

Concert Program Procedures

All MTSU School of Music concert programs must conform to the MTSU School of Music TEMPLATE unless a department (such as band, choral, SRCP) wishes to create an elaborate program requiring additional funds.

The Template

The template is an 8 ½ by 11 sheet of special paper folded in the middle and opened in booklet style. The front is designed with logo and graphics for the School of Music. The template creates a title page, two inside pages and a back page.

Requirements for turning in your program (see example at end of document)

1. Regardless of whether your recital program is finalized (i.e. know what you will perform), you **MUST** turn in a working copy of the recital program in digital format to Tim Musselman (**e-mail** is best but please confirm receipt) in the following format **10 days prior to your recital.** (**tim.musselman@mtsu.edu**)
2. After several days of turning in your program check back with Mr. Musselman to check over the proof of your program (Your instructor will be contacted regarding the proof.) Final changes may be made at this time.

Format for the recital program

1. Type the **UNFORMATTED** text for your program in a standard word processing program (Word for Windows, Word for MAC or if you had rather in a composed e-mail) **left justified**. Avoid **tab stops** and **long spaces created by the space bar**. MTSU's "Creative and Visual Services" department has the layout format and it is not necessary for you to space composers, dates, etc. in the way it will finally look. Check all spelling, composer dates, capitalization.
2. A digital copy of the document must be delivered to the music office (Connie Bowrey or Tim Musselman) at least 10 days prior to the concert. (**E-mail is best to tim.musselman@mtsu.edu** but it is your responsibility to confirm its receipt if you do not get a response.)
3. The **title page** should have the following information: Title of the performance (to follow the template's "MTSU School of Music Presents", as well as performer's names and instruments, Day, Date, and Time of performance.
4. **Inside left page** should have biographies and/or **short program notes ONLY IF DESIRED**. [Students do not do biographies.] (**Extremely long program notes and text accompanying songs should be distributed separately from the program and should be created and copied by the performer.**) Dedications are **NOT allowed** unless approved by the office.

5. The **inside right** should have the program including the titles of the works being performed, composers, birth and death dates (year) of the composer and possibly any special guest appearing on a piece. (Long programs may require both inside pages for the program.)
6. The **back page** is reserved for continued program notes, a long list of performers in a group (if needed) or Publications and Graphics will use the space for upcoming events.

Sample: (When you type your program this is how it should look...notice that there is NO centering, NO long spaces, No alignments, just information. Everything is left justified.)

Title page:

A Senior Recital
Joe Smith, trumpet
Betty Smith, piano
Friday, November 10, 2009
8:00 p.m.

Inside left: (if bio for guests or short notes included)

Joe Smith

Joe Smith is a great guy who has played trumpet since his daddy locked him in the closet with one at age three. His mama says she knew, after the first two hours, that he was destined to be a great trumpet player.

His neighbors rave, "...best darn trumpet playin' we've ever heard."
Smith teaches trumpet at *The School for the Severely Abused*.

(EXCESS INFORMATION WILL BE CONTINUED ON BACK)

(Spaces between sets and movements are great to make things clear)

Inside right:

Program

Daddy Don't, Joe Smith (b.1972)

Eine Kleine Nachtmusic, W.A. Mozart (1756-1791)

Transcribed for trumpet by Joe Smith

Please Release Me, Sam Smith (1922-1999)

I. Ouch

II. OK, OK

featuring O.I. Gotcha, percussion

(Longer programs may be put on inside left and right.)