

PROGRAM INFORMATION CHECK-LIST

Furman Music Department



The following check list is provided to assist one in assembling and organizing information for the printed recital or concert program. The list is drawn primarily from Words and Music by Eugene Helm and Albert T. Luper (Rev., ed., 1982) and should be consulted for further information. The printed program format and style is set by the Department of Music; this includes program notes. Program samples may be obtained from the Music Office.

1. List the larger enterprise of which this program is a part ("Renaissance Festival," "Eighth Annual Church Music Conference, Senior Recital" etc.)
2. Institution sponsoring the performance ("Furman University Department of Music")
3. Title of the concert if applicable ("Prism Concert," "The 2004 Furman Singers Tour," etc.)
4. Names of performers and their instruments, ensembles, conductors
5. Separate listings of performers or soloists in conjunction with separate titles. (List under selection where they are featured.)
6. The date, time and location of the concert or recital
7. The titles of the compositions being performed, with opus numbers, thematic index numbers (e.g., K. 595), dates of the composition or premiers if relevant to the performance, etc.
8. Complete names of composers (although this may seem unnecessary for familiar composers, full names for all composers will add elements of consistency and completeness to the program)
9. Birth-death dates of composers. It is perhaps more graceful to write "b. 1901" for a living composer rather than "1901- " as if waiting for him to die so that you can fill in the blank.
10. Names of editors, arrangers, etc. ("arr. by Robert Shaw," "trans. by W. Stokowski," etc.)
11. Titles of initial tempo indications for single movements. Sometimes it is better to give several, or even all, of the tempo indications that occur in a movement, with the indications set off from each other by hyphens. Never number movements unless they are definitely part of the movement title.

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| Adagio | I. Dulce |
| Allegro-Presto | II. Gavotte |
12. The purpose of the concert, if the concert is a curriculum requirement ("This program is presented in partial fulfillment of the Bachelor of Music Degree in Vocal Performance.")
13. At the bottom of the program:
 - a. Reminder to turn off all cell phones and electronic pagers.
 - b. Include the name of the student and teacher in this format: "(Performing Student) is a student of (Applied music teacher's name)."

See Reverse for Sample Program