

## 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

[tab] I. Movement

[tab] II. Movement

Composer

(Dates)

Title 2

[tab] I. Movement

[tab] II. Movement

[tab] III. Movement

[tab] IV. Movement

Composer

(Dates)

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

From Larger Work Title

Movement or Selection

Movement or Selection

Composer

(Dates)

### 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:**

Piece 1

Composer  
(Dates)

[return or enter]

Piece 2

Composer  
(Dates)

**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):**

Title

Composer  
(Dates)

Performer, instrument

Performer, instrument

## **DATES**

**Please enter birth and death dates in the following format:**

(1900-1990)

**If a composer is 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:**

(c1400-1472)

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