PROGRAM PROCEDURE
The University of Memphis
Rudi E. Scheidt School of Music

If you (or your group, studio, or student) are scheduled for an upcoming performance, a printed program is REQUIRED for distribution to all attendees. It is IMPORTANT to communicate with the appropriate Program Office regarding your materials.

Printed materials for all faculty and student recitals, university concerts, and other events MUST appear in the print format designated by the Rudi E. Scheidt School of Music Concert/Event Scheduling Committee. It is best to plan the content for your program with the aid of your instructor.

REQUIRED INFORMATION

1. **DATE, TIME, LOCATION** of the performance.
2. Complete **TITLES** of pieces
   a. Including Opus, BWV, K numbers, etc.
   b. **MOVEMENT** names
   c. **COMPOSER**’s names
      i. **BIRTH/DEATH DATES**
      ii. Accents and special symbols should be inserted or described.
3. **PERFORMER** information
   a. Include all performers and their respective instrument/voice.
4. **BIO** information
   a. Bios are included for special guests and faculty members only.
   b. Undergraduate and graduate students may NOT include a bio.
5. **PROGRAM NOTES, TRANSLATIONS**, and any other information.
   a. Student vocalists are NOT permitted to include ANY translations of texts of non-English songs in their programs.
   b. Students are NOT permitted to include programs notes of any kind.
6. **NUMBER** of programs you would like printed
   a. 50 for solo student recital
   b. 75 for chamber/studio recital
   c. 100-200 for large university concerts
   d. For other events, give an estimate of the number of programs needed.

PROCEDURE

1. Student program information must be proofread by the applied teacher.
2. Program information must be provided to the appropriate Program Office in 2 forms:
   a. A **HARD COPY** must be dropped off to the appropriate office:
      i. **ALL students** (undergraduate & graduate): Sarah Rector, room 118
      ii. **Faculty** (solo, chamber & guest recitals): Joyce Gordon/Sarah Rector, room 118
      iii. **Large Ensembles**: Joyce Gordon, room 121C
   b. Information MUST be sent in the body of an e-mail to:
      i. **ALL students** (undergraduate & graduate):
         music_student_programs@memphis.edu
      ii. **Faculty** (solo, chamber & guest recitals):
         music_faculty_programs@memphis.edu
      iii. **Large Ensembles**:
         music_ensemble_programs@memphis.edu
   c. When e-mailing a program, it MUST be in the following format:
      i. **PLAIN TEXT**
      ii. Left-Justified
      iii. **NO TABS**
      iv. **NO FORMATTING**
      v. Describe accent marks
      vi. Information may also be sent as a Microsoft Word attachment, but it MUST be in **ARIAL** font, size 12, with **NO FORMATTING** and **NO TABS**.
3. All materials must be submitted to the appropriate Program Office NO LATER than **TWO WEEKS** prior to your event.
4. You will have the opportunity to **proofread** your program before it is printed.
   a. Please provide the appropriate Program Office with a reliable method of contacting you, either via e-mail or phone.