

# CU Boulder College of Music

## Student and Guest Recital Programs

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### About this document

This document is a guide on how to populate your 4-page, printed **Student Recital** and **Guest Recital** program content into the template for printing by the Scheduling and Operations Coordinator. **This is not the program template itself.**

### Important information

The program template (a separate document, available for download) has been formatted to print in the College of Music program shell design. This formatting includes setting the page size, text alignment, margins, fonts and spacing to specific parameters.

Instructions and advice are found in gold boxes on each page.

#### **Please don't alter any of the following things in your program:**

- Page size
- The page count—all programs should always have four pages
- Text alignment—all text should be left-aligned except for featured soloists in program listings, which will be center-aligned
- Margins on any pages
- Font sizes or formatting in any section
- Header text in program listings or notes/biographies—text header titles should be consistent in all recital programs.
- The font used—all programs in this template use the Arial font

#### **Pages in this document:**

- Tips for using Microsoft Word
- Cover page, how-to
- Cover page, example: student recital
- Cover page, example: guest recital
- Program listing, how-to
- Program listing, example: student recital
- Program listing, example: guest recital
- Program notes: how-to
- Back cover

*The sample program listings show a mix of instrumental and vocal pieces, and are not intended to be representative of an actual program. All performer names used in program examples are fictional.*

*STUDENTS: Please consult your faculty advisor if you have questions on how to format your program listings.*

# Tips for using Microsoft Word

(Windows) CTRL + Z = undo an action

(Windows) CTRL + Y = redo an action

(Apple) CMD + Z = undo an action

(Apple) CMD + Y = redo an action

To add symbols to a non-English name:

- Highlight the letter you wish to replace
- Go to the Insert tab
- Click on Advanced Symbol
- Double click on the desired symbol
- Close the dialogue box and repeat as needed

**PROGRAM LISTINGS:** Composer name and dates, as well as arranger, transcriber and editor names, are formatted with tab stops so that they are always set to be right-aligned. All you need to do is highlight the provided placeholder in the template program listings and paste or type in your text. You can delete any placeholders you don't need to use.

**MOVEMENT NUMBERING:** For ease of use in this template, auto-numbering was turned off for piece movements in program listings when this template was created, meaning that movement numbers can be added manually. The indentations for movements are pre-built into the template. To add additional movements beyond what's provided in the listings template, hit the enter key after the last movement.

To check that auto-numbering is turned off for you, retaining this feature:

- Go to Tools→Autocorrect
- Click on “Autoformat as you type”
- Make sure “Automatic numbered lists” is unchecked
- Close out of the dialogue box

This is a program-wide feature, which you will need to turn back on when you are done creating your document if you wish to use automatic numbering with other documents.



These are the preset text styles in your program template:

- *Heading 1* is your page headers (Program, Program notes)
- *Heading 2* is your cover page performer names and program listing Intermissions/Pauses
- *Normal* is your body text

# [Recital Type] Recital

Primary performer, instrument

*With*

Additional performers, instruments

Time, Day, Date, Year

Venue

Building

## Recital Type

### STUDENTS

- For undergraduate students, your recital title is: **Junior Recital**, **Senior Recital** or (*if a group recital fulfilling requirements for multiple degree types*) **Undergraduate Recital**.
- For graduate and certificate students, your recital title is one of the following: **Artist Diploma Recital**, **Master of Music Recital**, **Master of Music Education Recital**, **Doctor of Musical Arts Recital** or (*if a group recital fulfilling requirements for multiple degree types*) **Graduate Recital**.

### GUESTS

The recital title is **Guest Recital**.

If including a masterclass, the recital title is **Guest Recital and Masterclass**.

## Performers

**The primary performer is either a soloist or group ensemble.** If a group ensemble is the primary performer, the members of the ensemble are listed in the “additional performers” area, and “with” is deleted. Leave the space that remains, if possible. If a performer requires a special designation (such as Roser Visiting Artist) include that on the line below their name, in 10pt font (the ‘Normal’ setting—this formatting should take place automatically).

*View the examples on the next two pages to see additional formatting standards for times, months, etc.*

# Master of Music Recital

Jane Doe, flute

*With*

Jean Smith, piano

4 p.m., Sunday, Nov. 17, 2019  
Grusin Music Hall  
Imig Music Building

# Guest Recital

John Doe, violin

*With*

Jill Johnson, oboe

James White, bassoon

Roser Visiting Artist

Jamie Doe, cello

Jean Smith, piano

7:30 p.m., Sunday, March 22, 2020

Grusin Music Hall

Imig Music Building

# Program

The program listing page comes with four pre-formatted listing types. Copy and paste your desired formatting as many times as needed, and delete what you don't need. See page 2 of this guide for usage tips.

**Piece title**

Composer  
(born-died)

*Name, instrument*

**Piece title**

Composer  
(born-died)  
arr. Arranger's name  
trans. Transcriber's name  
ed. Editor's name

"*Name, instrument*" is your placeholder for featured soloists. Edit and/or delete as needed.

## —Intermission—

Use the provided formatting for the intermission placeholder—you may change the text to say "pause," "brief pause," etc. Copy and paste to include as many intermissions/pauses as needed.

**Piece title**

- I. Movement
- II. Movement
- III. Movement
- IV. Movement
- V. Movement

Composer  
(born-died)

**Piece title**

- I. Movement
- II. Movement
- III. Movement
- IV. Movement
- V. Movement

Composer  
(born-died)  
arr. Arranger's name  
trans. Transcriber's name  
ed. Editor's name

Take note of formatting standards on the next two pages to see how items such as composer dates, featured soloists, etc., should be formatted.

### STUDENTS

If this is a student recital, use the note below and nudge it to the bottom of the page. If you have program notes, this note may live on *that* page if you need extra space for your program listing.

### GUESTS

Remove the note placeholder below.

[Student] presents this recital in partial fulfillment of the requirements for the [degree type] degree.  
[Student] is a student of [faculty member(s)].

# Program

**“Here I Stand” from *The Rake’s Progress***

Igor Stravinsky  
(1882-1971)

—Brief pause—

**Sonata for Violin and Piano in A Major (1886)**

- I. Allegro ben moderato
- II. Allegro
- IV. Allegretto poco mosso

César Franck  
(1822-90)  
trans. Jules Delsart

—Brief pause—

**Concerto for Marimba and Strings (2015)**

Emmanuel Séjourné  
(b. 1961)

*Jane Smith, conductor*  
*Jack Red, Jacob Orange and Jessica Yellow, violins*  
*James Green, Jake Blue and Julia Indigo, violas*  
*Jasmine Violet and Jasper Brown, cellos*  
*Jennifer White, double bass*

**Dichterliebe, Op. 48 (1840)**

Im wunderschönen Monat Mai  
Aus meinen Tränen spriessen  
Die Rose, die Lilie, die Taube  
Wenn ich in deine Augen seh

Robert Schumann  
(1810-56)

Jane Doe presents this recital in partial fulfillment of the requirements for the Master of Music degree.  
Ms. Doe is a student of Jamie Miller, PhD, and Jill Johnson, PhD.

# Program

**Piano trio No. 1 in B Major, Op. 8** (1889)

- I. Allegro con brio
- II. Scherzo. Allegro molto
- III. Adagio
- IV. Finale. Allegro

Johannes Brahms  
(1833-1897)

*Jean Smith, piano*  
*Jamie Doe, cello*

**Selections from *Twelve Songs*** (1913)

- III. Beau soir
- VIII. Les cloches

Claude Debussy  
(1862-1918)

**Concerto for oboe and bassoon in G Major, RV 545** (1889)

- I. Andante molto
- II. Largo
- III. Allegro molto

Antonio Vivaldi  
(1678-1741)  
arr. Jill Johnson

*Jill Johnson, oboe*  
*James White, bassoon*

## —Intermission—

**Fanfare for St. Edmundsbury** (1959)

Benjamin Britten  
(1913-1976)

**Lieder**

- Im Rhein, im schönen Strome
- Die Loreley
- Ihr Glocken von Marling
- Die drei Zigeuner

Franz Liszt  
(1811-1886)

**Trois Mélodies** (1930)

- Pourquoi?
- Le sourire
- La fiancée perdue

Olivier Messiaen  
(1908-1992)



# Program notes / About the performer(s)

**Up to 400 words will fit in this space.** You may need to combine paragraphs. Delete all content on this page, including the header, if you have no notes.

This section can include notes on your pieces as well as performer biographies. **The text header will always be “program notes” or “about the performer(s).”** It’s okay if your program flows onto this page—just make sure “program notes” / “about the performer(s)” comes after your program listing. It’s important that the font size remains consistent throughout the program in order to maintain readability; please don’t scale down the font size in your program notes.

## Students

You can move your “Student presents this recital in partial fulfillment of ...” to this page if you need the extra space for program listings. Please don’t include photos. If you have a professional website, you may include the URL at the end of your biography (omit the “http://www.”).

## Guests

Many guest artists have a short version of their official biography available on their website; you are encouraged to use *that* one in their guest recital program. Please don’t include photos. You may include the URL to the guest artist’s professional website at the end of the biography (omit the “http://www.”).

## Formatting program notes: example

### **Piano trio No. 1 in B Major, Op. 8**

This is the body paragraph formatting of what your program notes will look like for each piece. Take note of the formatting for the piece title and composer name. It’s recommended that you keep your notes concise, especially if you plan to also include performer biographies.

## Formatting student biographies: example

Flutist **Jane Doe** is pursuing her Master of Music in Flute Performance at the University of Colorado Boulder College of Music. Doe earned her Bachelor of Music degree from New York University. This past year, she performed with the CU Symphony Orchestra, CU Wind Symphony and in the pit orchestra for the Eklund Opera Program’s *West Side Story*. Outside of CU, Doe performs with the Arapahoe Philharmonic and Boulder Symphony, and teaches flute lessons to middle and high school students. **Janedoe flute.com**

*(This is a fictional example of a concise student biography. Keep student biographies to one paragraph each, if you’re including more than one in a program. If you have one bio and no additional notes feel free to include a longer bio, but take note of the total page word count.)*

# About the College of Music

Founded in 1920, the college offers seven undergraduate and graduate degrees in 24 fields of study, along with an array of interdisciplinary opportunities, including certificates in music technology and entrepreneurship. Ensemble experiences include a full complement of concert and jazz bands, choirs and symphonic orchestras, as well as chamber groups, pioneering world music ensembles and a state-of-the-art laptop orchestra. The College of Music presents more than 400 musical events to the public each year, ranging from fully staged operas to early and new music performances. The rich resources of a leading research university, providing students access to the liberal arts and numerous interdisciplinary opportunities, enhance this intensive musical training. With 300 undergraduate and 250 graduate students, the College of Music boasts a faculty-to-student ratio of approximately one faculty member for every eight students. This close interaction inspires and equips students to develop their talents, refine their

The back cover will always have boilerplate copy for the College of Music.  
This is locked in the template.

entrepreneurship for undergraduate music students.

## Performance opportunities

Most students participate in at least one ensemble every year, amounting to at least six performances annually, though most of our students go beyond that. With over 400 performances a year, the opportunities are endless!

needs of musicians to help support long-lasting musicianship.

## American Music Research Center

Home to over 2,000 scores, recordings, books and periodicals, the American Music Research Center and Howard B. Waltz Music Library contain one of the largest and most important music research collections between Chicago and Los Angeles.

CU Presents is the home of performing arts on the beautiful University of Colorado Boulder campus. With hundreds of concerts, plays, recitals and more on our stages each year, there's something for everyone to enjoy. Find your next performance at **[cupresents.org](http://cupresents.org)**.

Keep in touch! Send your email address to be added to our events mailing list at **[cupresents.org/email](mailto:cupresents.org/email)**.