
Student Recital Programs

INSTRUCTIONS FOR SUBMISSION OF INFORMATION

1. Complete program information must be provided to your instructor via email in an attached word document and then upon approval be submitted to the production department three (3) weeks prior to the performance date, again copying your instructor.
2. The required information includes:
 - Performer name(s) and instruments
 - Status (junior, senior, or graduate student)
 - Faculty Instructor
 - Degree being pursued
 - Names of any assisting students or faculty, including accompanist (please indicate which pieces(s) they are playing on)
 - Titles and dates of pieces (full/proper titles, spelled and punctuated correctly, including movement names, if applicable)
 - Composer, arranger, editor, lyricist names and dates
 - If and when an intermission will occur
 - Correct program order
3. After a proof of the program has been produced, a pdf will be emailed to the faculty instructor for approval.
4. After instructor approval, we will make 25-75 copies per program.
5. Students are not permitted to design their own programs for distribution. If program information is not submitted three weeks prior to the recital date, students will be required to announce their program from the stage.

Students are allowed to design their promotional posters for their recital. All recital posters must be approved by the PR Department, and be posted in approved spaces.

Questions can be addressed to somrecitals@gsu.edu

music.gsu.edu