

Guidelines for Submitting your Recital Program Information

Recital Program Policy

Students are not permitted to design and print their own recital programs. Performing rights organizations (ASCAP, BMI) require all School of Music programs to be submitted in standardized format. Program information for all concerts and recitals sponsored by the School of Music must be submitted to programs@music.utah.edu at least two (2) weeks prior to the recital date. If you do not submit your program two weeks in advance you will forfeit your \$25 refund.

Submission Guidelines

- 1) Remember that your program information needs to be submitted 2 weeks before the date of your recital.
 - Please submit this information to programs@music.utah.edu

- 2) Please include the following information in the SUBJECT LINE of the email:
 - Date of Recital (mm/dd/yyyy)
 - Your Name
 - "recital program"

Example: 10/24/2023 John Doe recital program

- 3) Please include the following information in the BODY of the email:
 - Your name
 - Your instrument/voice type
 - Your private teacher
 - Your accompanist or special guests. Including their instrument/voice type.
 - Date, location, and time of your recital
 - For each piece performed, include the following:
 1. Full name of piece, including Opus numbers (or equivalent i.e., BWV, Hob, K, WoO, etc.)
 2. Name of each movement, if any.
 3. Full name of composer and composer's dates. If composer is living, please provide birth year.
 4. Indicated if special guests are present on that number (i.e., duet partner, backing string quartet etc.).
 - Indicate where you will be taking an intermission.

Note: If you wish to have program notes/translations/bios you are responsible for providing and printing on your own.

- 4) Once this information is received, the program will be created. A proof will be emailed to you and your private teacher for review.
- 5) You can revise the program up to 5 business days before the recital.
- 6) Only after your approval has been received will the program be sent to be printed.
- 7) Once your programs are printed you will receive notification to pick up them up in the Music Office. Students must pick up their recital program prior to their recital during School of Music Office hours (Monday – Friday, 8:30am – 5:00pm).

Please refer to the following as an example of what you should submit.

Kyle McLean, trumpet
Student of Dr. Peyden Shelton
Dr. Mitchell Giambalvo, piano
October 19, Dumke Recital Hall, 6:00 PM

Program

Concerto
Joseph Haydn (1732-1809)
1. Allegro
2. Andante
3. Allegro

Rondo for Lify
Leonard Bernstein
(1918-1990)

Intermission

Sonata in A Minor, Op. 1, No. 1
Jean Baptiste Loeillet de Gant
(1688 - ca. 1720)
1. Adagio
2. Allegro
3. Adagio
With Dr. Mitchell Giambalvo, piano