

*A great program note must be—to lay listener and trained musician alike—
inviting, interesting, and informative.*

Content — The author will supply the following materials:

- Formatting of all titles and composers for a program title page. This service is included free of charge.
- Concert program annotations. These can be presented either as a series of separate essays for each piece of music, or as a single essay that links the repertoire together. Annotations may include score analysis, historical context, composer's biography, text analysis, etc.
- The sung texts formatted in a manner that is poetic and easy to read while listening to the music. This service is included free of charge for projects of 1000 words or more.
- English translations of the sung texts are also available for an additional fee.

Materials — Before the author will agree to undertake the project, the client must provide him with a comprehensive list of the repertoire to be performed, including titles, composers, arrangers, and instrumentation.

The client will supply the author with the following materials together with the signed contract:

- Music scores. This must be a legal copy of the complete published score (including cover page and other introductory material), though it may be in a digital format. This requirement may be waived if the author already owns the score or if the client prefers to reimburse the author for purchased scores.
- Music recordings. This is only necessary for new, commissioned, or self-published works. A computer-generated recording is acceptable.
- Contact information for the composers of new, commissioned, or self-published works.

Timeline

The author will not begin work on the project until he has received the client's signed contract and the other materials described above. The contract and materials must arrive to the author no fewer than four weeks from the client's deadline, or additional fees may apply.

Within one week of receiving the completed project, the client may request one round of editorial or substantive modifications. Further rounds of changes, or round beyond that timeline, may result in additional fees.

Rights

The author retains copyright in all original content. The author may re-use all materials without further consultation with the client.

The client retains the right to use these notes for future performances, free of charge, for up to three years. The client may post these notes on its website for the season of the relevant performance, and may print excerpts in other paraphernalia. These rights may not be transferred to any other organization without written permission from the author.

The client may not modify the author's text without written permission. At every appearance of his annotations and/or translations, the client will credit the author as follows:

Program notes and translations prepared by Dr. Gary D. Cannon.

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Standard Rates

Annotations and translations are charged by the word, as follows:

100–300 words	\$0.48 per word
400–900 words	\$0.45 per word
1000–1800 words	\$0.42 per word
2000 words or more	\$0.37 per word

If the concert includes multiple works, a minimum charge of \$25 per work may apply. The client will be charged at whichever amount is greater: the per-word rate, or the per-work rate.

The per-word rates also apply to translation into English from French, German, Italian, or Latin. Additional fees may apply for other languages. Translations of some common texts may be available free of charge.

If the completed project exceeds the contracted number of words, there is no charge for those additional words.

Additional Charges

- If the client cannot supply a copy of the music score, the author will purchase one. The appropriate fees, including tax and shipping, will be passed on to the client in the final invoice.
- Service with less than four weeks' notice may result in a surcharge to be negotiated based on the nature of the project. Usually the author will not undertake work with less than two weeks' notice.
- Use of the annotations as recording liner notes is to be negotiated separately.
- Translation from languages other than French, German, Italian, or Latin may incur additional fees to be negotiated separately.

Other Payment Policies

Once the project has been completed and submitted together with an invoice, the client is responsible to pay the complete contracted amount. For most projects, payment is due within thirty days of the invoice that will accompany the completed content. For larger projects, up to half of the full payment may be due upon signing of the contract.

A cancellation fee will apply if the client cancels the project after submitting the signed contract.

- If cancellation occurs more than three weeks before the deadline, the fee will consist of 25% of the contracted total, plus the cost of purchased scores.
- If cancellation occurs between one week and three weeks before the deadline, this fee will be 70% of the contracted total, plus the cost of purchased scores.
- If cancellation occurs within one week of the deadline, the client is responsible to pay the complete contracted amount, plus the cost of purchased scores.
- If cancellation occurs after a project been completed and submitted with an invoice, the client is responsible to pay the invoiced amount regardless of the timeframe.

The author will not undertake projects for any client with an outstanding balance.