**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. **Programs must be submitted no later than TWO WEEKS prior to the recital date.**

**[Instrument] Studio Recital**

Students of [Prof. Name]

with

**Performers Name,** instrument

**Performers Name,** instrument

Studio Recital

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

Jenny Vertuoso, instrument

Johnny Prodigy, piano

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

 (Dates)

 movements

Jenny Vertuoso, instrument

Johnny Prodigy, piano

*intermission* (indicate where desired)

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

 (Dates)

 movements

Jenny Vertuoso, instrument

Johnny Prodigy, piano

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

 (Dates)

 movements

Jenny Vertuoso, instrument

Johnny Prodigy, piano

**Example:**

**Sonata in E-flat Major, NV 135** (1760) **Anton Georg Schmützig**

(1689-1763)

Adagio **—** Allegro moderato

 Largo espressivo trans. Bjørn Bjørk

 Scherzo: Vivo — Trio: Presto

 Prestissimo

**Veni, caldi pepperoncini** from ***Pizza! Pizza!* Julio Cesare**

(b. 1965)

 **Vocalists**: Don’t put lyricist/librettist/poet name(s) here! Include them in the translations.