Program Instructions for Faculty Supervising Student Recitals

Programs are due by **September 28** in the fall semester and **February 15** in the spring. Composition programs must be submitted no later than four weeks prior to recital date.

1. Student enters information into the Student_Program_Template
   a. Template is available to students on a CD (students should pick this up from the main office).
   b. Template is available to faculty on the Faculty Program Templates CD.

2. Student sends e-mail to faculty with the following attachments:
   a. Shared_Recital_Program_Form if sharing a recital with another student or Individual&Comp_Recital_Program_Form if giving a solo or composition recital
   b. Student_Program_Template form (which should be renamed as date of performance (using hyphens)_last name/name of ensemble. Ex: **11-17-10_Bunce.rtf**.)

3. Faculty member proofs the program and forwards the program and the program form (renamed to student's last name_programform) to Ashley Hirt at hirt7805@vandals.uidaho.edu by the program deadline.
   a. Save the e-mail attachments from students to hard drive instead of opening from the e-mail attachment.
   b. Open up word processing application (preferably MS Word).
   c. From within the word processing application, open up the appropriate program template (.rtf).
   d. Choose "save as" from the File Menu.
   e. "Rich Text Format"(.rtf) should be the default in the "save file as type" menu. If not, please be sure this is selected from the pull-down menu.
   f. Rename the file as date of performance (using hyphens)_last name/name of ensemble. **Ex: 11-17-10_Bunce.rtf.**
   g. Check formatting (LHSOM header, right justified margins), etc. If not correct, have student resubmit with proper document.

4. Shared Recitals
   a. Determine which faculty member will be responsible for final proofing of recital. This person will also forward the program to Ashley Hirt. The responsible faculty member should be notated on the Recital Program Form.
      NOTE: For a joint recital, **only one program may be submitted** (however, the studio instructors for both performers should be involved in the proofing).
   b. Each performer will need to complete a LHSOM Recital Program Form (Shared Recital) below and forward to his or her studio instructor. The studio instructor will then forward the Recital Program Form to Ashley Hirt.

5. If Ashley makes content changes to the program, she will e-mail a proof of the program to the faculty member.

6. Programs will not be printed until one week prior to the recital, so if changes in order or personnel need to be made, these can be made up to one week prior to the recital.

IMPORTANT: Save the e-mail attachments to your hard drive instead of opening from the e-mail attachment. Always open the .rtf documents from within Microsoft Word or another word processor. If formatting problems occur, it is normally because the document was not opened from within Microsoft Word.