Student Repertory Lab Instructions

All repertory lab programs will be formatted and printed by the Music Department office. Several weeks before a scheduled rep lab performance, the Music Office will email the student and instructor a "shared" rep lab form in the UH Google drive via their UH email address.

Student: Complete the rep lab form no later than two weeks prior to the performance date.

Applied Instructor: Review and make any revisions necessary once the student completes the form.

The Music Office will monitor completion/revision of rep lab forms. Upon applied instructor approval, student's performance information will be added to the draft program. The completed draft program will be reviewed by the appropriate area head faculty, and after revising/approval, the Music Office will provide 25 program copies for each repertory lab and post the final program to the Bulletin Board outside of Orvis Auditorium.

Note: *Any questions or special requests regarding performance order must be cleared with the appropriate area head faculty before any changes will be made to the final program.*

All changes to the documents in the shared folder are **automatically saved** on the Google Drive. Both student and instructor will be able to edit the rep lab program. **Special characters** for program pieces can be accessed through "insert menu – special characters" in the document.