Procedure for Student Recital Program Submission

All program information must be submitted by using the Student Recitals: Program Submission Form, which can be found at: http://www.aquinas.edu/music/degrees.html#forms.

The REPERTOIRE of the Student Recital Program Form is to be submitted 42 Days or Six Weeks Prior to your Recital Hearing which is one month prior to the recital.

INSTRUCTOR APPROVAL: Your private instructor and the Music Department Chair will proof and initial your program if your Recital is approved at the time of your Hearing. It is to your benefit to submit your REPERTOIRE up to sixty (60) days prior to the Recital to ensure you have met the repertoire requirements well in advance of the Hearing date.

DEADLINE for ALL Recital Program Information: three (3) weeks before your Recital or within one week of your Recital Hearing Approval.

PROGRAM NOTES AND TRANSLATIONS: All information must be inserted on the Student Recitals: Program Submission Form, including movement titles, complete composer names and composer dates, translations, program notes, and Thank you’s. Proofread, read it aloud, then enlist a friend to do the same, to ensure that you are using proper punctuation, accent marks and spelling. This will help to reduce the number of drafts that will have to go through the AMC Office, your Instructor, and you. The best approach is to create this material on a Word document, flush to the left, then cutting and pasting it into the Program Submission Form. 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.

PROOFING: You will receive an email when your Program proof is ready. Go over the proof with your Instructor. Contact the Administrative Assistant to schedule a time to Review the first Program Draft. You must return the Draft (and subsequent Drafts) within two (2) days. This procedure is repeated as necessary.

RECITAL PROGRAM AND PRINTING: All department programs are prepared and printed by the Music Department.

NUMBER OF PRINTED PROGRAMS: The standard number of programs for a student recital is 50 and will be printed by the Music Department. Inform the Administrative Assistant of the anticipated number of attendees no later than one week before printing. Should the Administrative Assistant and Music Chair determine that more programs will be needed, the number of programs requested will be appropriately increased.

PROGRAMS COMPLETE: Programs will be printed during the week of the Recital.

The Announcement of a Student Recital and the Recital Program will be posted on the web Calendar of Events via a link after your private Instructor and the Music Department Chair have given final approval.

Please note: When the deadlines stated above are not met, off campus printing of Recital Programs may become necessary and will become the responsibility of the student.

(Rev. 11-16-13)