Creating a Recital Program

1) Highlight “Student Name, Instrument” and replace with your name and your instrument separated by a comma.

STUDENT RECITAL SERIES
Student Name, Instrument
Assisted by Accompanist Name, Piano
PROGRAM

STUDENT RECITAL SERIES
Phillip Payne, Trombone
Assisted by Accompanist Name, Piano

2) Highlight “Accompanist Name, Piano” and replace with your accompanist’s name.

STUDENT RECITAL SERIES
Phillip Payne, Trombone
Assisted by Accompanist Name, Piano

STUDENT RECITAL SERIES
Phillip Payne, Trombone
Assisted by Ihave Tendigits, Piano

3) The use of the word “Program” is up to you and your studio teacher. If you choose to use the word at the top of your recital, allow it to remain as entered. However, if you wish to not have this word in your program, highlight the word and strike delete.

4) Next, highlight the words “Title of Piece”, then proceed to type in the title of your first selection.

Title of Piece
Composer
(NNNN-NNNN)

Sonata
Composer
(NNNN-NNNN)

Movement 1
Movement 2
Erase if no Movements
For More Movements Press Enter
Student Performer, if applicable.
5) Following this, highlight the word “Composer”

6) Then, highlight “(NNNN-NNNN)” and replace with the dates of the composer.
7) If your piece has movements, highlight the words Movement 1, Movement 2, etc and replace with your Movement Titles and add a line above and below the movements by using the enter or return key (Example a). If your selection has no movements, highlight the words and strike delete (Example b)

a.

Sonate
Movement 1
Movement 2
Erase if no Movements
For More Movements Press Enter

Paul Hindemith
(1895-1963)

Student Performer, if applicable.

b.

Ballade
Movement 1
Movement 2
Erase if no Movements
For More Movements Press Enter

Eugene Bozza
(1905-1991)

Student Performer, if applicable.
8) If your piece is from a larger work, highlight the area with the words Movement 1, etc and begin typing (See Below). If your selection is not part of a larger work, highlight the words and strike delete.

```
Laurie’s Song
Movement 1
Movement 2
Erase if no Movements
For More Movements Press Enter
```

Student Performer, if applicable.

```
Laurie’s Song
from The Tender Land
```

Student Performer, if applicable

9) If the student that performs this work is the same as the one listed at the top of the program, highlight the words “Student Performer, if applicable” and delete (Example A). If the student is different, highlight and type in the performer’s name. (Example B; Multiple recitalists only)

```
Sonate
Allegro moderato maestoso
Allegretto grazioso
Allegro presto
Allegro moderato maestoso
```

Student Performer, if applicable.

```
Sonate
```

Student Performer, if applicable.
10) Repeat steps 4-9 for each selection of your recital.

11) If you need an intermission, complete steps 4-8 of the process. When you get to step 9 adhere to the following directions.

   a. After the last piece before intermission, place the cursor at the beginning of “Student Performer, if applicable”

   b. Then press “Enter” or “Return” to create a space between the last line of the selection and the intermission line.
c. Then highlight “Student Performer, if applicable”

<table>
<thead>
<tr>
<th>Title of Piece</th>
<th>Composer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement 1</td>
<td>(NNNN-NNNN)</td>
</tr>
<tr>
<td>Movement 2</td>
<td></td>
</tr>
<tr>
<td>Erase if no Movements</td>
<td>For More Movements Press Enter</td>
</tr>
</tbody>
</table>

Student Performer, if applicable.

d. Type INTERMISSION in all caps.

<table>
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</tr>
</thead>
<tbody>
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<td>Movement 2</td>
<td></td>
</tr>
<tr>
<td>Erase if no Movements</td>
<td>For More Movements Press Enter</td>
</tr>
</tbody>
</table>

INTERMISSION

12) If you need to add a second page, complete steps 4-8 of the process for all selections that fit on the first page. When you get to step 9 following the last selection of the first page, adhere to the following directions.

a. After the last piece before intermission, place the cursor at the beginning of “Student Performer, if applicable”

<table>
<thead>
<tr>
<th>Title of Piece</th>
<th>Composer</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Erase if no Movements</td>
<td>For More Movements Press Enter</td>
</tr>
</tbody>
</table>

Student Performer, if applicable.

b. Then press “Enter” or “Return” to create a space between the last line of the selection and the intermission line.

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<th>Composer</th>
</tr>
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<tbody>
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</table>

Student Performer, if applicable.
c. Then highlight “Student Performer, if applicable”

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<tr>
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<td></td>
</tr>
</tbody>
</table>
Erase if no Movements
For More Movements Press Enter

Student Performer, if applicable.

13) Next, complete the date, time and location of your recital.

a. Highlight the text “Day, Month, Number, Year”

Day, Month Number, Year
Time
Location

b. Enter the correct information for your recital

Monday, October 18, 2010
Time
Location

c. Highlight the text “Time”

Monday, October 18, 2010
Time
Location

d. Type (Continued on the reverse side) in parentheses and italics.
d. Enter the time of the recital

Monday, October 18, 2010
7:30 p.m.
Location

e. Highlight the text “Location”

Monday, October 18, 2010
7:30 p.m.
Location

f. Enter the location of the recital

Monday, October 18, 2010
7:30 p.m.
All Faiths Chapel Auditorium

14) Finally, to complete your recital template:

a. Highlight the entire left side of your first page and press CTRL+C (or Command+C) to copy the text.
b. Highlight the entire right side of the file.

c. Press CTRL+V (Command+V)
d. You should have a mirror image of each side like so:

15) Once finished, Save your Draft as both a .doc and .pdf format with the first letter of your first name and your lastname and REC.

a. Example – my name is Phillip Payne. My title would be PPAYNEREC
b. So I would have two documents:
   i. PPAYNEREC.doc
ii. PPAYNEREC.pdf
16) Submit both files to your studio teacher for initial approval 3 weeks prior to your recital.
17) Submit the pdf file to the music office no later than 2 weeks prior to your recital.
18) After review of your program, changes will be documented and you must make changes and submit your final .pdf file of the program to the music office seven days prior to the recital.