**Directions for Submitting Recital Programs**

Recital programs are prepared and printed by the Concert Production office, Bibbins 125.

The office recommends that programs be ***submitted two weeks prior to the performance date***. This timeframe not only ensures adequate time for editing, but also maximizes the length of time your recital will be advertised in the *Oberlin* *Online Events Calendar*.

The following page contains the program template to be used for preparing recital programs. There are ***2 steps*** you will need to complete before your program submission can be processed.

**Step 1**

In the template below, highlight each item of text and then type over it with your own program information. ***Note***: In order to maintain the tabs and formatting of the template, it is very important to highlight and overwrite only one line/item of information at a time.

For example, to enter the name of the performance venue, highlight the words “Kulas Recital Hall” and then type the name of the venue you will be using (i.e.: Warner Concert Hall, Stull Recital Hall). Proceed in the same manner with editing the date and time of your performance. ***Note****:* You do not need to enter a “Concert No.”; this will be added by Concert Production.

Continue filling in the template with the titles/movements of the pieces, composers, composer dates of birth and death (if applicable), and accompanists. **Please include all relevant catalogue information (piece number, opus number, key signature, etc.), as well as the full names of any transcribers or arrangers.**

*For vocalists, additional information is requested pertaining to the libretto; please refer to the page following the template.*

***Note***: No dedications, personal messages, or overarching program titles may appear on the printed program. (See Conservatory Faculty Guide, p. 46.) A performer wishing to make a dedication or other statement may provide a separate program insert to be distributed with the printed programs.

**Step 2**

Once you have finished entering your program information per the template, save the file as a Word Document (.doc or .docx) and print out a paper copy of the recital program. Take the paper copy to your applied faculty for proofing and final approval. ***Your teacher must sign the paper copy indicating final approval of the program*.** If your teacher has corrections, make the changes to your program file and then email the revised digital document as an attachment to **conpro@oberlin.edu.**

***Note***: The attachment **must be** a properly-formatted Microsoft Word .doc or .docx; programs sent as a Pages document, as a PDF, or included in the body of the email will **absolutely not** be accepted.

For additional important information regarding tuning, stage setups, recordings, etc., students should reference **http://www.oberlin.edu/conpro/docs/programandinformation.doc**.

Once we have received these two items (the digital Word document and the paper copy signed by your faculty), your recital will be advertised in the *Oberlin* *Online Events Calendar* and your program will be reviewed and sent to Printing Services.

**\*\* Programs are processed in the order in which they are properly submitted \*\***

**If your program submission does not reflect the formatting of the template,**

**you will be asked to resubmit.**

If you have any questions, please contact Concert Production for assistance at **conpro@oberlin.edu** or **(440) 775-8610**.

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| oberlin logo abrv bw copy**Wednesday****February 21, 2019, 8:00 pm****Kulas Recital Hall****Concert No. XXX** | **Senior (Junior) Recital****Performer Name, *instrument*****Accompanist Name, *instrument*** |

**Title of First Piece** **Composer Name**

 First Movement composer dates (0000-0000)

 Second Movement

 Third Movement

 Etc.

Accompanist or Secondary Performer(s), *instrument*

**Title of Second Piece** **Composer Name**

 First Movement (0000-0000)

 Second Movement

 Third Movement

 Etc.

Accompanist, *instrument*  Secondary Performer(s), *instrument*

- Intermission -

**Title of Third Piece** **Composer Name**

 First Movement (0000-0000)

 Second Movement

 Third Movement

 Etc.

Accompanist or Secondary Performer(s), *instrument*

(Continue on in this format with additional pieces as needed.)

*Please silence all cell phones and refrain from the use of unauthorized recording equipment*

*and flash photography during the performance.*

*Thank you.*

**Vocalists** are requested to include librettist information for the pieces they will perform, using the following template:

**Title of Song Cycle** (Librettist last name) **Composer Name**

 First piece composer dates (0000-0000)

 Second piece

 Third piece

 Etc.

**Title of Piece** (Librettist last name) **Composer Name**

**Title of Piece** (Librettist last name) composer dates (0000-0000)

**Title of Piece** (Librettist last name)

 Etc.

**See Page 3 for instructions on “Translations”**

**TRANSLATIONS**

For **vocal recitals**, please paste in the English texts and/or translations below if they are to be included in the program, heading each text or translation with the corresponding title from the program page. ***Only texts in the English language will be printed for student degree recitals.***

At the bottom of each text/translation, you must clearly credit the name of the author or translator *and* the source from which you took that text/translation (i.e. the book, website, etc.), as well as the date of publication or translation, if known. See below.

**In addition to the signature of your applied faculty indicating approval of your program**, you must sign below as acknowledgement of your responsibility to provide Concert Production with the full and correct citations for your translations.

If you are including texts, your program will not be processed without your signature.

*I have provided proper copyright acknowledgement for each text and translation provided in this program.*

 **Student signature**

**Title of Piece Composer**

Text

Text

Text

Text

*—Translation copyright © date by Translator Name,*

*from* Source book or website name and url