

Lewis & Clark Department of Music

Poster Layout Guidelines

OVERVIEW

Your recital poster is a personal reflection of the recital you are giving. Therefore, it is the responsibility of the student to design and submit the final design file (PDF format) to the Performance Events Coordinator. There are also many different ways to be creative in your poster design, and we ask that you please be advised of these guidelines.

Your design will likely be shown across campus on the flat-screen monitors, bulletin boards, and on the Lewis & Clark website. Please be sure your design is appropriate, as your recital is not only a representation of your work as an artist, but also a representation of the College and the Department of Music. Sample posters are able to be seen by contacting the Performance Events Coordinator. If you have any questions, do not hesitate to ask the Performance Events Coordinator or your advisor as early as possible.

SIZE

Posters are typically 11" x 17", PDF, vertical. Please also create a JPEG version of your poster for the cover of your program. Depending on content, your program cover will need to be 8.5" x 11" or 5.5" x 8.5".

CONTENT

Things to include on your poster:

- "Lewis & Clark Department of Music Presents"
- The title of your recital
- "a Senior Degree Recital by (your name)" or "a Junior Recital by (your name)", etc.
- Day, date, year
- Time
- Venue
- "Free" or "Free to Attend" or "Free and Open to the Public"

You may also want to include composer names of the pieces that will be performed at the event, performer names, a featured piece title, or a short blurb about the chosen repertoire.

SOFTWARE

There are many different options of software to use for designing your poster: Photoshop, Illustrator, PowerPoint, CorelDRAW, etc. You can also take advantage of free online templates such as those on Canva.com or Crello.com. Other options include asking a close friend if they are

able to help you create a poster. Computer labs on campus often have design software installed, and are free for students to use.

USING IMAGES FOUND ONLINE

If you are using images or stock photos that you have found online, be sure to check that your image is royalty-free or you are abiding by copyright rules. It is illegal to use a Googled image without the owner's permission. The best source for images is a photo that you have personally taken, or royalty-free image sites. If you have any questions about an image you plan to use, please consult the Performance Events Coordinator.

DEADLINE

Please submit a final version of your 11" x 17" poster as a PDF file to the Performance Events Coordinator by February 15th at the latest to allow for printing and posting across campus.

PRINTING & POSTING

For Senior Degree Recitals, the Department of Music will cover the cost of poster printing, and will also take care of posting them across the undergraduate campus for you. If you are performing a non-degree recital, you are responsible for printing and posting your posters.

