Directions for Submitting Faculty or Guest Recital Programs

Conservatory Productions prepares programs for conservatory sponsored recitals and requires that programs be emailed to conpro@oberlin.edu a minimum of ***two weeks prior to the performance date***. This timeframe not only ensures adequate time for editing, but also maximizes the length of time your recital rep will be advertised in the *Oberlin Online Events Calendar*.

There are ***3 steps*** you will need to complete before your program submission can be processed.

1. You may create your program using the Google drive .docx template or using the Microsoft Word document template. Both are available on oberlin.edu, under Conservatory Productions, Forms and Applications. Please do not convert your original file to a Word file after creating it. Formatting is lost in the conversion of the document.
    a. If choosing the Google doc template, please MAKE A COPY of our template. Then type over sections with your own information. Please title your document with the date of your recital and your name.
    b. If choosing the Microsoft Word template, you may create your own file using the SAVE AS function. Please title your document with the date of your recital and your name.
2. See the next page, select each item you want to change and then type over it with your own program information. ***Note***: In order to maintain the tabs and formatting of the template, it is very important to highlight and overwrite only one line/item of information at a time.
    a. For example, to enter the name of the performance venue, select the words "Kulas Recital Hall" and then type the name of the venue you will be using (i.e.: Warner Concert Hall, Stull Recital Hall). Proceed in the same manner with editing the date and time of your performance. ***Note****:* You do not need to enter a "Concert No."; this will be added by Conservatory Productions.
    b. Continue filling in the template with the titles/movements of the pieces, composers, composer dates of birth and death (if applicable), and accompanists. **Please include all relevant catalog information (piece number, opus number, key signature, etc.), as well as the full names of any transcribers or arrangers.**
    c. *For vocalists, additional information is requested pertaining to the libretto/lyrics and texts and translations; please refer to the pages 3 and 4.*
    d. ***Note***: No dedications, personal messages, or overarching program titles may appear on the program. (See Conservatory Faculty Handbook) A performer wishing to make a dedication or other statement may announce it from the stage or provide a handout to be distributed at the concert.
3. Once you have finished entering your program information in the template, email or share the docx file with conpro@oberlin.edu. Please do not send a pdf file.

Please note:

** Programs are processed in the order in which they are properly received **
If your program submission does not reflect the formatting of the template,
you will be asked to resubmit.

OBERLIN
COLLEGE & CONSERVATORY

Faculty or Guest Recital

Performer Name, *instrument*

Accompanist Name, *instrument*

Wednesday
September 6, 2026, 7:30 pm
Kulas Recital Hall
Concert No. XXX

Title of First Piece — **Composer Name**
composer dates (0000-0000)

First Movement
Second Movement
Third Movement
Etc.

Accompanist or Secondary Performer(s), *instrument*

Title of Second Piece — **Composer Name**
(0000-0000)

First Movement
Second Movement
Third Movement
Etc.

Accompanist, *instrument* Secondary Performer(s), *instrument*

- Intermission -

Title of Third Piece — **Composer Name**
(0000-0000)

First Movement
Second Movement
Third Movement
Etc.

Accompanist or Secondary Performer(s), *instrument*

(Continue on in this format with additional pieces as needed.)

Please silence all cell phones and refrain from the use of unauthorized recording equipment and flash photography during the performance.
Thank you.

Vocalists are requested to include librettist information for the pieces they will perform, using the following template:

Title of Song Cycle (Librettist last name) **Composer Name**
First piece composer dates (0000-0000)
Second piece
Third piece
Etc.

Title of Piece (Librettist last name) **Composer Name**
Title of Piece (Librettist last name) composer dates (0000-0000)
Title of Piece (Librettist last name)
Etc.

See Page 4 for instructions on "Translations"

TRANSLATIONS

For **vocal recitals**, please paste in the English texts and/or translations below if they are to be included in the program, heading each text or translation with the corresponding title from the program page.

At the bottom of each text/translation, you must clearly credit the name of the author or translator *and* the source from which you took that text/translation (i.e. the book, website, etc.), as well as the date of publication or translation, if known (see below).

Title of Piece **Composer**

Text Text
Text Text

—*Translation copyright © date by Translator Name, from* Source book or website name and url