Recital Program Form p. 1

Instructions: All fields of this form must be completed and submitted to the Music Department's Public Affairs Specialist ***at least four weeks prior to the scheduled recital date***. This form and any attachments must be submitted **electronically** via email, and must either be in a Microsoft Word or rich text format.

Performer/Composer Information

Name: _____ E-mail: _____

Phone: _____

Recital Information

Type of Recital: _____

(Senior/junior recital or project)

Date of Recital: _____

If this is a junior recital or project, who are you sharing the performance with? _____

Recital Repertoire

*List all pieces and movements **exactly** as they should appear on your program, using this form or a typewritten attachment, including all of information indicated in the table below. Your **studio teacher must proofread** this information before it is submitted.*

Title (include movements if necessary)	Composer	Composer's birth and death dates (*ex. 1850-1900, b. 1949*)	Arrangers or transcribers (*if relavent)*

Recital Program Form p. 2

Performers

List all performers as indicated below, or attach a separate sheet. If you are including an established departmental large ensemble (e.g. CSUSB Chamber Singers or CSUSB Chamber Orchestra), list just the name of the ensemble, then attach a separate sheet with a roster of the ensemble.

	Name:	Instrument/voice:	Piece performing on:
Accompanist:			

Program Notes

***Attach typewritten program notes**, if any, in a Microsoft Word format or rich text format. Consult with your studio teacher to see if he/she requires program notes and make sure he/she proofreads the notes before you submit them with this form.*
Maximum length for program notes is 800 words!

Printing Requirements

Please print _____ total programs for my recital

The Music Department will print 75 total programs for a recital free of charge. A student can obtain additional programs for a fee of $15 per 25 programs. If more than 75 programs are to be printed, a check totaling $15 per additional 25 programs should be submitted to the Music Department PA Specialist, made out to "CSUSB Music Department," concurrent with submission of this form.

*Program information must be submitted **no later than four weeks prior to the performance date**. The Music Department cannot guarantee timely printing of programs submitted after that date, and the department will not take responsibilities for any inaccuracies or other errors in program information submitted after the four-week deadline.*

SUBMIT THIS FORM, with any attachments, VIA EMAIL
to the Music Department's PA Specialist (musicboxoffice@csusb.edu)