

UNIVERSITY OF MINNESOTA SCHOOL OF MUSIC STUDENT RECITAL PROGRAM PRINTING INSTRUCTIONS (Effective January 2009)

It is important that School of Music printed programs adhere to a consistent professional standard. In addition, production of programs must be cost-effective and aligned with available staff support. These procedures are intended to assist students in effective and professional production of their printed recital programs. Following them closely will assure comfort, reliable information, and a sense of professionalism for audiences and performers.

All students must use University of Minnesota printing resources to produce recital programs. Read *all steps of this process in their entirety*, then simply follow the step-by-step guidelines.

1. Access the official School of Music program template (letter sized 8 1/2" x 11") online at www.music.umn.edu/students/index.php and format your program accordingly (a sample program is attached at the end of this packet).

The program template includes:

- Composer name(s)
 - Composition title(s)/movement in order in which they will be performed
 - Composer dates; if the composer is still living, include his or her birth year
 - Names of other performers in recital and their instruments
 - Day, date, time and location of recital with your degree objective and instructor's name.
2. Finalize your program draft and have your instructor of record **approve and initial** a hard copy.
 3. Take your finalized/approved/initialed program draft to Laura Krider in Room 100 within normal business hours to receive signatory permission slip to print your program through the West Bank Copy Center.
 4. Take a hard copy of your finalized program *and* the School of Music signatory permission slip to the West Bank Copy Center (33 Social Science Tower, West Bank) for printing on the official School of Music program letterhead. *Note: if you do not have a permission slip from Room 100, you will have to pay for the printing of your*

program. Any reprinting done because of program misprints will be at your cost.

5. Five copies of your finalized program on School of Music program letterhead **must** be submitted to Room 100 **before** your recital date. One program must have your applied instructor's signature. If your programs are not submitted, you will receive an incomplete until Room 100 receives them.

Program Timeline to Accomplish all Tasks:

Submit your program draft to your professor ***no later than four weeks*** prior to your recital date. Finalize and print your program through the West Bank Copy Center at least ***two weeks*** prior to your recital date.

Program Quantities:

Voice recitals receive permission to print 150 programs, and all other types of degree recitals receive permission to print 85 programs. If you wish to print a larger quantity of programs, you must personally cover the cost of printing for those that exceed the number allotted by the School of Music (maximum total programs per recital is 150).

West Bank Copy Center:

West Bank Copy Center location and current hours can be found at www.printing.umn.edu. Please note: West Bank Copy Center is the only location that carries School of Music program recital letterhead and that can directly invoice the School of Music. If you choose to use another copy service center, it will be at your expense and you must use School of Music recital program letterhead that is available in Room 100.

Program Notes:

Program notes, texts, and translations will be duplicated for graduate students only. To do so, please submit them in final typed, copy-ready form to Ferguson 100 at least **ONE WEEK prior to your recital**. These materials may be picked up from Room 100. Undergraduate students are responsible for printing any program notes, texts, and translations desired for their recital. All notes, texts, and translations should be reviewed and approved/signed by at least one faculty member prior to duplication.