

GUIDELINES FOR SUBMITTING INFORMATION FOR MEMBER NEWS

What kind of information is acceptable for member news

Members may submit information about an upcoming performance, CD or book release, instrument for sale, and workshops/offerings relevant to NEPTA members. A new feature of the member news will be added this year, which includes music related news such as an award given to a NEPTA member, festival participation, or a musical project that directly involves a Nepta member. Please follow the specific requested formatting and check all information for accuracy including spelling and links to events. *This information is intended to be copied into an email without editing, and therefore each Nepta member is responsible for correct content.*

What kind of information is not acceptable for member news

Member News will not list employment opportunities, competitions and festivals that are not hosted by Nepta, nor specific student classes, workshops, seminars taught by Nepta members, unless they are specifically intended for Nepta teachers. These other items may be posted on the NEPTA Facebook page.

Frequency

There will be five emails containing Member news only; September, November, January, March, and May. Please submit member news to Ellie Perrone at e.pi@me.com with the subject line **Nepta Member News** and refer to the deadlines below. Without that subject line, your email may not be found! If your event occurs at the beginning of the month of a mailing, you may submit information for previous mailing. Example: A November 3 concert - submit information for September mailing as well as November mailing.

Deadlines For Submitting Member News

August 15 for September 1 mailing

October 15 for November 1 mailing

December 15 for January 2 mailing

February 15 for March 1 mailing

April 15 for May 1 mailing

Please submit all relevant information in this order:

Concerts

Kind of Event (Solo Recital, Chamber Concert, Orchestra Concerto, other?)

Name of Event (if relevant)

Member's Name (include additional performers if appropriate)

Day, Date and Time

Name of Hall/Building

Address (full street address, town, state, zip code):

Admission: Price or Free Admission

Contact Information: xxx-xxx-xxxx

Website: www.xxxxxxxx.com (please provide the link)

List Composers or full titles of your program, and additional performers if necessary. Please check accuracy and limit to a couple of lines.

CD or book Release

Member's Name
Title of CD or Book
Composer or Author
CD label or publisher
Where to purchase: links to website or mailing address
Contact information
Cost

Instrument Sale

Instrument (Piano, Flute etc):
Brand
Year
Size
Asking Price
Any relevant information to the instrument
Member's name and contact information

Music Related News

Please write 2-3 coherent sentences describing the award or recognition you received, participation in a festival (performing or teaching), or a project you are working on or have completed.

Example of solo piano concert:

Concert
Solo Piano Recital
Arthur Rubinstein
Sunday, February 3, 1975 at 3PM
Carnegie Hall
881 7th Avenue
New York, NY 10019
Admission: \$5,000
212-555-5555
www.rubinstein.com

Please note the following:

1. Spell out the names in full
2. No abbreviations
 - a. Yes: October 3, 2015
 - b. No: "Oct 3rd", "10/3/15", "10/3"
3. Do not use ALL CAPS
4. Do not use *ITALICS* or **BOLD** fonts
5. Do not Underline anything

Pianist Arthur Rubinstein will perform the complete works of Frederic Chopin.

This template is a guide for what may be included in the Member News. Please DO NOT include the lead words (name, date, etc) . This will allow the information to simply be copied and pasted. Submissions in paragraph form, or without necessary information will not be accepted and will be sent back to the member for revision.