

# Lewis & Clark Department of Music

## *Program Formatting Guide*

### OVERVIEW

This guide is intended as a resource to assist in the formatting of your recital program. You should begin this process as early as possible, as it may take some time for edits and finalizing information before going to print.

For Senior Degree Recitals: you will need to bring three copies of the first draft of your program to your Senior Recital Review for your Committee Members to review. The final version of your program must be submitted via PDF file to the Performance Events Coordinator **by the last day of February**.

### SOFTWARE

There are many programs available for program creation and formatting: Microsoft Word, Publisher, Adobe InDesign, Google Doc, and so on.

### SIZE

The physical dimensions of your program is determined by how much information you are including. If you are creating a program for a choral performance, you may have texts and translations to include, and should set your page at 8.5" x 11" to allow room for more content. Other things such as program notes, biographies, and so forth should also be factored in ahead of time. If you have minimal information to include in your program, you may consider a 5.5" x 8.5" program page. Typically, we print programs that are either 5.5" x 8.5" or 8.5" x 11".

### FONT

Please use a font that is easy to read. Cambria, Goudy Old Style, or Times New Roman are appropriate and available on most programs. Avoid unusual or fancy fonts. 12 point font is a good, standard size for text.

### PROGRAM ORDER

Recital programs should use the following order:

1. Cover Page
2. Program Repertoire
3. Texts and Translations (if applicable)
4. Program Notes
5. Recitalist's Biography
6. Acknowledgements

## COVER PAGE

Your program cover page can be the image you have from your poster design, sized to 8.5"x11" or 5.5"x8.5". You should include all of the information required on your program (ie: Title, "a recital by \_\_\_", day, date, year, venue, etc.)

## REPERTOIRE FORMATTING

Please see the example program formatting layout with explanation footnotes at the end of this document.

## TEXTS AND TRANSLATIONS

Texts and translations are required for vocal pieces that are performed with lyrics. Remember to credit the author and/or translator. In terms of formatting, make sure the original text is on the left column, with the English translations on the right. See example layout below:

### **Die Schwestern**

*Johannes Brahms*

Wir Schwestern zwei, wir schönen,  
So gleich von Angesicht,  
So gleich kein Ei dem andern,  
Kein Stern dem andern nicht.

We two sisters, we beauties  
Our faces so similar,  
Identical as two eggs,  
Identical as two stars.

Wir Schwestern zwei, wir schönen,  
Wir haben nußbraun Haar;  
Und flichtst du sie in einem Zopf,  
Man kennt sie nicht fürwahr.

We two sisters, we beauties,  
We have nut brown tresses,  
If you play them together,  
You can't tell them apart.

Wir Schwestern zwei, wir schönen,  
Wir tragen gleich Gewand,  
Spazieren auf dem Wiesenplan  
Und singen Hand in Hand.

We two sisters, we beauties  
We dress the same,  
Walking in the meadow,  
And singing hand in hand.

Wir Schwestern zwei, wir schönen,  
Wir spinnen in die Wett,  
Wir sitzen an einer Kunkel,  
Und schlafen in einem Bett.

We two sisters, we beauties,  
We race each other at spinning,  
We sit together in an alcove,  
And sleep in the same bed.

O Schwestern zwei, ihr schönen,  
Wie hat sich das Blättchen gewandt!  
Ihr liebet einerlei Liebchen;  
Jetzt hat das Liedel ein End!

O sisters two, you beauties  
How the tables have turned,  
You love the same sweetheart;  
And now the song is over!

-Eduard Mörike

## PROGRAM NOTES

Program notes are best written in language the audience will be familiar with. They should provide information that is relevant and interesting, yet concise. For choral / vocal music, be sure to include information about the poet/lyricist, as well as the composer. Dates should be accurate, and notes should be original compositions, never plagiarized. The notes should include the name of the piece performed, movement(s), and the composer's name. Please consult your advisor for any questions on writing your program notes.

## BIOGRAPHY

You may include your biography in your recital program. Be sure to include your name, music instructor(s) that you have studied with, performing groups that you participate in (on or off campus), and any other additional musical experiences you have had, thus far (ie: study abroad, summer music programs or internships, awards and achievements, etc.).

## ACKNOWLEDGEMENTS

If you wish to include any acknowledgements, you would do so at the end of your program. You may want to include your parents/family, professor(s), staff, friends, those who assisted with the production of your recital, or people who were invaluable resources in your time at Lewis & Clark College.

## PROOFREADING

The most important task, when creating a program, is proofreading for any errors. As with any part of your recital, your performance is a representation of Lewis & Clark College, as well as the Department of Music. Please be sure to review for consistency, accuracy in grammar, spelling, punctuation, and formatting.

## PROGRAM<sup>1</sup>

Symphony No. 31 in D Major<sup>2</sup>

Joseph Haydn  
(1732-1809)<sup>3</sup>

Lewis & Clark Orchestra  
Charles Faculty, conductor

*Die schöne Müllerin*, D. 795

2.<sup>4</sup> Wohin?

6.<sup>5</sup> Etc.

9. Etc.

Franz Schubert  
(1797-1828)

Joe Music '07<sup>6</sup>, tenor

Intermission<sup>7</sup>

*Missa brevis* in F

Joseph Haydn<sup>8</sup>

Sarah Student '20, cello<sup>9</sup>  
Misha Reed '22, violin

Lewis & Clark Choir  
Recital Student '20, conductor

*Liturgical Dances* (1981)<sup>10</sup>

David Holsinger  
(b. 1945)<sup>11</sup>  
*arranged by Henry Howey*<sup>12</sup>

Take 5<sup>13</sup>

Paul Desmond  
(1924-1977)

Danny Jazz '19, piano  
Ericka Music '05, saxophone

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<sup>1</sup> Centered. All caps. Not bold. Font may match the rest of the program. The rest of the program should use no bold and should use a standard body-text font.

<sup>2</sup> Generic title or title based on genre: capitalized, but with no italics. Also: use B-flat, C-sharp, etc., and "Major" and "Minor" as needed.

<sup>3</sup> Dates of deceased composers. Birth years of living composers should be included. Put a hyphen (or minus) and no spaces between dates.

<sup>4</sup> If only some movements are being done, use movement numbers. Otherwise, no numbers.

<sup>5</sup> Movements should be indented 5 spaces.

<sup>6</sup> When a LC student or Alum is performing, try to include their graduating year.

<sup>7</sup> Centered. Capitalized "Intermission".

<sup>8</sup> Previously cited composer, use full name but no dates needed.

<sup>9</sup> Featured soloist or ensemble. Do not capitalize "soprano," "violin," etc. List this on a new line directly below the last line containing info about the piece.

<sup>10</sup> Date listing for work that has no opus or catalog number

<sup>11</sup> Living composer date format: "b." then space then year.

<sup>12</sup> Write out "arranged by" in italics under the composer's dates. No dates necessary for arrangers.

<sup>13</sup> Jazz pieces are roughly equivalent to songs. Therefore, no quotes or italics, even in a foreign language.