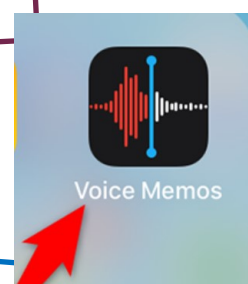
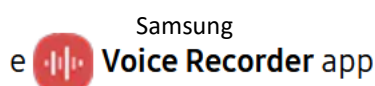


How to Record for Song Assessment



WHY?

- ◆ Recording songs for assessment is an important part of CKC's **chorus culture**.
- ◆ We record to make sure that our notes, words, breaths, and timing are accurate because we want to present the **best** music that we can to our audiences and to do the right thing by our fellow members.
- ◆ Mistakes can have a ripple effect through the chorus and reduce the **quality** of the music. While we all make mistakes sometimes, we want to minimise this.
- ◆ Recording songs for assessment is often referred to as '**risers**' because in the past the recordings were done live on the risers during rehearsal.
- ◆ Although this is still done sometimes, usually we record at **home** using the **All** or **Part Missing** learning track as a backing track. This ensures that the singer is always singing with music that is in the correct key and tempo.
- ◆ You need to be '**Approved**' on songs in order to **perform** them to the public.
- ◆ Periodically all members will need to **re-submit** recordings for all songs – this is to make sure that no errors have crept in over time, or because the interp has changed significantly.



WHAT WILL YOU NEED TO START?

1. A **recording device**: there are digital recording devices that you could purchase, but most members use a free **voice recorder/voice memo app** on their mobile phone. You can use the app that comes with your mobile phone or download one (ask if you need help with this!)
2. A **device** on which to play the learning track which you will sing along with: **computer/laptop/tablet**
3. A **speaker** to ensure that the learning track can be heard in the recording (necessary if your playing device is not loud enough to be heard on the recording)
4. A **quiet** space with minimal distractions (not rooms with tiled walls/floors—too echoey!!)

<https://www.howtogeek.com/769338/how-to-record-audio-on-iphone/>

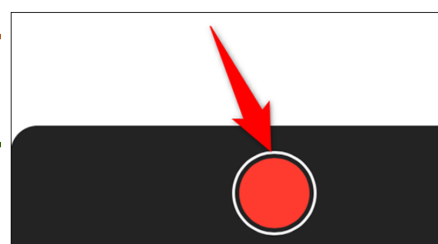
<https://www.samsung.com/au/support/mobile-devices/using-voice-recorder/>

HOW TO PREPARE?

1. Make sure you **know** the song well and can sing it **without referring** to the sheet music before you start recording.
2. You will be assessed on correct **notes, words, breaths** and **timing**. Your assessor may offer some advice on how to improve your singing & breathing too.
3. Make sure you have a good amount of **time** to record – often we need to record several times before we have a recording that we are happy with.
4. Do a short **test** recording to make sure that both the track and your voice can be heard **clearly**, but that your voice is heard predominantly.
5. Take some deep breaths to help you relax!



In Voice Memos, at the bottom, tap the large red button to start recording.



HOW TO RECORD?

1. Press '**record**' on your device or phone app.
2. Start the **backing** track – either the **All** track or your **Part Missing** track
3. Breathe out as the pitch pipe is sounding, then breathe in and sing with the track (it can be tricky to start at exactly the same time as the track, but you will get better at this, and as long as you're close, that will be fine)
4. Sing with the track to the end of the song and then press '**stop**' on your recording device.
5. If you make a larger error (such as losing your place in the song), don't worry, just stop the recording, and start the process again.
6. If you make one or two small errors such as an incorrect breath, note or word, keep singing to the end. Then make **separate** correct recordings of those sections where you made errors – this shows your song assessor that you are aware of the errors and can sing it correctly.
7. **Listen** back to your recordings and check that they are correct.
8. When you are satisfied that the recording is correct, if possible please **label** the recording with your **name** and the **song title**; (if you need help doing this, just ask!)
9. **Send** the recording to your assessor. You can upload this onto the website, or send by email or a message app – check which method your assessor prefers. Mp3 format is preferred (see p4).
10. Your assessor will listen to your recording and send you **feedback** and either mark the song as '**Approved**' on the website, or ask you to re-submit parts or the whole song. (You'll receive a confirmation email from Groupanizer about this status change).
11. If after several days you haven't heard from your song assessor, check that they have received your recording.

Status: Approved

Update status

Change the state to

Approved ▼

ARE THERE OTHER METHODS?

1. Some songs are more difficult than others. If there is a song that you find difficult to get right, you can record the song in **sections**. Make sure you **overlap** the recorded sections so that the assessor knows that you can do the transitions. Send **all** the sections to your assessor at the same time.
2. If you make a **mistake** while you are recording, you can stop or pause the recording, rewind the track to a place before the error occurred and continue recording from there.
3. Occasionally, '**live risers**' can occur during rehearsal. You will sing into the assessor's ear while the chorus is singing, and you are given feedback straight away. This method is not the norm – it might be used to check that you have corrected an error in a recording, or to check that you are singing long-term repertoire correctly (eg Christmas repertoire).
4. If you use either 1 or 2, be aware that you need to be able to sing and perform the **whole** song, so make sure you keep practising until you have it right!



FAQ'S

1. **When should I record for assessment?**
As soon as you feel confident that you have mastered the song, then submit your recording – don't wait to be told to submit
2. **What should I do if I am struggling with a song?**
Contact your Section Leader/s if you need help. Send an email outlining your difficulties, or speak to them at rehearsal. They may arrange to meet with you to work together on the song - this would usually be before or after chorus rehearsal
3. **What happens if I haven't passed all the songs listed for a performance?**
If you have passed some but not all the songs for a performance, you may (depending on the type of event) be able to perform the songs you have passed and discreetly step down from the risers/ performance space for those songs you have not passed. This decision will be made by the Musical Director.
4. **How do I change my recording format (convert file to mp3)?**
See separate handout!