

## **Program Submission Guidelines for Vocal Concerts 2006-2007**

Programs for voice recitals and vocal ensemble performances are more time-consuming to create than other programs. Therefore, a few simple preliminary steps on your part will go a long way towards making the transition between your submission and the final product more efficient and error-proof.

1. **Submit Early:** As soon as you know the body of your program, submit it to the Public Relations Office. There are many programs to produce each week, especially as we near spring quarter. The best way to ensure that you receive your proofed and corrected program prior to your boards is to submit it early. A quarter in advance is not too soon!

2. **Submit Completely:** Make sure that you have entered every appropriate field on the submission form. This includes composer dates, additional performers, location of reception, program notes, translations, etc. Translations and program notes must be submitted only by e-mail attachment with concert date and time on the subject.

3. **Translations & Texts:** Please work with your professor on the texts and translations **before** submitting the information for your program. When submitting translations and texts electronically, please do not format using tabs, spaces or tables. All formatting must be stripped and re-entered when you attempt to do this, increasing the possibility of errors in transmission from one format to another. Simply type the text in Microsoft Word, separating each line with a <return>, typing in the full text in the original language first (one column), followed by the translation (one column), using the same process. To keep verses and stanzas intact, we will no longer use text and translations in two columns but one after the other in a font size that we can all read.

4. **Fonts:** All Lamont programs are formatted consistently in Garamond, with specific font sizes for specific parts of the program. Original text will be in regular font and translations in italics.

5. **Be Consistent:** Look through your program information before you send it and check for consistency in how you present information; you should be consistent within your program.

6. **Proofing and Approving:** When the Public Relations office returns a proof to you, it is your responsibility to read it carefully and thoroughly, marking the appropriate changes and returning it to PR keeping the deadlines as mentioned previously in the form Student Recital Program Procedure Guidelines. If there are many changes in your texts and translations after your boards, you will have to make the changes yourself and re-send the information by e-mail attachment again; that is your homework and not for the PR office to do. Also pay close attention to where you are required to either “approve with changes” or “request another proof”.

