**BE AWARE**

* 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 title of the piece, tab to the right margin 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 for accuracy of spelling and dates.
* **Programs should be submitted no later than two weeks prior to the recital date**.

**Instructions for Completing Program Template**

1. Indent movements or song titles within a cycle/set.
2. Create space where applause is expected or encouraged.
3. Indicate an intermission, if one is desired.
4. Credit guest musicians on both the cover page and in the program order. This does not include your accompanist.
5. If a work is multi-movement and those movements are not titled, please provide the tempo marking rather than a numeral.
6. **Send a draft to your studio professor for approval BEFORE submitting it online! You will not receive a draft before your recital.**
7. **Programs must be submitted no later than TWO WEEKS prior to the recital date.**

**Performer Name**

instrument

with

**Performer Name,** instrument

**Performer Name,** instrument

Undergraduate, Graduate, Guest

Artist or Ensemble Recital

(Indicate as applicable)

Day, Date, Year

xx:xx pm

Tew Recital Hall or Organ Hall

*Program*

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

 (Birth-Death Dates)

 movements arr. or trans. if applicable

Guest Performer, instrument
(this should not be your accompanist)

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

 (Dates)

 movements

*intermission*  (indicate where desired)

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

 (Dates)

 movements

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

 (Dates)

 movements

 (Student Name) is a student of (Dr./Prof. First and Last 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