PUBLICITY FORM – Concerts and Recitals

Name: __________________________________________ Time & Date of Event __________________________

Concert Location and Venue:________________________________________________________________________

Faculty/URI Ensemble Concerts

Event Title: ____________________________________________________________________________________

Description of Concert (Program Highlights, Location & Venue, Guest Artists, Soloists, etc): __________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Student Recitals

Biography (Educational summary, highlights of musical activities, past instructors): __________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Instrument: ___________________________________ Applied Instructor: _________________________________

Additional Students performing in recital: _____________________________________________________________
________________________________________________________________________________________________

High School: ____________________________________________________________________________________

Home Address: __________________________________________________________________________________

Hometown Newspaper: __________________________________________

Promotion Checklist:

In order to effectively publicize your event in press releases, arts calendars, advertisements we need the following supplementary materials:

• Completed program or listing of pieces, guest artists, etc. if program is not complete
• Short descriptive Blurb, for calendar listings
• At least one high resolution photo, more if possible, minimum 500x500 px.
• Highlights and/features of your program/career that could project this event to a wider audience.
• Current contact information for press interviews, questions.

Form & supplementary materials should be submitted to Ted Mook or Amy Botello – 6 weeks prior to performance. (email address to follow)