



## POSTERS AND PROGRAMMES

### **You would like to have posters and / or programmes for your event?**

You may choose to use your own designs for advertising the event (see below), or to use the service provided by the University of Music FRANZ LISZT Weimar.

### Standard-design posters and programmes

The University of Music Franz Liszt Weimar offers posters and programmes printed on the institution's standard pre-prints free of charge.

This type of poster may be used for small concerts and events only (diploma concerts, concerts of individual classes, etc.). The maximum number of posters is 20. You will also be able to receive programme pre-prints in A5 (closed) format for such events. The maximum number available is 80.

#### **Contact**

Print media office  
Lisa Kramer  
Administration building  
Room 005

Telephone +49 3643 | 555 179 (this telephone is not permanently staffed!)  
[printmedien\(at\)hfm-weimar.de](mailto:printmedien(at)hfm-weimar.de)

#### **Office hours during winter term 2019/20**

Monday and Thursday 9.00 - 10.00 am

There are no office hours outside of term time; please send your requests via email to  
[printmedien\(at\)hfm-weimar.de](mailto:printmedien(at)hfm-weimar.de)

#### **Please take note of the following:**

Information for posters and programmes must be submitted together to the print media office in digital form (via email, as doc, pdf, jpg files) or on a physical source (CD-ROM, DVD-ROM, USB key) at least 14 days before the event.

Please provide information about time, place, ticket price, performers, composers (with dates), works (possibly with opus numbers), movement titles, possibly performer biographies and photos.

Materials submitted after the deadline, in incomplete or unreadable form will not be used. Should an event be cancelled and the posters and programmes not be required, please inform the print media office as soon as possible!

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► Your own poster design

If you prefer not to use the Franz Liszt University's pre-prints for your event, but your own design, then you can design your own poster.

Please get in touch with the marketing office with any further questions.

**Contact**

Marketing office | director

**Carsten Haft**

Administration building

Room 205

Tel. +49 3643 | 555 149

Fax +49 3643 | 555 199

carsten.haft@hfm-weimar.de

## GEMA registration

If you prepare your own programme booklet, and have not yet registered the programme with the events office, we ask you to hand in a copy of the booklet to the events office or email it to [alexander.becker\(at\)hfm-weimar.de](mailto:alexander.becker(at)hfm-weimar.de) in order to ensure an orderly registration of your concert with the GEMA.

**Contact**

Events office | GEMA registration

**Alexander Becker**

Administration building

Room 002

Tel. +49 3643 | 555 232

Fax + 49 3643 | 555 170