

Planner/Checklist for upcoming performance of memorized solo music that lasts up to 15 minutes.

Goal: To help performers feel prepared, play their best, and learn the most from a performing experience.

Suggested deadline	Fill in date	Task
2 - 8 months before performance		Fill in dates on this planner and on your calendar. Schedule deadlines so your music will be memorized by 4 weeks before the performance.
2 - 8 months before performance		Go over learning from last recital (if there was one). Make notes of anything you want to do similarly or differently in preparation for your next recital, and schedule appropriate deadlines in your calendar.
6 weeks before performance		Check the score to see if you are really doing what it tells you to do, and make corrections as needed. Consider notes, rests, rhythm, tempo, articulation, and dynamic markings.
4 weeks before performance		Play all your recital pieces by memory from beginning to end, and in the order in which you will play them on the performance.
4 weeks before performance		Explore ways in which you can allow your performance to become still more musical.
3 weeks before performance		Do the first practice “recital”, including walking to and from the “stage” as if you were performing in a real recital. Do this “recital” in front of a friend or an imaginary audience. Evaluate your “performance”, and write down dates for weekly or twice-weekly practice “recitals”, at least one of which should be in your performing attire.
1 week before performance		Start practicing your warm-up every day. Make some written notes about what you think might be helpful to remember the day of the recital.
5 days before performance		Confirm the time and place of the recital, means of transportation to the recital, what you will wear, and what you will play on the performance.
1 week after performance		Write down notes about what went well during the recital, about what kind of thinking or practicing helped you, and what you might want to do similarly or differently as you prepare for your next recital.