

INSTRUCTIONS FOR SUBMISSION OF INFORMATION FOR STUDENT RECITAL PRINTED PROGRAMS

The School of Music Public Relations office prepares recital programs in a standard format for uniformity.

- Program information must be provided to the PR office **electronically** (email / disk / CD), in any version of Microsoft Word or a simple text editor, at least two weeks (10 working days, not counting Saturday and Sunday) prior to the recital date.
- **Information should be emailed to Helene Erenberg at: herenberg@gsu.edu**
- The required information includes:
 - Performer name(s)
 - Instrument
 - Status (Junior, Senior or Graduate Student)
 - Faculty instructor
 - Degree being pursued
 - Names of any assisting students or faculty, including accompanist; please indicate which piece(s) they are playing on
 - Titles of works (proper titles and correct spellings), including movement names, if applicable
 - Composer dates; if the composer is still living, include his or her birth year
 - If and when an intermission will occur
 - If a joint junior recital, program information should be provided in order that it will appear
- Program notes and translations, if necessary, are to be completed and copied by the student.
- After a proof of the program has been produced, an electronic copy will be emailed to the faculty member, with a hard copy left in their mailbox at Haas Howell, along with a deadline for response (usually 2-3 days). Failure to respond or to make corrections to the proof by the deadline established by the PR office will result in the program's going to press without changes. In such cases, mistakes in print are the responsibility of the student and the faculty supervisor.
- Note: Students are not permitted to design and print their own programs for distribution. If program information is not submitted two weeks prior to the recital date, students may be required to announce their programs from the stage.

**Questions should be addressed to HELENE ERENBERG, Haas Howell 512
404-413-5914 or herenberg@gsu.edu**