

Please send Whitney the following information for concert programs:

****A non-formatted document or e-mail is best**** NO tables, NO formatting – Please!

*(it is not helpful to Whitney and actually takes a lot of extra time if you format the information first – because she often has to re-type the entire document to get it to properly fit onto our color program templates for the School of Music programs) - **this is especially true of tables or formatted columns – please avoid these!***

Please send information in list format in a non-formatted Microsoft word document or an e-mail.

1. Concert Program
2. Program Notes
3. Membership List
4. Biographical Information
5. Acknowledgements (for Junior/Senior Recitals only)

More specific information pertaining to each section is below:

Concert Program:

Piece

Composer, dates

Arranger, dates

Movements

Names of other musicians contributing on that piece

Intermission (where you want it in the program)

Piece

Composer, dates

Arranger, dates

Movements

Names of other musicians contributing on that piece

Program Notes:

Translations from foreign languages or notes about the significance of a particular piece - if you would like them included in the program

Membership List:

- Please send this as just a list – NOT a table –
- Please separate by part or instrument (if applicable)
- Student/Member name & major (if applicable)

Biographical Information:

I need a biography from the member(s) involved, or the student - if they want it included in the program.

****I also need a good quality digital photo e-mailed to me for use on the cover of the program****

- I can shrink it down if need be –

Acknowledgements:

In Junior and Senior Recital Programs only. Usually a short paragraph expressing thanks to the student's private teachers, inspirational figures, and family. Please send one if you would like it included in the program.

You do not need to worry about the cover or the upcoming concerts list.
Whitney will take care of those for you.