

Recital Program Style Guide

Quick instructions

Use the Microsoft Word Template as a starting point.

Submit your file as MS Word to music-pe@illinois.edu.

Submit your program at least two weeks before your performance date. Late submissions are subject to a \$10 late fee.

Your program will be reviewed and then sent to the reception desk for printing.

25 copies are provided for student recitals. You will be emailed by music-steno@illinois.edu when your programs are ready to be picked up.

One copy will be sent to MPAL for inclusion in the annual bound volume of all SOM programs.

Reprints due to errors or changes not attributed to SOM staff will incur a \$10 reprint fee.

All recital program should appear on SOM recital paper.

The only major difference between student recitals and all other recitals is the alignment of the header information.

**Guest Recital, Master Class, Studio Recital, and Faculty Recital
Recital Program Style Guide**

REV 2/23/2024



Deadline: Submit your program at least **two weeks prior** to your recital date:
Submit Word DOC to music-pe@illinois.edu. You will be notified when your programs are ready to be picked up.

Page layout:

It is recommended that you use Microsoft Word for consistency.

Margins: Top: 1.75"
Left and Right: 1"
Bottom: 1"

Font: Palatino or
Palatino Linotype (Windows)
12 pt for title information (above the line)
10 pt for program listing and footer statement (below the line)

Alignment: Composer names right justify at 3.5 " from left edge of page.
Titles are left justified at 3.75".
The resulting 1/4" gap may be shifted slightly to accommodate long composer names or titles, but should remain off-center on the page.

Titles may include:

GUEST RECITAL or GUEST ARTIST RECITAL
STUDIO RECITAL - STUDENTS OF PROFESSOR ...
MASTER CLASS - GUEST NAME, INSTRUMENT

Style:

--Instrument/voice is all lower case and italicized.
--Movements are not indented
--Movement numbers are omitted unless specified by the composer, or when leaving out certain movements.
--Accompanists should be listed in the header just below the soloist's name. Assisting musicians who only play on one piece should be listed in-line just below the title and movements of that piece.
--The footer statement may be omitted for recitals that are not required.
--You may adjust the font size, line spacing or kerning (space between letters) very slightly to accommodate your layout. Reducing the font by more than 1/2 point, or changing the margins should be avoided.
--Titles should include opus numbers and date of composition if known.
--Titles of songs are not put in quotes. Single songs may be listed on one line, while songs taken from a larger work are listed below the title. Note that "From" is not bolded.
--Traditionally, librettists/lyricists are not listed (e.g.: RICHARD RODGERS) but may be paired at the performer's discretion: (e.g.: RODGERS and HART, or GERSHWIN/GERSHWIN).
--For selections taken from a larger work (common for vocalists), the title of the larger work is in *Italics* while the name of the song is not.
--Programs with longer listings may continue to page two and will be printed on the back of the recital paper.
--You are welcome to include a second page of program notes or texts to be printed on the back. Content longer than two pages total such as longer program notes or texts and translations for sung works, can be printed separately.

Licensing and the permanent record:

--One copy is given to MPAL for binding into a volume for the permanent record.
--If you choose to print your own programs, please submit one copy to the front desk for these purposes.

Sample and Template:

The following page shows a sample program as it will look on School of Music recital paper.

GUEST RECITAL

Dennis Brain, *horn*
Victor Rosenbaum, *piano*

Recital Hall
Smith Memorial Hall
Saturday, October 8, 2022
7:30 PM

FRANCIS POULENC (1899-1963)	Elegie (1957)
SAMUEL BARBER (1910-1981) Arr. Anonymous	From <i>Four Songs, Op. 13</i> (1940) The Secrets of the Old Sure on This Shining Night
GEORGE FRIDERIC HANDEL (1685-1759) Arr. Mason Jones	I See a Huntsman from <i>Julius Caesar</i> (1724)
	Intermission
SUSAN MUTTER (b. 1962)	Ages (2008) <i>Six</i> <i>Fifteen</i> <i>Thirty-Four</i> <i>Sixty-Six</i> <i>Ninety-Two</i>
JAN BACH (1937-2020)	Skizzen (1967) Melissa Jefferson, <i>flute</i> Marcel Tabuteau, <i>oboe</i> Margaret Donahue, <i>clarinet</i> Rainn Wilson, <i>bassoon</i>

*This recital is given in partial fulfillment of the requirements for the Bachelor of Music degree in horn performance.
Dennis Brain is a student of Professor Aubrey Brain.*

Deadline: Submit your program at least two weeks prior to your recital date:
Submit Word DOC or PDF to music-pe@illinois.edu. You will be notified when they are ready for pickup.

It is recommended that you use Microsoft Word for consistency.

Page Layout: Margins: Top: 1.75"
Left and Right: 1"
Bottom: 1"

Font: Palatino or
Palatino Linotype (Windows)
12 pt for title information (above the line)
10 pt for program listing and footer statement (below the line)

Alignment: Composer name right justify at 3.5 " from left edge of page.
The rest is left justified at 3.75".
The resulting 1/4" gap may be shifted slightly to accommodate long composer names or titles, but should remain off-center on the page.

Titles may include:
STUDENT RECITAL (for non-degree recitals) GRADUATE RECITAL (for non-degree recitals)
JUNIOR RECITAL MASTER OF MUSIC RECITAL
SENIOR RECITAL ARTIST DIPLOMA RECITAL
DOCTORAL RECITAL
DOCTORAL LECTURE RECITAL
DOCTORAL PROJECT RECITAL

Style:
--Instrument/ voice is all lower case and italicized.
--Movements are not indented
--Movement numbers are omitted unless specified by the composer, or when leaving out certain movements.
--Accompanists should be listed in the header just below the soloist's name. Assisting musicians who only play on one piece should be listed in-line just below the title and movements of that piece.
--The footer statement may be omitted for recitals that are not required.
--You may adjust the font size, line spacing or kerning (space between letters) very slightly to accommodate your layout. Reducing the font by more than 1/2 point, or changing the margins should be avoided.
--Titles should include opus numbers and date of composition if known.
--Programs with longer listings may continue to page two and will be printed on the back of the recital paper.
--You are welcome to include a second page of program notes or texts to be printed on the back. Content longer than two pages total such as longer program notes or texts and translations for sung works, can be printed separately.
--For selections taken from a larger work (common for vocalists), the title of the larger work is in *Italics* while the name of the song is not.

Licensing and the permanent record:
--Required recitals should be sent to music-pe@illinois.edu for printing on School of Music Recital paper.
--One copy is given to MPAL for binding into the annual volume for the permanent record.
--If you choose to print your own programs, please submit one copy to the front desk for these purposes.

Sample and Template:

The following page shows a sample program as it will look on School of Music recital paper. Your submission should be just the text content and not include any logos or other graphical content.



STUDENT RECITAL

Dennis Brain, *horn*
Victor Rosenbaum, *piano*

Recital Hall
Smith Memorial Hall
Saturday, October 8, 2022
7:30 PM

FRANCIS POULENC (1899-1963)	Elegie (1957)
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