poster or flyer to promote your big event. Be sure your pianist gets equal billing, and that you state in whose studio you study. Canva.com provides free templates to design your own posters. Printing is available for a reasonable cost in the UTEP Print Shop in the Hertzog Building next to the main library.
- You may also want to create a Facebook event, and invite all your Facebook friends.
- Don't forget to personally invite individuals who are important to you. An email, phone call, or hand-written note is appropriate.

1–2 weeks before

Plan your reception (optional)

- Rules set forth by the Music Office must be followed:
 - Reception will be in the student lounge.
 - Bottled water, soft drinks and finger foods **only**.
 - Alcohol is prohibited.
- Plan for someone other than the performers to set up. Be sure to plan adequate time and people to clean up the reception area and dispose of trash afterward. Leave it nicer than you found it!
- If teacher's presence is wanted at reception, they should be invited at least a week in advance.

Practice and prepare for on-stage etiquette

At your dress rehearsal, you and all your collaborators should practice the entire recital, start to finish, including all bows, leaving and returning to stage, etc.

- Off-stage time between groups should ideally be 1–2 minutes. More than that makes the audience worried. Less than that can make the performers harried.
- Acknowledging applause
 - Pianist and singer should bow together at the end of each set.
 - A quiet nod of the head will suffice as a response to applause between songs within the same set.
 - Your attitude/posture can signal to the audience when it is time to applaud, and when it isn't. Your teacher can help guide you.
- Spoken remarks
 - Talking on stage is strongly discouraged.
 - The stage manager or your teacher may announce the reception, if you ask them.
 - Verbal thanks may be delivered at the reception.

A few days before

Try on your clothes

- Try on your recital attire, including shoes, stockings, undergarments, accessories, jewelry to see if you have everything you need and if anything needs adjustment or alteration.
- Place all your clothes and accessories in a garment bag and/or a designated area so that on the day of your recital you won't forget anything.

Express your gratitude

A hand-written note of thanks on a nice card or stationery is a customary way to express your gratitude for the many people who have helped you along the road to your recital.

Deliver the notes/cards just before the performance, or directly afterward, on the same day as your performance.

Write thank you notes to:

- Pianist and any others who performed with you
- Voice teacher
- Page turner
- Stage manager
- Anyone else who made your recital better/possible/etc.



Tips for writing effective thank you notes:

<https://ideas.hallmark.com/articles/thank-you-ideas/how-to-write-a-thank-you-note/>

EXAMPLE:

Music Preparation Chart

Create a plan that works for you, in collaboration with your teacher.

This is just an example of what you might find helpful.

1. Use a spreadsheet program like Excel or Google Sheets.
2. List each of your songs in the row across the top, making a new column for each song.
3. Write in realistic due dates for each item, for each song, planning to be completely memorized no later than one week prior to your hearing.
4. Check the box when it's complete, and/or write notes about your progress.
5. Reach out to your teacher when you get stuck.

Music Preparation Plan HEARING DATE: 11/22	Sebben, Crudele	O Mistress Mine	L'extase
Research on song, poem, composer, poet and larger work if applicable	✓	✓	Due 10/1
Program Notes and Translation typed for Recital Program	✓	✓	Due 10/3
IPA & word-for word translation written into music	✓	✓	Due 10/5
Able to speak through all diction fluidly	Trouble with page 3	✓	Due 10/8
Rhythms and entrances accurate	✓	Due 9/20	Due 10/10
Pitches accurate and in tune	✓	Due 9/22	Due 10/12
Able to sing through on book with good diction, rhythm and pitch	Due 9/18	Due 9/25	Due 10/13
Memorized	Due 9/25	Due 9/26	Due 10/14
Expression/Performance plan	Due 9/26	Due 10/2	Due 10/18
Perform in public	Studio Class 10/4	Area Recital 10/11	Studio Class 10/25