

GMEA IN SERVICE CONFERENCE  
JANUARY 26-28, 2012  
PERFORMING GROUP PROGRAM INFORMATION

*Email the text below to the directors of the groups you have chosen to perform at the conference.*

TO: Conductors of performing ensembles at GMEA 2012 In Service Conference  
FROM: Division Chair  
RE: Format for submitting program copy for printed program

When you submit the program copy for your performance at the conference it helps us if you can submit it electronically as a Microsoft Word document so that it looks like the sample below. To achieve this, use Georgia font, 11 point bold. Set the right and left margins both at 1 inch and set a tab stop at the right margin by setting it at 6.5 inches right justified. That way we can simply copy and paste it into the program, thereby saving retyping time and possibly eliminating typing errors. Please be aware that we will place it in the program exactly as you send it so be sure you proof read it. If your division places publisher information in the program please set that underneath the composer information on the next line against the right margin (use the tab stop). Soloist and guest conductor information should be placed underneath the main line for the entry and centered. As below, please add an extra line space between selections.

Thank you for your help. We look forward to your performance at the conference.

<b>Our United States March</b>	<b>Frank Ventre</b>
<b>The Symphonic Gershwin</b>	<b>George Gershwin, arr. Warren Barker</b>
<b>Hoagy Carmichael In Concert</b>	<b>Hoagy Carmichael, arr. Warren Barker</b>
<b>Brazilian Concerto for Flute</b> <i>Dr. Roy Ernst, Soloist and founder of New Horizons International Music Association</i>	<b>arr. Bob Martin</b>
<b>Selections from Chicago</b>	<b>John Kander, arr. Ted Ricketts</b>
<b>Tribute to Count Basie</b>	<b>arr. John Moss</b>
<b>New Horizons March</b>	<b>Jack Hossfield and Jud Goodrich</b>

Please email your program as a word document attachment to  
Ryan Barbee ([ryanb@gmea.org](mailto:ryanb@gmea.org)) and the division chair responsible for your performance.  
Please make sure to identify yourself and the name of your ensemble in the text of the email.  
The deadline for submitting your program is November 1, 2011.