

UNT College of Music Procedure for Program Creation

Grace Gelpi, Communications Specialist

Guidelines for Departmental and Class Recital Programs

1. Faculty, departmental staff or student worker(s) will compile departmental or class recital program information as is customary for their department, division or class.
2. Staff/student will input collected information into the provided program template.
3. Staff/student will review the Program Style Guide and ensure that their program is compliant with all guidelines set therein.
4. Staff/student will send their program, *without a number*, to the Program Office.
5. The Communications Specialist or student worker will perform light editing and reformatting as is appropriate and will assign a program number.
6. The Communications Specialist or student worker will send the completed program to the faculty, staff or student worker.