

# ***PROGRAM/RECORDING/PUBLICITY PACKET***

## **CONFIRMING YOUR RECITAL**

1. Recital payment and program due at least three (3) weeks before your recital.
2. Make your \$50 recital payment [HERE](#).
3. Fill out the recording/publicity form and upload your complete program [HERE](#).

## **GUIDELINES**

1. Programs are mandatory and may **only** be done by the Music Office. No privately designed programs are permitted at Kent State recitals.
2. This electronic form must be submitted with a completed program uploaded at least **3 weeks before** the scheduled recital date. **Programs turned in after the deadline will not be available for the recital date.**

### NOTE:

- Voice and choral and programs may include text translations if submitted with the program. Include all copyright and source attribution information for translations.
  - Student programs will not include program notes.
  - Due to COVID-19, paper programs will not be printed to pass out at recitals. A few will be printed for archival purposes, student records, and for the performer(s).
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 the accuracy of its content.
  5. 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. This payment 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
    - Composing the program
    - Recording services

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

## **FORMATTING YOUR PROGRAM**

1. PLEASE TYPE. DO NOT USE ALL CAPITAL LETTERS.
2. All translations must be submitted with the program.
3. Student programs will not include program notes.
4. Please list music correctly—if opus numbers exist, use them. Use appropriate standard catalog numbers for the following composers: 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); Scarlatti — K (Kirkpatrick Catalog); Schubert — D (Deutsch Catalog). Please note BWV, KV, K, and D listings are not followed by a period.
5. 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.
6. Please be accurate about all foreign language titles and markings, i.e. acute accents, Umlauten, etc.
7. As there is more than one Bach, he must be identified. Use complete first and last names for all composers.
8. 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.)
9. 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.
10. Please use the following symbols as indicated:
  - \* graduate student
  - ° faculty member/staff collaborative pianist
  - + guest artist
  - ^ alumni

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 collaborative pianist  
^ alumni

Download a Word Program Template at: [www.kent.edu/music/recitals](http://www.kent.edu/music/recitals).