

INSTRUCTIONS FOR *ONLINE* STUDENT RECITAL PROGRAM INFORMATION SUBMISSION

The Music Department will be creating the program for a student giving a degree recital.

- Exceptions will not be made to the following instructions and deadlines. If program information is not received by the deadline and in the appropriate format, it will not be printed.
- All program information must be submitted by using the *online Student Recital Program form*: <http://www.aquinas.edu/music/degrees.html#forms>.
- The *online Student Recital Program form* must be submitted six weeks prior to the Recital Hearing.
- **Private lesson instructor and Music Department Chairperson approval:** The private lesson instructor and the Music Department Chairperson must proof and initial the program when the Recital is approved at the time of the Recital Hearing.
- **Deadline for final copy: 3 weeks before the Recital.** The student must submit a final copy of the program.
- All information must be included on the *online Student Recital Program form*, including movement titles, complete composer names and composer dates, translations and thank you.
- **Program notes and translations:** All program notes and translations are the student's responsibility and must be submitted with the final program copy **3 weeks before the Recital**. The student should consult the private lesson instructor for their preferences. Also, there are free online text translation services; they are rough translations and are by no means professional translations, but they do give a general idea of the text, such as, <http://www.freetranslation.com> and http://www.worldlingo.com/products_services/worldlingo_translator.html
- **Proofing:** The student will receive an email when the final copy of their program is ready for review with their private lesson instructor, chairperson and music faculty. The student must review this final copy of the program with the AMC Administrative Assistant three weeks prior to the Recital and return the final proof within **7 days** for printing.
- **Student recital programs:** All department programs must be prepared and printed by the Music Department.
- **Number of printed programs:** The standard number is 50 and will be printed by the Music Department at no cost to the student. The student will be responsible for the cost of additional copies. The student should inform the AMC Administrative Assistant of the anticipated number of attendees no later than two weeks before printing.
- **Pick up programs:** Arrange a time with the AMC Administrative Assistant to pick up your programs at least 3 days before the Recital.
- Student recital program information can be posted on the Music Department Web site *Calendar of Events* page after final approval is given by the private lesson instructor and the Music Department Chairperson.

Off campus printing of recital programs will become the responsibility of the student when the deadlines stated above are not met.

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