

MUSIC PERFORMANCE MANAGEMENT & PROCEDURES

Please keep this for your reference Program due 2 weeks before recital on: _____

PROGRAM: The entire program (music, bio, translations and notes) must be received **electronically** by the Fine Arts Office and to your instructor **two weeks** prior to your performance. Your program must be approved by your instructor.

DO NOT FORMAT PROGRAM INFORMATION TO LOOK LIKE A PROGRAM.

Your program includes selections to be performed, notes or translations and a short bio.

1) The **selections** must include the entire title of the work, movements to be performed, composer's and arranger's name along with his/her birth/death dates. For living composers, please provide the birth date or the date of the composition. Please do not format this information. An example of non-formatted information follows:

Piano Variations, Op. 62 Felix Mendelssohn (1809-1847) Arranged by Gordon Goodwin
I. Andante

2) The **notes or translations** should be provided as your instructor wishes. Check with your instructor to see if you are required to provide this information as part of a class. If you are writing a capstone paper, you must print 50 copies and deliver to the ushers.

3) The **bio** should be simple and professional. You're not accepting a Grammy. Dedications and acknowledgements will not be included. A good bio example follows:

Sarah Demke is a senior biology major from Bismarck, North Dakota. She is a member of the Symphony and Wind Orchestras and the Gustavus Jazz Lab Band. She is a Björling Scholar and studies with Scott Moore. Following graduation in May, Sarah plans to start a career in ecology or conservation biology and eventually continue on to graduate school in biology or music.

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POSTER: You design and print your own color poster. You must include the words "The Department of Music presents" at the top or it can't be posted in the student center. The Fine Arts Office staff will place your posters in the Student Center and the Music Department. 12 copies are needed. You may print additional copies and post them in other locations.

PUBLICITY: The Office of Fine Arts will produce a press release once your program has been received. If your program is not received by the due date, publicity will not be mailed. If you do not wish to have your program publicized, please let Al know.

RECEPTION: The College will provide staff, de-caf coffee, cups, napkins, punch bowl and a table. Recitalists provide food and any other beverages, flowers, punch cups, tablecloths, etc.

RECORDINGS: All recitals are audio recorded. One copy will be produced for the Music Library and one for your instructor. On the Data form, indicate the number copies you wish at \$5.00/copy. This cost will be deducted from your deposit before it is returned to you.

The Fine Arts Office does not provide staff or equipment for video recordings.

(November 2009)

MUSIC PERFORMANCE REGISTRATION FORM

Recital Date _____ Time _____

Performer _____

Instrument/Voice Part _____ Email _____

Deposit of \$30 Received by _____ Date _____

Performer's Signature _____ Date _____

I understand that this deposit is forfeit if this performance date is not used or the 2 week program deadline is missed.

Instructor _____

Accompanist _____

Assisting Musicians _____

Year: So. Jr. Sr. Major(s) & Minor(s) _____

Ensem. Membership _____

Awards/Scholarships / Björling / Presser / Gustavus Music _____

High School _____ Grad Year _____

Parent(s) Name(s) _____

Hometown _____

Newspaper _____ City/State _____

NUMBER OF PERFORMANCE Cds REQUESTED @ \$5 _____

OFFICE PROCEDURES/SCHEDULES

Program Copy Rec'd _____

Planning Calendar _____

Press Release _____

BRH Schedule _____

Proof Delivered _____

Web/College Calendar _____

Proof Returned _____

Archive Calendar _____

Program to Print _____

St. Peter Art Calendar _____

Program Finished _____

Staff Assignments _____