Recital Program Guidelines

See the Sample Recital Program to view what your recital program should look like when finished. The School of Music will provide you with 50 copies of your program. If you wish to make different programs to hand out at your recital the School still needs an approved program in the required format.

You must provide a copy of your program formatted as shown in the sample.

- A template is provided on the School of Music website. Make edits (do not change the headings or margins) as needed and save under your name. Print a draft of your recital program.

- Use an additional sheet for program notes, translations or additional lines such as “appreciation to parents or other,” these may not be included on the program.

- The first line (under the date) should specify STUDENT RECITAL (or FINAL PROJECT, JUNIOR RECITAL, SENIOR RECITAL, GRADUATE RECITAL).

- **Quotation marks and italics are not allowed EXCEPT**: When performing a song or aria from a larger work, use quotation marks for the aria and italics for the title of the opera or major work it is from. See Sample Program for an example.

- Make sure to indicate an Intermission if you are giving a full recital. Leave at least one blank space before and after the INTERMISSION line.

- If your recital does not “fit” on one page, use your own discretion as to where to begin the second page.

- Research composer birth and death dates ahead of time. These dates are often found in the music. Sometimes this information can be found in the library using the New Grove Dictionary of Music and Musicians. Or, try searching for the composer on a major search engine; for common classical music composers, visit www.classical.net and click your way to the Master Composer Index.

- Please spell check and proofread your program before taking it to your Applied Music Instructor and Area Coordinator for his/her approval. Your recital program must be approved and signed (on the back) by your Applied Music Instructor and the Applied Music Area Coordinator before submitting it to the Music Office.

At least one week prior to your recital performance date, submit your approved recital program initialed (on the back of the program) by your instructor and area supervisor to the Music Office.