

RECITAL/ENSEMBLE PROGRAM REVIEW PROCESS

STEP 1

STUDENT/FACULTY creates the program using the appropriate template from the Department Website

STEP 2 - 4 WEEKS PRIOR TO RECITAL

Student sends the fully proofed and formatted program to their applied teacher.
Faculty skip to STEP 5

STEP 4

Student makes 2nd Draft corrections and sends back to the teacher for final proof.

STEP 3

Teacher proofs the program and sends back to the student for corrections.

STEP 5 - 3 WEEKS PRIOR TO CONCERT

Faculty approves final draft **AS A WORD DOC** and sends to persons as listed in step 6.

STEP 6 - PROGRAM FINAL PROOF READY 2 WEEKS PRIOR TO CONCERT

Instrumental/Composition Programs: go to Gretchen Carlson gcarlson@towson.edu

Vocal Programs go to Leneida Crawford. lecrawford@towson.edu
ALWAYS INCLUDE KAREN GEMPP ON ALL PROGRAMS. kgempp@towson.edu