Student Recital Program Guide

This program guide will assist you with completing your student recital 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. For those who are performing with partners: Collaboration must be made prior to sending in your program and one document will be submitted to the Music Office.

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 has been 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. Work with your studio instructor to finalize 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

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:
  o Type the title of your piece
  o [Enter]
  o [Tab]
  o Type the composer’s name.
  o [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
- Typically there is an extra [Enter] before the performer’s names.
- Type the name of the performer followed by a “,” and then the instrument (lowercase).
- [Enter]
- Type the name of the next performer, if appropriate.
- [Enter]
- Type the name of the accompanist, if appropriate.

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.

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

When completed, please email your word document to music201@tcnj.edu as an attachment and indicate in the subject bar your name(s), and your recital 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. By submitting your program, you have declared that you have reviewed your program with your studio instructor. This also means that they have approved of your program submission.
3. 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.
4. Programs will be accepted in either the original Word format, or PDF.
5. Programs will be picked up by Center for the Arts staff prior to your recital.
6. You are responsible for the notes. Notes should also be reviewed with your studio instructor.