

PROGRAM/RECORDING/PUBLICITY PACKET

DOWNLOAD, COMPLETE, SAVE, AND EMAIL THIS FORM
TO THE ADMINISTRATIVE CLERK IN THE MUSIC OFFICE
3 WEEKS BEFORE YOUR
SCHEDULED RECITAL

NAME: _____

RECITAL DATE: _____

RECITAL COSTS PAID 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 via email **3 weeks 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. Faculty members must review the program proof once provided by the music office and are responsible for program material content, spelling, names, dates, order, and timings. The proof must be approved prior to printing of the program to ensure content.
5. Students: A \$50.00 recital cost must be paid at least 3 weeks prior to a scheduled recital in order to retain the Recital Hall reservation. The fee is not refundable if the recital is cancelled less than three weeks before the date of the recital. The recital cost includes use of hall, piano tuning, 100 copies of the program, and recording services.

Students requesting permission to record the recital/concert through an outside recording service/process or to live stream the recital must complete the appropriate section on page 3 of this packet. **(KSU Recording Services personnel, equipment, and placement of equipment will take precedence over that of outside services. Outside recordings do not take the place of KSU recording.)**

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.

6. **Late pre-recital hearings will not be a valid excuse for late programs.**
7. After this form is returned, the event may not be cancelled except for illness, bereavement of immediate family, a failure of pre-recital hearing, or extreme, emergent circumstances beyond the student's control as approved by the School of Music Director.
8. No changes of program or content will be made after program is printed.
9. Faculty member will receive printed programs in faculty mailbox.

PUBLICITY INFORMATION

This information is not confidential and will be used for publicity through media outlets as determined by the School of Music.

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/staff accompanist
 - + guest artist
 - ^ alumni

PROGRAM / RECORDING / PUBLICITY FORM

Approving Faculty Name _____

FOR MUSIC OFFICE USE ONLY (MUSIC OFFICE WILL OBTAIN FACULTY SIGNATURE AS NEEDED):

Faculty Signature _____

Date _____

STUDENT’S REQUEST FOR OUTSIDE RECORDING PERMISSION:

_____ In addition to KSU Recording Services personnel, I request permission to have this recital/concert recorded by an outside recording service or to live stream the performance. I understand the outside recording services will provide all necessary recording equipment and that KSU Recording Services take precedence on placement of recording devices.*

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 NEXT PAGE.
- 2. EMAIL A COPY OF THE PROGRAM AND YOUR COMPLETED RECITAL PUBLICITY RECORDING PACKET TO THE MUSIC OFFICE STAFF LISTED BELOW:

Tammy McKenna – tmckenn2@kent.edu
Tina Inks – tinks@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
^ alumni