The Midwest Clinic

International Band and Orchestra Conference
Final Program Style Sheet

Heading

Group Photo

Photo Listing

Music Titles

Font:11 point, Calibri (unless indicated otherwise)

Heading

Example:

12:45PM Friday, December 17, 2021 – Ballroom 375 AB

Wakeland High School Wind Symphony

Frisco, Texas

Tanner Smith, *conductor*

- **Row 1:**
  - Time followed by capital AM or PM, no spaces
  - Day of the week
  - Date: Month Day, Year
  - After year, space, dash, space
  - Location: "Ballroom" Room number
- **Row 2:**

- o   Full Name of Ensemble, bold, 16 point font
- **Row 3:**
  - o   Location of the school, city and state
  - o   Should be italicized and the state needs to be spelled (Texas, not TX)
- **Row 4:**
  - o   Name of conductor should be bold, followed by lower case, italicized "*conductor*" or "*director*". You can use "*director*" or "*conductor*" as you prefer, but only one term throughout the program.
- **Optional Row 5 & 6:** Additional assistant conductor or director or co-conductor or co-director
  - o   Only conductors listed in the program heading will be included on the engraved performance plaques
  - o   This should not include guest conductors
  - o   Name(s) of additional conductor(s) should be bold, followed by lower case, italicized "*assistant conductor,*" "*director*", "*co-conductor,*" or "*conductor*"

Group Conductor Photos

The all photos need to be uploaded to the Performer Intranet by **October 19**. Only group photos submitted by that deadline will be used in the official event program, conference app, and website.

Group Photos should be high resolution, colored images formatted 1920 X 1280. Only .jpg or .png files will be accepted.

Conductor, Guest Conductor, and Artist photos should be high resolution, colored images (1 MB or larger). Only .jpg or .png files will be accepted.

Photo Listing

Photos should be listed in the following order:

1. Conductor/Director
2. Assistant/Associate Conductor(s)/Director(s) (in order of appearance)
3. Guest Conductors/Directors (in order of appearance)
4. Soloists (in order of appearance)

Examples:

Dean Westman
Director of Orchestras
Avon Public Schools

Aarón Serfaty
Percussion
Director, Afro Latin American Jazz Ensemble
University of Southern California

Bijon Watson
Trumpet

- **Row 1:** Name of person in bold
- **Row 2a (Jazz Artists Only):** Instrument
- **Row 2b:** Title (Optional for Jazz)
- **Row 3:** Affiliation italicized (Optional for Jazz)

The only titles printed by the Midwest Clinic are military titles. Please do not include Mr., Ms., Prof., Dr. etc.

Note: All conductor, guest conductor, and soloist photos need to be uploaded to the performer intranet by **October 19**. Any photo listing that doesn't have a corresponding photo uploaded will be removed from the program.

Entering Piece Information into the Final Program Template

After the "Title" has been added to your Final Program Template, hit the "tab" key to move to the next text box. When you are ready to move to the next row of text boxes, hit the "tab" key again.

If you hit the "enter" key, it will move your curser to the second line in the same text box. This will be useful when you are adding movements under a larger work. The Title of the work and the movements should be in the same text box.

Band, Orchestra, and K-12 Jazz Music Titles *(see page 6 for College, Military, and Pro Jazz Titles)*

Title
Please list titles as they appear on the score.

If the group is only performing select movements of a larger work please list as follows:

Symphony No. 5
 I. *Allegro*
 IV. *Rondo-Finale*

- **Row 1:** Title non italicized
- **Row 2 and subsequent rows:** Indented one tab with movement number indicated by roman numeral followed by the name of the movement italicized

Please list foreign titles in italics as follows:
Sciarda Spanguola

Titles that contain the name of a larger work should have that larger work in italics.
 Spring from *The Four Seasons*

Symphony Orchestras: Please place an asterisk (*) ahead of the title of all string orchestra selections.

Example

*Adagio for Strings

Composer/Arranger

Composers, Arrangers, Editors, and Transcribers must be listed with full first and last names.

When there is both a composer and an arranger (or editor), please list as follows:
Composer's Full Name/Arranger's (or Editor's) Full Name

Example

Percy Aldridge Grainger/R. Mark Rogers

When there is no composer, only an arranger (or editor), please list as follows:
Arr. Full Name or Ed. Full Name

Example

arr. Sammy Nestico or ed. Frederick Fennell

In many folk tunes, ballads, or carols there is typically no composer identified. Most often it

lists a genre (i.e. Traditional, German Carol, Various, etc.). When there is no composer (i.e. authorship unknown) and an arranger (or editor), please list as follows:

> Genre/Arranger's (or Editor's) Full Name

Example

Traditional/Albert O. Davis

Publisher Distributer

When listing a piece of music published by one company and distributed by another, pleaselist the companies as follows (remember that at least one of the two MUST be on the Midwest eligible publisher list):

> Publisher/Distributor

Example

Southern Music Company/Hal Leonard Corporation

NOTE: Please list the distributors/publishers names exactly as they appear on the most current version of the eligible publishers list.

Example:
Correct: Neil A. Kjos Music Company Incorrect: Kjos

Year Published

There must be a year of publication for all pieces that are not manuscripts. Manuscriptsshould not list a year published.

Performance Time

Please list performance time in minutes and seconds – 2:30.

When performing only part of a selection, first list the full timing of the piece and beneath it, place the timing of the excerpt you are performing in parentheses.

> Main Title of Work 27:00
> > I. *Allegro* (5:30)

If you are performing an entire work that has multiple movements, please list the movement names **AND** timings for the individual movements.

> Main Title of Work 22:20
> > I. *Allegro (4:18)*
> > II. *Turandot, Scherzo (8:03)*
> > III. *Andantino (3:39)*
> > IV. *Marsch (4:20)*

Grade

Grade listings should be only 1, 2, 3, 4, 5 or 6 (i.e. no 1.5 or 4 1/2 grades).

Titles in which a soloist is featured typically contain two different grade levels since the soloist's music is typically more virtuosic in nature. The ensemble grade should be listed first, solo grade second (i.e. 3/6).

Guest Conductors/Soloists

Your guest artists should be listed beneath the title of the selections they are performing, asfollows:

<div align="center">

John Smith, conductor

or

John Smith, trumpet

</div>

Guest performers that have sponsorship should have the sponsor's name listed on the very bottom of your program as follows:

<div align="center">

John Smith is sponsored by XYZ Corporation.

</div>

In the case of a piece having both a guest soloist and a guest conductor, please place the soloist's name first, followed by the conductor's name one the line below.

<div align="center">

John Smith, trumpet

Jane Jones, conductor

</div>

When formatting your Guest Conductor and/or soloist on your final program, merge and center all of the fields in that row.

To Merge Cells:

1. Select the cells you want to merge.
2. Right click within the selected cells » select Merge Cells. The selected cells are merged.

General Information

Listings such as "World Premier" or "Commissioned by XYZ School" should not appear onyour program page. These notations should be placed in your ensemble's printed program.

6

College, Military, and Pro Jazz Titles

Title

Please list titles as they appear on the score.

Composer/Arranger

Composers, Arrangers, Editors, and Transcribers must be listed with full first and last names.

If there are two composers, they should be separated by an ampersand, not the word "and"

Example

Don Raye & Gene De Paul

When there is both a composer and an arranger (or editor), please list as follows:
Composer's Full Name/Arranger's (or Editor's) Full Name

Example

Percy Aldridge Grainger/R. Mark Rogers

When there is no composer, only an arranger (or editor), please list as follows:
Arr. Full Name or Ed. Full Name

Example

arr. Sammy Nestico or ed. Frederick Fennell

In many folk tunes, ballads, or carols there is typically no composer identified. Most often it lists a genre (i.e. Traditional, German Carol, Various, etc.). When there is no composer (i.e. authorship unknown) and an arranger (or editor), please list as follows:
Genre/Arranger's (or Editor's) Full Name

Example

Traditional/Albert O. Davis

Guest performers that have sponsorship should have the sponsor's name listed on the very bottom of your program as follows:

John Smith is sponsored by XYZ Corporation.