**Directions for Submitting Faculty or Guest Artist Recital Programs**

The Concert Production Department prepares programs for conservatory sponsored recitals and requires that programs be emailed to conpro@oberlin.edu a minimum of ***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 the 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

program. (See Conservatory Faculty Handbook) A performer wishing to make a dedication or other statement may provide announce it from the stage or provide a handout to be distributed at the concert.

**Step 2**

Once you have finished entering your program information in the template, save the file as a Word Document (.doc or .docx) and email the Word file to conpro@oberlin.edu .

**Please note:**

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

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

you will be asked to resubmit.

|  |  |
| --- | --- |
| **Wednesday****October 21, 2022, 7:30 pm****Kulas Recital Hall****Concert No. XXX** | **Faculty or Guest 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).**

**Title of Piece Composer**

Text

Text

Text

Text

*—Translation copyright © date by Translator Name,*

*from* Source book or website name and url