

## CONVO request form

Please send requests to Dr. Anne Guzzo, [guzzo@uwyo.edu](mailto:guzzo@uwyo.edu)

Please only request **one** convo performance per request form. If you wish to perform on multiple convos, you must use separate forms for each one.

SUBJECT LINE MUST READ "CONVO: Student requester's name"

Example "CONVO: Janet Studentgal"

Include the following information

1. Date you'd prefer AND an alternate date in the event that the first one is booked.
2. Name of composition, spelled as you want it to appear in the program. \* (see below)
3. Composer's name (and arranger if applicable) – both first and last names with correct spelling
4. Movement titles - please ask your professor if you don't know the movement titles  
(Vocalists, please check with your professors – if the work is from an opera or book of art songs you must send me both the aria/song title and the opera or book of songs.)
5. All performers' names (including collaborators/pianists) - both first and last names
6. All performers' instruments/voice range (ex: John Studentguy, tenor; Rich Zhang, piano)
7. approx. duration

All items above must be included in order for this convo request to be confirmed in the schedule.

If you have any special tech needs (such as an electric cord, a chair for a page turner, etc.) please be sure to e-mail the UW tech crew early in the week: [stagetch@uwyo.edu](mailto:stagetch@uwyo.edu)

Thank you!

- Dr. Guzzo

### \* How to Format Piece/Song Titles

Standard titles, such as Sonata or Symphony are left plain text. (Ex: Sonata No. 1 in E minor)

Movements are also plain text. If you do not know the name of the movement, ask your instructor. These will be indented on the program. (Ex: I. Allegro non troppo)

Unusual titles (Ex: *Gnarly Buttons*) are italicized. (For movements, see above – same format.)

Song titles are usually in quotations. (Ex: "Hound Dog.")

Song titles are usually in quotations and if from an opera/show/book - then the book/opera/show is italicized and the song is still in quotes.

(Ex: "L'amour est un oiseau rebelle" from *Carmen*)

Please check all spelling of composer names, piece titles, etc. with your instructors and/or a trusted reference source like Oxford online BEFORE you submit your convo request.