

PROGRAM/RECORDING/PUBLICITY PACKET

RETURN THIS FORM, WITH FACULTY SIGNATURE,
TO THE SECRETARY IN THE MUSIC OFFICE
10 WORKING DAYS BEFORE YOUR
SCHEDULED RECITAL

NAME: _____

RECITAL DATE: _____

Undergraduate _____ Graduate _____ Faculty _____

Guest Artist _____ Faculty Ensemble _____ Student Ensemble _____

PLEASE READ GUIDELINES

GUIDELINES

1. Programs are mandatory and may **only** be done by the Music Office. Programs are not permitted to be done privately.
2. This form along with the program must be completed and returned **10 working days before the scheduled recital date**. **Programs turned in after the deadline will not be available for the recital and will be printed only for School of Music archival purposes.**

Voice, choral and opera programs may include text translations if submitted with the program. Student programs will not include program notes. For all other programs, concise program notes (e.g., 1-2 brief paragraphs per selection) may be included if submitted with the program.

3. **Programs will not be accepted unless typed and complete.**
4. Program form will not be accepted without faculty signature.
5. Faculty members must proof the program before it is submitted to the music office and are responsible for program material content, spelling, names, dates, order, and timings.
6. Students: A \$50.00 recital fee will be charged to your Bursar's account when this form is received in the Music Office. The fee is not refundable if the recital is cancelled less than three weeks before the date of the recital. The recital fee includes 100 copies of the program and one CD recording.

Students requesting permission to record the recital/concert through an outside recording service/process must complete the form at the bottom of page 3 of this packet. **(KSU Recording Services personnel, equipment, and placement of equipment will take precedence over that of outside services.)**

Master recordings of faculty recitals, faculty chamber music recitals, School of Music ensemble concerts, and guest artists remain in the permanent archive of the School of Music. Recordings of student recitals are not kept in the archives.

7. **Pre-recital hearings are to be held BEFORE your program is due to be turned in. Late pre-recital hearings will not be a valid excuse for late programs or to make changes on existing programs.**

8. After this form is returned, the event may not be cancelled except for illness.
9. No changes of program or content will be made after program is typed **unless the student is willing to pay a \$15.00 reprint fee.**
10. Faculty member will receive typed program (for final proofing only) before recital/event.

PUBLICITY INFORMATION

This information is not confidential and will be used for publicity in area newspapers and radio stations, the Daily Kent Stater, and the School of Music Calendar of Events.

PROGRAM FORMAT

1. PLEASE TYPE. DO NOT USE ALL CAPITAL LETTERS. This also applies to any program notes/translations for faculty, guest artist and ensemble recitals/concerts.
2. All program notes/translations must be submitted with the program form. Student programs will not include program notes.
3. Please list music correctly — if opus numbers exist, please use them. Use appropriate standard catalog numbers for the following composers: J. S. Bach — BWV (Bach Werke Verzeichnis); Haydn — Hob. I, 1 (Hoboken Catalog, Gruppe I, No. 1); Mozart — KV (Koechel Verzeichnis); Schubert — D (Deutsch Catalog); Scarlatti — RV. Please note BWV, KV, K, and D listings are not followed by a period.
4. If tempo markings occur within a movement, please separate sections with a semi-colon, (e.g. Adagio; Vivace; Adagio). In the case of certain movements having a generic title, use a colon to separate from a tempo marking, (e.g. Menuetto: Allegro vivace) — in Italian tempo markings, only the first word is capitalized.
5. Please be accurate about all foreign language titles and markings, i.e. acute accents, Umlauten, etc.
6. As there is more than one Bach, he must be identified. Use complete first and last names for all composers.
7. Please provide composer's dates for all works on the program. If the work is contemporary (e.g. Harbison), the date of composition should also be indicated. (Check The New Grove Dictionary of Music and Musicians, Baker's Biographical Dictionary of Musicians and Storm Bull: Index to Biographies of Contemporary Composers, or Schwann Catalog for dates.)
8. Do not use nicknames or shortened names when listing program personnel. Do not use titles such as "Prof.," "Dr.," etc. when listing faculty members. Use the appropriate symbol indicated on the program form to identify faculty, graduate, or guest artists.
9. Please use the following symbols as indicated:
 - * graduate student
 - ° faculty member
 - + guest artist

PROGRAM / RECORDING / PUBLICITY FORM

NOTE: This form will not be accepted without faculty approval and signature

Faculty Signature _____

Date _____

_____ In addition to KSU Recording Services personnel, I request permission to have this recital/concert recorded by an outside recording service, who will provide all necessary recording equipment.*

Authorization: _____ yes _____ no

(signature of Director)

Date

* KSU recording equipment may only be used by authorized KSU employees.

1. FOLLOW THE SAMPLE PROGRAM ON THE BACK OF THIS PACKET.
2. ATTACH A TYPED COPY OF THE PROGRAM TO THIS FORM.
3. E-MAIL A COPY OF THE PROGRAM TO THE MUSIC OFFICE STAFF LISTED BELOW:

Tina Inks – tinks@kent.edu

Julie Trask - jtrask1@kent.edu

SAMPLE

Thursday, June 5, 2014
8:00 p.m.

Sample Recital

*Mary Muffit, soprano
*Minnie Mause, mezzo-soprano
Peter Piper, horn
+Beau Peep, violin
*John Jacob J. Schmidt, piano

Program

Monica's Waltz
from *The Medium* (1946)

Gian Carlo Menotti
(1911-2007)

Mary Muffit, soprano
John Jacob J. Schmidt, piano

In dem Schatten meiner Locken
Auch kleine Dinge
Die Spröde

Hugo Wolf
(1860-1903)

Mary Muffit, soprano
John Jacob J. Schmidt, piano

La Nuit, Op. 11, no. 1

Ernest Chausson
(1855-1899)

Mary Muffit, soprano
Minnie Mause, mezzo-soprano
John Jacob J. Schmidt, piano

Intermission

Auf dem Strom, D 943

Franz Schubert
(1797-1828)

Mary Muffit, soprano
Peter Piper, horn
John Jacob J. Schmidt, piano

Five Hebrew Love Songs (1996)
Temuna
Kala Kalla
Larov
Eyze Sheleg!
Rakut

Eric Whitacre
(b. 1970)

Mary Muffitt, soprano
Beau Peep, violin
John Jacob J. Schmidt, piano

*graduate student
*School of Music faculty
*guest artist
*staff accompanist