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:

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 ______