

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): Desiree Soto, room 118
 - ii. **Faculty** (solo, chamber & guest recitals): Desiree Soto, room 118
 - iii. **Large Ensembles**: Desiree Soto, room 118
 - 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 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 office with a reliable method of **contacting** you, either via e-mail or phone.