

Guidelines for Recital Programs

The printed program for a student recital is an important document. It informs the audience and helps listeners understand the performance and their appropriate involvement in it. It also provides a record of the student's accomplishment of an academic requirement. These guidelines have been developed by the faculty of the Division of Music to make recital programs informative, attractive, and consistent. These directions are intended to make preparation of the program a clearer, simpler process for students and teachers.

Outline of the Printed Program

The program for a student recital consists of four pages (front cover, left inside page, right inside page, and back cover) plus notes/texts/translations, which may be on an insert or on separate sheets.

The faculty secretary, incorporating information provided by the student will prepare the front and back covers. The inside pages and the notes/texts/translations are prepared by the student and, after approval by the faculty panel at the audition, are delivered ready for copying to the faculty secretary.

All must be turned in the Music Office no later than two weeks before the recital. Your program must be prepared on an IBM or IBM-compatible computer. Use a virus scan program to scan your diskette each time before you work on your program.

Page Format

Microsoft Word XP

The inside page(s) of your recital program is (are) printed on legal-size paper (8 1/2" by 14") in landscape perspective (turned sideways). To avoid cutting and pasting or photocopying (both of which can distort the appearance of the program), follow these steps in Microsoft Word XP:

- Choose File, then Page Setup; choose Paper Size; set paper size to 8 1/2 x 14 (Legal); set Apply to Whole Document; choose Margins.
- Set left, right, top, and bottom margins to 0.750"; set Orientation to Landscape; click OK.
- Next, choose Format, Columns. Set number of columns to 2; set spacing to 1.50"; click OK.
- Choose the Format menu again; set Font to Times New Roman, 10-point, regular; click OK.
- Choose Format, then Tabs. With Alignment set to Left, type "0.5" in the Tab Stop Position box, then choose Set. Change Alignment to Right and type "5.5" in the Tab Stop Position box. Choose Set, then OK.

Begin typing your program information, tabbing once to indent and twice to right justify composer's names and dates against the right margin. (If the title is longer than 5-6 characters, you will have passed the "indent" mark and will only need to tab once to get to the right margin.)

The Front Cover

The faculty secretary is responsible for the front and back cover.

The front cover contains (1) the Division of Music logo, (2) a list of performers and medium, and, (3) the date, time, and place of the recital.

Performers may be identified *either* by role (pianist, etc.) *or* by medium (flute, piano). Make this decision with your teacher, and be consistent in following the pattern you select.

The Left inside Page

The left inside page contains (1) biographical information about the performers, (2) a statement of the academic requirement satisfied by the recital, (3) an invitation to the reception (optional), and (4) a reminder to the audience to observe good recital etiquette.

The heading, "Performers" is presented in 12-point bold Times New Roman type on the first line at the top of this page. All other material on this page is presented in 10-point Roman type. The information can remain 12-point if space is abundant.

Item (1): biographical information should be provided for each of the principal performers. The following format should be used:

(First and last name) is a student of (teacher's name). (Student's first name) is a member of (music organizations, ensembles, music awards, etc.) While at Samford (first name) has performed in (solo performance) with the (organization).

Item (2): (Name)'s performance is in partial fulfillment of the requirements for the Bachelor of Music degree with a major in (church music/music education/musical theatre/performance/theory and composition).

If the student has been approved for Honors in Performance, add this statement: This recital is a component of certification in Honors in Performance, earned by outstanding achievement in performance studies.

Item (3): The audience is invited to a reception in (place) following the recital.

Item (4): As a courtesy to the performers and to the other members of the audience, please turn off alarm watches, cellular phones, and audible pagers. Photography and unauthorized tape recording are not permitted during the performance.

The Right inside Page

The right inside page lists the works to be performed. "Intermission" or Roman numerals to delineate sections, are presented in 12-point bold Roman type. All other items are presented in 10-point type, either Roman or Italics as designated below.

Sections of voice recitals will usually be set apart by the use of centered Roman numerals without periods. This format is not customary for other types of recitals but may be employed if helpful to the audience in perceiving the grouping of works to be performed (and the appropriate points for applause).

Titles should follow the "uniform titles" of the Library of Congress. All titles should use capitalization and spelling, including diacritical marks, appropriate to the language. Sentence style should be used for incipits in English (for example, "In the Garden"). Because publishers are not always careful about the presentation of titles, it is important to check the library catalog or an authoritative listing of a composer's works, such as found in a reliable book about the composer, the complete works of the composer, or the New Grove Dictionary of Music. If in doubt, consult the Music Librarian.

The full (or customary) name of the composer is presented in Roman type and is justified against the right margin. Dates of birth and death are placed on the line below the name and are justified on the right. If the composer is living, use the form (b. 1950), not (1950-).

"Generic" titles (for example, Sonata in B-flat minor) are presented in the program in Roman type: "given" titles (for example, *Dichterliebe*) are italicized. Popular titles, that is, those not given by the composer (for example, "Moonlight") are enclosed in quotation marks. The opus number or catalog number should be included in the line with the title, separated from it by a comma. These items are presented in Roman type. Dates of composition or publication do not appear on the program, but may be included in the notes.

When a work (such as a sonata, concerto, or song cycle) has multiple sections, the title of the work is to be preceded by “from” in Roman type with a lower-case “f”, when only one section of the work is to be performed.

Notes, Texts, and Translations

Every program presented to satisfy an academic requirement must include notes. The program and notes together are intended to enable the audience to understand and enjoy the performance. Notes should be written for the principal audience, undergraduate music students, and should assume a base of knowledge that can be expected of a music major who has completed the survey of music literature and sophomore-level music theory. These notes need not be extensive, but they should present clearly and concisely the historical context of the piece and reflect the understanding gained from the performer’s study of the score. If the composer is not a major figure, brief biographical material is appropriate.

Texts and/or translations should be included for each composition that includes words. Each author and translator should be acknowledged. In the case of an aria from an opera or oratorio, information about the character and the dramatic context may take the place of a translation. So-called “singing translations” should be avoided.

In the notes, titles of larger works are italicized. Smaller works or sections of larger works are presented in Roman type within quotation marks. This includes movements of symphonies, arias, movements of suites, and individual songs that are part of a group or cycle, as well as short solo pieces for any medium.

Examples:

- In “Act One, Scene Two” of *Faust*, Valentine sings the aria “Avant de quitter ces lieux.”
- Following the typical Baroque pattern of paired dances, Bach divided the traditional cantus firmus from the gospel song, “Come to Jesus in whole notes” into two sections, “introit” and “detroit.”

Microsoft Word XP

The page(s) of your Notes, Texts, and Translations is (are) printed on letter-size paper (8 ½” by 11”) in portrait perspective. Follow these steps in Microsoft Word XP:

- Choose File, then Page Setup; choose Paper Size; set paper size to 8 ½” x 11”; Set Apply to Whole Document; choose Margins.
- Set left and right margins to 1.25”, and top and bottom margins to 1.0”; set Orientation to Portrait; click OK.
- Choose the Format menu; set Font to Times New Roman, 10-point, regular; click OK.
- Choose Format, then Tabs. With Alignment set to Left, type “0.5” in the Tab Stop Position box, then choose Set. Change Alignment to Right and type “6.0” in the Tab Stop Position box. Choose Set, then OK.

Type the title of the work, then tab twice to right justify composer's names and dates against the right margin. (If the title is longer than 5-6 characters, you will have passed the “indent” mark and will only need to tab once to get to the right margin.) Hit enter twice.

Begin typing your information, tabbing once to indent the first lines of paragraphs. If you need to type texts and translations following your notes, hit enter twice after typing your notes.

To type your song texts and translations, follow these steps first:

- Choose Table, then choose Insert Table. Set Number of Columns to 2, set Number of Rows to 1, leave Column-width on auto; click OK. To remove the lines around the table, right click anywhere inside the table; choose Borders and Shading, click none, then OK.
- Click cursor in the left side of the two-column table and type in the foreign language text, hitting carriage return between lines. Use the tab key or the mouse to move your cursor to the right side of the table and type in the English translation.
- Use the mouse to move the cursor outside of the table so that you can type in the next section of your program notes, etc.