



UNIVERSITY OF HOUSTON
Moores School of Music
RECITAL PROGRAM INSTRUCTIONS (S/13)

1. Complete the Recital Template **EXACTLY AS IT APPEARS** (no programs will be accepted in hard copy or disk format). Please see the Program Example to clarify any questions on format.
2. Please email your program to the Front Desk at recitals4msm@yahoo.com **NO LATER THAN THREE WEEKS** before your scheduled recital date. You will receive email confirmation of program receipt. If you do not receive this confirmation, please re-send your program and check with Kristy at the Front Desk (MSM Room 120). *(Please note: if your program is not received by the due date, the Front Desk will not be producing it and any student attending will not receive recital credit).*
3. When a proof of your program is ready, you will be notified. Please check the proof for mistakes (with your instructor) and return it to the front office. Your faculty instructor must sign the proof.
4. Please pick up your completed programs at the Front Desk the day of your recital before 4 pm (on Friday, if your recital falls on the weekend). Please do not assume your teacher will obtain programs for you.