**Program Information Sheet**

*Note: form fields automatically expand as needed.*

Event title: Click or tap here to enter text.

Event date: Click or tap to enter a date.

Event location: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Performers to list on cover: Click or tap here to enter text.

Event sponsor: Click or tap here to enter text.

Please list all repertoire including complete names of works and movements, full composer names and birth/death years, and other details as needed.

Click or tap here to enter text.

Please include program notes you would like to include.

Click or tap here to enter text.

Please include performer bios you would like to include. Maximum length: Faculty – 200 words; Guest artist – 400 words; Student – 150 words.

Click or tap here to enter text.

Please provide any other information you would like included in your program, such as ensemble rosters, special acknowledgments, etc.

Click or tap here to enter text.

* If you have text and translations, please email a separate document, formatted (i.e. two columns if both original language and English), to Lynne Funk at [funklynn@msu.edu](mailto:funklynn@msu.edu).
* Please submit all information 3 weeks prior to your event. If you need assistance or have questions, please contact the Main Office, intercom #13 or extension 4-9450. Once your program draft is complete, you will receive an email confirmation and a printed draft will be placed in your mailbox for review.