

Recital Program Format

1. This form is due to the music office two weeks before the concert, or by the date noted on the Performance Studies calendar, whichever is earlier. Please note if you are not able to provide the completed form by the due date you will need to type and design the program yourself.

2. Please fill out this form (you may use the back) so that it looks exactly the way you would like your final program to look. A proof will be sent to the instructor of record after which point the program will be printed. **Please note that corrections will NOT be made after the proof is initialed.**

Be sure to include all information including personnel, titles of works, composers and dates.

3. Please draw a picture of the stage set-up (including piano and chairs as necessary).

4. Instructor's Signature _____ Date _____

(The Music Department Administrator will complete in this section)

Your proof will be ready for you to initial by _____