Recital Program Style Guide

- Please use a standard font (Times New Roman or Arial, 12 point font)
- Please use the tab key to align information. Do not use the space bar.
- Below are examples of a program submission. Highlighted items indicate information you must enter. Other information, such as keystroke (tab, return) should not be entered.

All programs should include the following:

- Performer’s Name and Instrument (i.e. “DePauw Orchestra” or “Joe Smith, flute”)
- Accompanied by Accompanist Name (if necessary)
- Concert Title (i.e. “A Walk in the Park” or “A Senior Recital”)
- Date
- Time
- Location (i.e. “Judson and Joyce Green Center for the Performing Arts, Thompson Recital Hall”)

For multi-movement pieces, please enter the information as follows:

```
Title 1                          Composer
[tab] I. Movement               (Dates)
[tab] II. Movement

Title 2                          Composer
[tab] I. Movement               (Dates)
[tab] II. Movement
[tab] III. Movement
[tab] IV. Movement
```

When performing a selection from a larger work, please enter the information as follows:

```
From Larger Work Title         Composer
    Movement or Selection   (Dates)
    Movement or Selection
```

If two pieces are to be performed as a set, do not separate the pieces in the program:

```
Piece 1                        Composer
(Dates)

Piece 2                        Composer
(Dates)
```
If the pieces are not part of a set, be sure to separate the information with a line space:

<table>
<thead>
<tr>
<th>Piece 1</th>
<th>Composer (Dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[return or enter]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Piece 2</th>
<th>Composer (Dates)</th>
</tr>
</thead>
</table>

If a recital or concert has multiple players (i.e. a junior recital), list the players’ names after the piece to be performed (this is also appropriate when a guest is playing on a specific piece):

<table>
<thead>
<tr>
<th>Title</th>
<th>Composer (Dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performer, instrument</td>
<td></td>
</tr>
<tr>
<td>Performer, instrument</td>
<td></td>
</tr>
</tbody>
</table>

DATES

Please enter birth and death dates in the following format:

(1900-1990)

If a composer if still alive, list only the birth date:

(b. 1963)

If the exact birth or death date is not known, enter the most accurate information as follows:

(c 1400-1472)

Please be sure to check the accuracy of all dates. Grove online is a great source for birth and death date information.