

Music Program Procedures for STUDENTS:

**This document may be downloaded from SHSU School of Music website.**

**NOTE: It is extremely important you email your complete program information A MINIMUM OF 10 BUSINESS Days (2 full weeks) PRIOR TO YOUR RECITAL.**

**Failure to do so will result in a generic program with no music listing at your performance.**

Please send your program information through email via a Microsoft Word document as an attachment to the Program Administrator. **(Please do not send as a Google Doc, or some other file type. Use the following format when sending your information, using the SHSU Style Guide.**

Name (as it will appear on program):

Instrument/Voice type:

Piano accompanist:

Applied instructor:

Additional performers: please list additional performers on the pieces in which they are performing Recital Details: Date: Time: Location:

Number of programs requested (if more than 40):

Type of Recital (circle one): Undergraduate (bachelor’s degree) Graduate (master’s degree)

**PROGRAM INFORMATION**

**Each piece should follow the format below and include complete title** (with date, opus number, or other appropriate designation), **movement names, composer name, and composer years:**

Piece Name (include opus number or date of composition) Movement name or tempo designation

Movement II name or tempo designation

Musician, instrument

Composer Full Name (birth year - death year)

Include **Pause** or **Intermission** where applicable.

**Pause**: 15 minutes or less, small break for set-up, audience stays seated

**Intermission**: 15-20 minutes, longer break where audience can get up, use restroom, etc.

A proof (draft) will be emailed to you for review a few days before your recital, after which they are printed. Your programs will then be delivered by the School of Music to the GPAC box office for distribution at your recital.

***Note*: Program notes/bios (when desired) are not included in student recital programs. It is the student’s responsibility to create/format/print program notes separately.**