

RECITAL
PLANNING
CHECKLISTS

*A practical organizer for music teachers,
studios, and school programs.*



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RECITAL AT A GLANCE

A planning page for key details, decisions, and notes.

RECITAL / EVENT NAME: _____

DATE: _____ START TIME: _____

VENUE: _____

VENUE CONTACT: _____

EXPECTED AUDIENCE: _____

STUDENT CALL TIME: _____ DRESS / ATTIRE: _____

CORE DECISIONS

- ☐ Program order & selections
- ☐ Performance format & flow
- ☐ Rehearsal plan & schedule
- ☐ Accompanist needs
- ☐ Student roles & assignments

- ☐ Venue setup & seating
- ☐ Audio / tech needs
- ☐ Photography / video plan
- ☐ Reception / hospitality
- ☐ Communications plan

IMPORTANT CONTACTS

VENUE / FACILITIES: _____

ACCOMPANIST(S): _____

AUDIO / TECH: _____

PHOTOGRAPHER / VIDEO: _____

RECEPTION LEAD: _____

EMERGENCY / BACKUP CONTACT: _____

NOTES

