**­How to Create a Student Recital Program**

Student recital programs are created using a text box format in Microsoft Word, Publisher Layout. This option can be found at the lower left corner of the document if it doesn’t automatically open in Publisher Layout.

Please note NDSU School of Music will only print the program order; notes and translations are the responsibility of the student. A template for notes and translations can be found on our web site.

Don’t hesitate to contact me if you have any questions!

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1. **Cover: Recital Information**
   1. Graduate Recital
      1. Cambria, 18 point, regular
   2. Student Name, instrument
      1. Cambria, 24 point, bold
      2. Instrument name is always lowercase
   3. Accompanist (if applicable)
      1. “Featuring”
         1. Cambria, 12 point, italic
      2. Name is Cambria, 12 point, regular
         1. Instrument name is always lowercase
   4. Date/Time/Place
      1. Cambria, 12 point, regular
2. **Program: Titles**
   1. Titles
      1. Cambria, 10 point, regular
      2. Examples
         1. Quia Fecit mihi Magna
         2. The Valley and the Hill
         3. Papageno/Papagena from *The Magic Flute*
         4. Sonata in F Major, Op. 1, No. 15
      3. Song titles are not italicized, operas/musicals/etc are italicized.
      4. Movements should be in Roman numerals and will automatically indent upon hitting “enter” on the keyboard. Movements should indent .25” below the title. Example:

Partita No. 1 in B-flat

1. Praeludium
2. Allemande
3. Sarabande
4. Gigue
5. **Program: Composers and Arrangers**
   1. Cambria, 10 point, regular
   2. Use the composers full name whenever possible
   3. Date should be below composer name, right justified
6. **Program: Accompanist and Guest Performer Recognition**
   1. Cambria, 10 point, regular
   2. Instrument name is always lowercase.
   3. Center below title and movements
   4. Example

Janet Geston, piano

Virginia Sublett, soprano

1. **Program: Degree Statement**
   1. Center justification, Cambria, 10 point, italic
   2. Always recognize studio instructor
   3. Be sure the degree track is correct!
   4. Example:

*Full Name is a student of Dr. First Last.*

*This recital is given in partial fulfillment of the requirements for the*

*degree of Bachelor of Music in piano performance.*