

# Guidelines for submitting your recital program information

## Recital Program Policy

Students are not permitted to design and print their own recital programs. Performing rights organizations (ASCAP, BMI) require all School of Music programs to be submitted in standardized format. Program information for all concerts and recitals sponsored by the School of Music must be submitted to the Programs Coordinator at [programs@music.utah.edu](mailto:programs@music.utah.edu) at least two (2) weeks prior to the recital date. If you do not submit your program two weeks in advance you will forfeit your \$25 refund. Please refer to Procedures for Printed Programs at <http://music.utah.edu/students/forms-applications.php>.

- 1) Remember that your program information needs to be submitted 2 weeks before the date of your recital.
  - a. Please submit this information to [programs@music.utah.edu](mailto:programs@music.utah.edu)  
On the subject line of message, please include the following:
    - Date of Recital (mm/dd/yyyy)
    - Your Name
    - "recital program"

Example: 04/15/2015 John Doe recital program

- 2) Please include the following information in the body of the email:
  - a. Your name
  - b. Your instrument/voice type
  - c. Your private teacher
  - d. Your accompanist or special guests
  - e. Date and location of your recital
  - f. For each piece performed:
    - i. Full name of piece, including Opus # (or equivalent i.e. BWV, Hob, K, WoO etc...)
    - ii. Name of each movement, if any.
    - iii. Full name of composer, and years. If composer is living, please provide birth year.
    - iv. If special guests are present on that number (i.e. duet partner, backing string quartet etc.), please indicate at the end of previous information.
  - g. Indicate where you will be taking an intermission.
  - h. If you wish to have program notes/translations/bios you are responsible for providing and printing on your own.

- 3) You can revise the program up to 5 business days before the recital.
- 4) Your program will have the following format, on a half sheet of paper:

**Front**

**SCHOOL OF MUSIC**  
COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH

Masters Recital

John Doe, violin

Student of Dr. Jane Doe

Wolfgang Doe, piano

Friday, February 13, 2015  
Dumke Recital Hall  
6:00 p.m.

## Back

<b>Program</b> <i>(Please hold applause until the end of each section and turn off all electronic devices that could disrupt the concert.)</i>	
<i>The Guardian Angel:</i> Passacaglia in G Minor for Solo Violin	Heinrich Ignaz Franz von Biber (1644-1704)
Five Pieces for Violin and Piano, Op. 81 Mazurka Rondino Walzer Aubade Menuetto	Jean Sibelius (1865-1957)
<i>Intermission</i>	
Violin Sonata in F Major, Op. 8 <i>Allegro con brio</i> <i>Allegretto quasi Andantino</i> <i>Allegro molto vivace</i>	Edvard Grieg (1843-1907)
This recital is presented as partial fulfillment for the requirements for the Master of Music	

- 5) Once this information is received the program will be created. A proof will be sent to you and your private teacher for review. Only after your approval has been received will the program be sent to be printed.
- 6) Once your programs are printed you will receive notification to pick up them up in the office along. Students must pick up their recital program and room access card prior to their recital during School of Music Office hours (Monday-Friday, 8:00 AM – 5:00 PM).

**For an example of a well-done program submission please refer to the following that was submitted to [programs@music.utah.edu](mailto:programs@music.utah.edu). Feel free to use this as a template for your submissions:**

Tully Cathey, guitar  
Robert Stephenson, oboe and English horn  
Lisa Byrnes, flute

Sundays@7 concert  
January 18, 2015  
Dumke Recital Hall, 7 pm

### Program

*Sonata in A minor, Op. 1, No. 1*  
for Oboe and Guitar-continuo  
1. Adagio  
2. Allegro  
3. Adagio  
4. Giga

Jean Baptiste Loeillet de Gant  
(1688 - ca. 1720)

Three pieces from *Musiques Populaires Brésiliennes*  
for Flute and Guitar  
1. Paçoca (Choro), à Michel Caussanel  
2. Piazza Vittorio (Choro Maxixe), à Ioria Agostini  
3. Pé De Moleque (Samba Choro), pour Laura

Celso Machado  
(b. 1953)

*Eclogues, op. 206*  
for Flute, English Horn and Guitar  
1. Andantino quieto  
2. Allegro con spirito (Tempo di Salterello)  
3. Lento Elegiaco  
4. Allegretto Vivace, con spirito (Girotondo)

Mario Castelnuovo-Tedesco  
(1895-1968)

### *Intermission*

*Nocturne, Op. 190*  
for Flute and Guitar  
1. Introduction, Largo  
2. Alla Polacca  
3. Largo  
4. Primo Tempo

Ferdinand Carulli  
(1770-1841)

Winter Moods  
for Flute, Oboe and Guitar  
1. Strength  
2. Melancholy  
3. Fleetness

Tully Cathey  
(b. 1954)