

# RECITAL PLANNER

## for Piano Teachers

### RECITAL PRE-PREPARATION

*A few months before the recital*

- ☐ Choose recital date and time
- ☐ Set recital budget (will it be covered by student fees?, out of pocket?, etc.)
- ☐ Reserve venue & pay deposit
- ☐ Select recital theme
- ☐ Choose repertoire
- ☐ Order student books/sheets and give to students
- ☐ Begin working on recital pieces
- ☐ Set goal date for having pieces recital-ready
- ☐ Set repertoire memorization schedule if you have your students memorize their pieces
- ☐ For seniors, finalize senior recital program
- ☐ Hire photographer and videographer (or enlist spouse, friend, or studio parents to help)
- ☐ Purchase **recital kit** (invitations, programs, certificates)
- ☐ Prepare recital invitations (included in recital kit)
- ☐ Send recital announcement details emails to studio parents (location, date, time, etc., included in recital kit)
- ☐ \* games will be played, and assign a \* to be in charge of each game

### NOTES

MELODY PAYNE  
MUSIC FOR A LIFETIME

## FULLY EDITABLE

# STRESS-FREE PLANNING

- **Use the checklists and timeline to make recital planning as easy as 1-2-3!**
- **Then follow your plan and host a stress-free recital.**



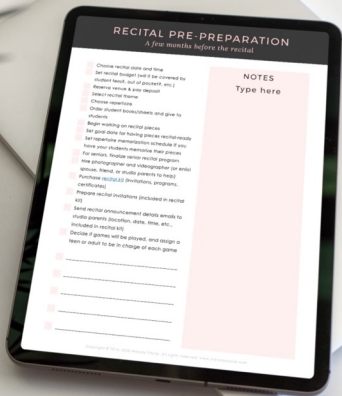
# FULLY EDITABLE

- All text in this recital planner is fully editable.
- Edit the text by typing into the text boxes in PowerPoint or Keynote.



# USE FOR EVERY RECITAL

- **You don't have to start from scratch for every recital. Update what worked (or didn't!), change your list, and you're ready for the next recital!**



# TIMELINE CHECKLISTS

- **This planner will help you start planning a few months before the recital and lead you all the way through recital day and beyond.**



# RECEPTION & FOLLOW-UP

- **This planner includes a sample recital welcome speech, and there are also pages to help you delegate your recital reception to parent volunteers!**

## FOOD PREP CHECKLIST

For parent volunteers

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

NOTES  
Type here