

# POSTERS AND PROGRAMS

FOR FACULTY RECITALS, MUSIC DEPARTMENT SPONSORED CONCERTS AND MASTER CLASSES

PLEASE SUBMIT MATERIALS to the Music Department Scheduler

## DEADLINES

**POSTERS** 3 weeks before the event date for events publicized within 5 Colleges

**PROGRAMS** 2 weeks before the event date.

*If any deadline is missed, I may not be able to fulfill the request;  
you will then be responsible for your own poster or program.*

## **Proofing**

Expect to receive drafts of poster and programs by email. Proof them thoroughly and return them to me as quickly as possible. Time will allow only one or two opportunities to proof the materials before they need to go to Copy Services.

## **Printing and Distribution**

Once the final editing and proofreading are done, I will send the final file to Copy Services for printing. The actual printing takes a few days. There are a few levels of distribution for posters and the nature of the event will determine how many posters will be printed and where they will be distributed.

## **Poster Style Ideas**

Please email the event poster information: who, what, where, when along with any digital photos and photos that aren't under copyright. The more information regarding likes and dislikes as well as lead time you can give me, the better the final result will be.

## **Program Format**

Please DO NOT FORMAT the text that you send me for the programs. **Don't bother tabbing over information**, instead, simply left justify the information in one column as follows:

Partita 111 BWV1006  
Gavotte en Rondeau  
Loure  
Gigue  
J.S. Bach  
1685-1750

## **Bios**

Don't forget to submit UPDATED bios for your programs