## Recital & Concert Program Preparation: Steps and Expectations 2024-25 (Students and Faculty)

Step 1: Download relevant recital or concert template from website.

FACULTY:

https://www.towson.edu/cofac/departme nts/music/facultystaff/resources/

**STUDENTS:** 

https://www.towson.edu/cofac/departme

nts/music/resources/recitals/

Step 2: Replace content with your own specific recital information, following the file formatting.

STUDENTS: Ask your applied teacher for advice and assistance as needed.

Step 3: Save your file using one of these naming styles: D-M-Y – NAME:

FACULTY: (09-20-24 – Collister-Dillon Recital) or (11-23-24 – TU CHOIRS)

> STUDENTS: (11-02-24-Jones BM Voice).

**STUDENTS:** 

Step 4: At least four weeks prior to your recital, submit first camera-ready draft of program with accompanying documents (translations, program notes) to your applied teacher.

FACULTY:

At least three weeks prior to the ensemble concert or recital go to STEP 5

Step 5: STUDENTS & FACULTY: At least three weeks prior to your recital, your applied teacher or the faculty member responsible for the concert forwards the final proofed and approved program documents in electronic form (MS Word, NOT a PDF) to

Voice/Choral/Keyboard: Min Jin mjin@towson.edu & Karen Gempp kgempp@towson.edu

All other programs: Gretchen Carlson <u>gcarlson@towson.edu</u> & Karen Gempp <u>kgempp@towson.edu</u>

IF IN DOUBT SEND YOUR PROGRAM TO ALL THREE PERSONS LISTED ABOVE. Step 6: At least two weeks prior to your recital, final edits are made, and programs will be printed ten days to two weeks prior to recital.

> Any changes to a student recital program must be approved by the applied teacher.

## **FACULTY:**

If your program requires special printing, please submit documents before the three week deadline if at all possible. Discuss your special printed requests with the Chairperson prior to submission.

• STUDENTS: Failure to submit the required recital drafts and/or translations to your applied teacher and subsequently to the program reviewer can result in cancellation of your student recital at the discretion of the Department Chairperson. The sole responsibility for the timeline articulated above rests with the student or the faculty member in charge of a scheduled concert. Seek input in a timely fashion from your teacher and request further information with any problems from the Department Office.