

Student Recital Program Form 2007-2008

For All Required and Non-Required (Elective) Recitals

Please pick up and read the Student Recital Program Procedure form (green)

Fill out and turn in this (blue) form to the Public Relations plastic bin located outside the Public Relations office, suite 219, **1 WEEK BEFORE YOUR RECITAL BOARDS**. If Boards are not required, please turn in this form **4 WEEKS BEFORE THE RECITAL**.

Student name _____ E-mail _____

Home Phone _____ Cell Phone _____ Instrument/Voice _____

Year in School _____ Recital Date _____ Recital Time _____

Location _____

Date of boards _____ Boards Time _____ Studio Prof. or Coach Name _____

If this is a Non-required Elective Recital, please check here:

Studio professor or coach signature is mandatory for Non-required Elective Recitals:

The program for your elective, non-required recital must be produced by the PR office.

Date this form was turned into PR _____ Signature _____

Public Relations staff will produce and fold your programs based on time allowance. If you turn in your program or corrections late, you may not have your programs in time for your recital.

Please check what you need for your recital and rehearsals on stage:

Tuned piano 7' 9' chairs (how many) _____ music stands (how many) _____

Organ Harpsichord Other _____

Rehearsal date & time (1): _____

Rehearsal date & time (2): _____

To arrange for a recording or sound reinforcement of your concert, please fill out the “**Recital Audio/Video Services Request form**” enclosed in the Student Recital packet. Return it to the Student Coordinator together with your booking form. Payment should be made at the time of presenting your booking form, or at the latest with your program proof form (in this case, bring the receipt to the PR office.) Audio services are not available before the first day of classes, after the last day of classes, and during all school breaks, including summer, but the Student Coordinator **may** be able to refer you to someone you can hire.

LAMONT PRODUCED PROGRAMS

Translations

Send the information with SPELL CHECKED translations of your program BY E-MAIL Microsoft Word attachment ONLY to the PR Director, Victoria Brandys, vbrandys@du.edu. PLEASE DO NOT BRING IN YOUR OWN DISKS. **WHEN SENDING INFORMATION BY E-MAIL ATTACHMENT ALWAYS PUT IN THE MEMO "PROGRAM & DATE AND TIME OF THE PROGRAM"**

Fill in statement below if this is a degree-fulfilling recital.

"This recital is presented in partial fulfillment of a _____ degree
in _____."

Reception: You are responsible for organizing your own reception. Will you have a reception in Spencer

Artist Reception Room Newman Center, West side, 3rd. level YES

or

The Director's Lounge, 4th floor? YES

Newman Center Alcohol use Policy: Alcohol use at receptions for student recitals is prohibited by law, unless it is served by a qualified Newman Center catering service (Phipps catering, or Dinning Service's Sodexo)

Please make the reservation with the Student Coordinator, Arielle Wilson, in the Music Office, room 221. If you have the reception at other location outside of the Newman Center and want information printed on the program, please fill the information here.

Place: _____

Address _____

If you would like all performers' names to appear on the first page of the program, please fill in all names and instruments below. If you would like to have the performers' names appear with the piece they play (the usual choice), please fill in just your accompanist's name and instrument.

Check the "Intermission here?" Box where appropriate on program order. You must fill in either birth to death dates, if the composer is deceased, or birth date, if the composer is still alive. If you need more space, use a regular piece of paper, but please follow this general format.

Complete title: _____

Composer: _____ **Date(s):** _____

Movements: _____

Performers, not including yourself _____

Stage Set up

Banner Position: _____ **Back Curtain:** Open Closed

Intermission here? Yes No



Complete title: _____

Composer: _____ **Date(s):** _____

Movements: _____

Performers, not including yourself _____

Stage Set up

Banner Position: _____ **Back Curtain:** Open Closed

Intermission here? Yes No



Complete title: _____

Composer: _____ **Date(s):** _____

Movements: _____

Performers, not including yourself _____

Stage Set up

Banner Position: _____ **Back Curtain:** Open Closed

Intermission here? Yes No



Complete title: _____

Composer: _____ **Date(s):** _____

Movements: _____

Performers, not including yourself _____

Stage Set up

Banner Position: _____ **Back Curtain:** Open Closed

Intermission here? Yes No



Complete title: _____

Composer: _____ **Date(s):** _____

Movements: _____

Performers, not including yourself _____

Stage Set up

Banner Position: _____ **Back Curtain:** Open Closed

Intermission here? Yes No



Complete title: _____

Composer: _____ **Date(s):** _____

Movements: _____

Performers, not including yourself _____

Stage Set up

Banner Position: _____ **Back Curtain:** Open Closed

Intermission here? Yes No

