



The College of New Jersey

Department of Music
Recital Checklist and Planning
October 13, 2006

Arts Facilities
Phone 609-771-2519
www.tcnj.edu/~arts/facilities/

Beginning of the Academic year

- Meet with your teacher and accompanist to discuss scheduling parameters and potential dates with them before attending the recital planning meeting.
- Attend the recital planning meeting to review the recital timeline and scheduling, and review performance parameters. Preliminary dates are penciled in at this time. You will be notified of the meeting date and time by the Department of Music.

Before October 1st (for all recitalists)

- Review the preliminary date chosen at the planning meeting with your applied teacher, accompanist, and co-recitalist and then make a formal scheduling request through the form genie. Links to all forms are on the Department of Music website. Each recitalist for paired recitals must submit a form. Each recitalist will receive scheduling confirmation when your performance is entered into the scheduling system.

Six weeks before your recital

- Discuss your program, scheduling, and reception details with your applied teacher and accompanist.
- Schedule your recital hearing. Note that you are responsible for scheduling the venue, your accompanist, and the required faculty who must be in attendance.
- Design and create your preliminary recital program and review it with your applied teacher.

Four Weeks before your recital

- Your recital hearing should have taken place by now. Submit your hearing form to the Music office.
- Correct and submit your typewritten program to the Department of Music office in performance order for final formatting and duplication. It must be approved by your applied teacher before being submitted.
- Discuss rehearsal scheduling with your applied teacher and accompanist. Find out when both are available to attend rehearsals. You can check availability of the Mayo Concert Hall online.
- Complete the online rehearsal request forms for all of the rehearsal times you need. You will receive confirmation when your performance is entered into the scheduling system.
- Plan details for your recital reception, including the type of reception, location, and menu. Make sure that you and your co-recitalist agree on the plans.
- Coordinate catering details with other recitalists performing on the same day. It is strongly recommended that Conference and Meeting Services contracts be completed together, so all details for the day are co-ordinated. This will greatly simplify the contract, and insure that all recitals that day are taken into consideration. It may also result in overall cost savings for each recitalist.
- Create and send invitations to your recital



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Two to three weeks before your recital

- Confirm your contract with Conference and Meeting Services. This should include any of the following that apply to your reception: tables, skirting, Building Services, Food Waiver paperwork, Catering details.
- Create your program notes. These must be duplicated on your own, and should be approved by your applied teacher in advance.
- Rehearsals in the Concert Hall should be ongoing.
- Place posters and publicity on approved bulletin boards in the Music Building. Posters are not permitted on other painted surfaces, windows, mirrors, or any other surfaces in the Music Building.

One week before your recital

- All details should be finalized at this time
- Ushers should be chosen and scheduled
- Payment is due to Conference and Meeting Services this week

Two to three days before your recital

- Programs should be picked up from the Department of Music office
- Program notes should be duplicated and ready for hand out at the recital
- Get plenty of rest

Day of Recital

- You may arrive and begin set-up and warm-up one hour before your recital
- Warm-up time is shared with your co-recitalist
- Enjoy your performance!
- Make sure that the stage, backstage, and dressing rooms are straightened before you leave

Recital Scheduling Blocks

1:00pm / 4:00pm / 7:00pm	Hall is unlocked, Warm-up.
1:25pm / 4:25pm / 7:25pm	Ushers must be in place
1:30pm / 4:30pm / 7:30pm	House is opened for audience
2:00pm / 5:00pm / 8:00pm	Performance begins
3:30pm / 6:30pm / 9:30pm	Performance ends
4:00pm / 7:00pm / 10:00pm	Reception ends, clean-up
4:30pm / 7:30pm / 10:30pm	Facilities are locked.



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Reception Options

Option 1: Reception with your food in the Pelson Lobby

This option must be planned in advance. A contract with details must be created and signed by the Office of Conference and Meeting Services no less than 15 business days before your recital. Only light refreshments are permitted, and must be approved in advance by Conference and Meeting Services through the food waiver form. Examples of light refreshments include punch and cookies, cake, cheese and crackers, crudités and dip, coffee and tea, etc. Note that hot food items are not permitted. Please note also that all set up, coordination, and basic clean-up of tables and food is your responsibility. Parents and friends will need to bring food out during the second half of the performance. There will be cleaning charges for Building Services (\$100.60) and for tables and skirting (\$25 for three skirted tables). Conference and Meeting Services will provide a sanitization checklist with policies and recommendations to help you plan your reception.

Option 2: Reception catered by Sodexho in the Pelson Lobby

This is your easiest option as Sodexho will take care of your entire event from set up to clean up, and you and your family can enjoy the event without the worry of handling any coordination or logistics on the day of your recital. This option must also be planned in advance. A contract with details must be created and signed by the Office of Conference and Meeting Services no less than 15 business days before your recital. Light refreshments are permitted. You may use the menu provided by Sodexho, or create your own with a conference coordinator in Conference and Meeting Services. CMS and Sodexho are willing to create trays and custom items to suit your individual needs. Please allow time for customizing a menu. There will be charges for Catering (these depend on your menu choice), Building Services (\$100.60) and for tables and skirting (\$25 for three skirted tables).

Option 3: Reception of your choice, scheduled elsewhere on campus

This is the most flexible option. Working with Conference and Meeting Services you would plan for a reception facility outside of the Music Building. Options include rooms in Loser Hall, the Social Science Atrium, Student Center rooms, etc. You could provide your own food, with approval in advance by Conference and Meeting Services through the food waiver form. They would also provide a sanitization checklist with policies and recommendations to help you plan your reception. You could also have Sodexho cater the entire reception, with options varying from light refreshments to a buffet or sit-down meal. Costs will vary depending on the choices made, and could include catering, skirting tables, Building Services, etc.

Music Recital Reception Packages

Option 1-\$3.25 per person
Cookies/Brownies
Punch

Option 2-\$5.00 per person
Cookies/Brownies
Sparkling White Punch
Coffee, Decaf & Tea

Option 3-\$10.00 per person
Cheese & Crackers
Crudite & Dip
Assorted Mini Pastries
Sparkling White Punch

Add the following to any of the options above:

Half Sheet Layer Cake
(Serves 40)
\$26.25

Full Sheet Cake
(Serves 85)
\$48.85

Hot Hors D'oeuvres
\$35.00 per tray of 50

Mini Hot Dogs

Mini Vegetable Egg Rolls with Dipping Sauce

Chicken tenders with Dipping Sauce

Swedish Meatballs

Please contact Conference & Meeting Services at ext. 2264 to book your event.