***BE AWARE***

Instructions for Completing Program Template

When in doubt, [check the website](https://vpa.uncg.edu/music/performances/reserve-a-space/) or email Emily Ford-Coates (esfordco@uncg.edu)

* When creating the recital program and translation documents using the [provided templates](https://vpa.uncg.edu/music/performances/reserve-a-space/), do not spend an inordinate amount of time on formatting. Get everything as closely as you can, and Emily Ford-Coates will fix the rest.  
  **\*\*\* Please, do NOT add formatting to the documents. \*\*\***
* Tabs have been set in the templates. Once you have entered the name of the song, hit tab until the cursor moves to the right side of the page to add the composer information. Adding/Inserting tables, indentation, bullet points, outline numbers, etc., merely slows down the process of creating the merged program document.

**Check your program**:

1. Indent songs or movements within a cycle/set.
2. Create space between sets or breaks (where applause is expected).
3. Indicate an intermission, if applicable.
4. Indicate on which song/set other musicians will perform with you (not your accompanist).
5. **SEND TO YOUR PRIVATE LESSONS INSTRUCTOR FOR APPROVAL BEFORE SUBMITTING IT ONLINE!!!!**

**Performer’s Name**

instrument

with

**Performers Name,** instrument

**Performers Name,** instrument

Undergraduate, Graduate, Guest

Artist or Ensemble Recital

(Indicate as applicable)

Day, Date, Year

xx:xx pm

Recital Hall or Organ Hall

*Program*

**Title of Composition, Op. / K. / BWV /etc.** (date if known) **Composer**

movements/tempi (Birth-Death Dates)

arr. or trans. if applicable

**Title of Composition, Op. / K. / BWV /etc.** (date if known) **Composer**

movements/tempi (Dates)

*Intermission*  (indicate where desired)

**Title of Composition, Op. / K. / BWV /etc.** (date if known) **Composer**

movements/tempi (Dates)

**Title of Composition, Op. / K. / BWV /etc.** (date if known) **Composer**

movements/tempi (Dates)

(Student’s Name) is a student of Dr. (Professor’s Name)

\_\_\_\_\_\_\_\_

In partial fulfillment of the degree requirements for the

Bachelor of Music in Music Education

Bachelor of Music in Performance or Composition

Master of Music in Performance or Conducting

Doctor of Musical Arts in Performance or Conducting

**(This information is required for degree recitals only)**

**Example:**

**Nwpt** (1956) **J.J. Johnson** and **Kai Winding**

(1924-2001) / (1922-1983)

trans. Brian French