

Information needed for Senior Recital concert programs

Please send Whitney the following information for concert programs: whitney.salo@montana.edu

****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. Picture(s) for use on the website & on the cover of your program
 2. Concert Program
 3. Program Notes
 4. Biographical Information
 5. Acknowledgements (for Junior/Senior Recitals only)
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More specific information pertaining to each section is below:

Pictures:

A higher resolution photo is always better! JPG or PNG preferred

Concert Program: please list each piece you will be performing in the correct order that you will be performing.
Formatted just like below – (i.e. no formatting!)

Title of Piece
Composer, dates
Arranger, dates
Movements
Names of other musicians contributing on that piece

Intermission (where you want it in the program)

Title of 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

Biographical Information:

I need a biography from the student - if they want it included in the program.

Acknowledgements:

In 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 (beyond your photo) or the upcoming concerts list.
Whitney will take care of those for you.