Ensemble Program Guide

This program guide will assist you with completing your ensemble program. A Word Publishing document has been set up for you, which includes styles to make formatting easier.

You are provided with one page to submit your program. This consist of two half pages within this Word Publishing document. You may not use more than one page.

Limited assistance is available for template questions. Please direct your questions via email to music201@tcnj.edu.

Let's begin!

Open the Word template document sent to you via email.

**Word Settings**
- View this document in Publishing Layout (Menu: View/Publishing Layout.
- Turn on paragraph marks. Look for the ¶ icon on the Word ribbon. Once on, you should see blue ¶ marks throughout this document.
- Margins, text boxes, and guides have been set for you. Do not alter the margins or text box sizes.

**Cover**
- The cover will be designed by the office staff.
- Content has been included in the email sent to you.
- Corrections can be made.
- Final cover information must be confirmed no later than 10 days prior to the event.
- Submit the information to music201@tcnj.edu.

**Styles**
This is the most important part and will make formatting your program MUCH easier! Refer to the CRAM Guide prior to starting your program.
- View the Toolbox. Look for the icon on the ribbon that says “Show/Hide the Toolbox”.
- A small window will pop up and styles should be listed.
- If you don’t see the styles, click on the ¶ icon in the Toolbox.

Styles have been created in the order in which you will most likely use them for each piece. The template Styles are explained below. Keep in mind that formatting relies on using tabs and the enter (return) key. **Avoid using spaces**. Bold, underline, or italics must be formatted by you.

Starting with your first piece, select the first style – 1a. And follow the instructions below. Once you have finished the title, select the next style – 1b, etc.
STYLES

You will use these styles for each of the pieces within your program.
Use [Enter] to utilize space between pieces where room allows.

1a. Piece/Composer
- Type the title of your piece
- [Tab]
- Type the Composer's name
- [Enter]
- If the title and composer's name are too long for one line:
  - Type the title of your piece
  - [Enter]
  - [Tab]
  - Type the composer's name.
  - [Enter]

1b. Arranged by/Dates
- [Tab]
- Type the appropriate dates
- [Enter]

1c. Movement
- [Tab]
- Type the movement number (IV, V, III, etc)
- Type a period (this is what sets the alignment for the movement)
- [Tab]
- Type the movement title
- [Enter]

1d. Performer
*This section is the most difficult to format for ensembles. Text boxes will be used for personnel that fit into multiple columns. These text boxes will be placed into the program and overlap the rest of your program. For assistance, please ask in the office.*
- Typically there is an extra [Enter] before the performer’s names.
- Page 3 of the template contains both 2-column and 3-column layouts for personnel. You may have to experiment with what works best for your program.
- Copy/Paste your personnel into one of the samples.
- The text box can be made larger/smaller to fit.
- The bottom of each column can be adjusted in size.
- Move the text box to the appropriate section of your program.

1e. Intermission
- Place the “Intermission” text where appropriate.

2. Normal
- Do not use this style. It’s there for office use.

3. Cover
- Do not use this style. It’s there for office use.

3. Department of Music
- Do not use this style. It’s there for office use.

3. Partial Fulfillment
- Do not use this style. It’s there for office use.
SUBMITTING YOUR PROGRAM

When completed, please email your word document to music201@tcnj.edu as an attachment and indicate in the subject bar your ensemble and performance date.

1. The program submitted to the office will be your final copy and the one that will be used for printing. No later editions will be accepted.
2. Your program must be submitted no later than the print deadline provided to you via email. If you fail to meet the deadline, you are responsible for printing your program and the printed copies must be submitted to the Music Office.
3. Programs will be accepted in either the original Word format, or PDF.
4. Programs will be picked up by Center for the Arts staff prior to your performance.
5. Notes should be submitted as a separate document to the Music Office. The office staff will copy notes submitted prior to the due date.