

Guidelines for Chairing a Recital

The faculty chairperson for an ECMS recital is our official representative at the recital. The chairperson is essentially the host or hostess for that recital.

After the recital, the Chairperson must sign and return a copy of the program to the ECMS office, indicating that all the students and accompanists performed, or, if there were absences or changes in the program, noting whatever changes were made. ECMS staff then enters this information into the cumulative student records, and records all accompanist services for payment.

In Kilbourn and Hatch Halls, you should arrive 30 minutes before the start time, and:

- Introduce yourself to the ushers
- Speak with each student as they arrive; take attendance
- Give each student an equal chance to sound check on stage if they would like one
- Determine stage needs – chair, stand, accompanist, page turner; piano open, closed or half stick
- Share information with usher, who is expected to attend to staging needs during the recital, but will not be expected to turn pages
- Welcome audience to the recital
- Announce the name of anyone who will not be performing

For Hanson Hall recitals, you must bring the programs from the ECMS office. Pick them up prior to the recital, on Friday during office hours or on Saturday before 2 pm, when the office closes. Plan to arrive at the hall at least 15 minutes before the start time, and:

- Bring programs to recital, set them on music stands outside the front and back doors, and distribute them to audience members who arrived early
- Speak with each student; take attendance
- Determine stage needs – chair, stand, accompanist, page turner; piano open, closed or half stick
- Adjust lighting (stage lights, house lights) and front/back curtains, using your best judgment
- Welcome audience to the recital
- Announce the name of anyone who will not be performing
- Act as usher in providing stage changes as needed