

## Creating a UNC Student Recital Program

Though the Music Department office offers no formal assistance with student recital programs, we do provide templates to assist student recitalists in creating their own programs. You should feel free to adapt the visual style/format of these templates according to your preference (e.g. changing borders or fonts, adding or removing selections), but **the information in the header and footer of the document should be used**. Step-by-step instructions/suggestions for formatting your program are included below. Please note also that these materials are simply a resource, and that **students are responsible for formatting and copying their own recital programs**.

- 1) Download one of the two recital templates available on the Department's undergraduate studies homepage <http://music.unc.edu/undergraduate>. Your private lesson instructor can assist you in determining which template (Degree or Non-Degree) to use.
- 2) Upon opening the template in Microsoft Word, you should see dotted gridlines around various tables within the document. If you don't see these lines, click the text of the first piece ("Title"), select the "Layout" menu on the ribbon at the top of the page, and then select "View Gridlines" (on the left-hand side). This will make it much easier to work with the tables in the document.
- 3) Overwrite your information onto the "Year" and "Instrument" text at the top of the page (e.g. Junior Flute Recital).
- 4) Overwrite your own name and instrument (e.g. Jane Doe, soprano). If you have additional musicians (accompanist, duet partners, etc.) on your program, add their information under "assisted by." Musicians should typically be listed one per line, but you might adapt this if you have a large number of musicians performing with you.
- 5) Insert the date, time, and venue of your recital. Appropriate titles for our department venues are: Person Recital Hall, Hill Hall Auditorium, and Kenan Music Building, Rehearsal Hall.
- 6) Fill in the "Title," "(Date of Composition)," "Composer," and Composer's dates "(XXXX-XXXX)" for each of your selections. Preferences regarding the formatting of this information can vary, but here are some general principles to follow.
  - a) Italicize named titles of larger works (e.g. *La Traviata*, *Pictures at an Exhibition*) but not generic titles (Sonata in G Minor) or titles of songs/movements within a work.
  - b) If performing more than one work by a composer, you need not list their full name and dates beside each selection. For instances beyond the first, the composer's last name will suffice.
  - c) The appropriate punctuation between two dates is an en-dash (1880–1950) rather than a hyphen (1880-1950). If both dates are within the same century, the second may be abbreviated (1820–70).
  - d) Living composers should be formatted like so (b. 1950) rather than the more ominous (1950–).
  - e) It's preferable to reserve bold text for emphasis or delineation of important information (e.g. **Title**, **Composer**) vs. less important information (e.g. date of composition, composer's date).
- 7) Insert movement information for each selection as applicable. To indent within a table, press CTRL+TAB. It is not necessary to add movement numbers (e.g. I., II.) in front of movement titles.
- 8) Insert performer information below each selection as applicable. Depending on the number of performers you have, this may not be necessary. (You can remove this row from the table by right-clicking on it and selecting "Delete Row.") If your recital has any significant rotation of musicians from piece to piece, however, including this information can be quite useful. Format for this information can vary (e.g. Mr. Doe; Doe; John Doe, piano), but should be consistent throughout.
- 9) Insert your degree program (Bachelor of Music, Bachelor of Arts), your name, and your lesson instructor's name within the footer text. You may want to consult with your instructor regarding how they prefer their name to appear. These are the only text changes you should make to the header and footer of the document.
- 10) Insert Bio or Program Note information as desired. If included, program notes should be in program order and separated by piece.