

Guidelines for Preparing a Student Recital

Recital program fits on one page on CCU Music Department letter head

Leave enough room at the top of the program (approximately 1 ½ inches) for CCU letterhead.

Preparing the Program:

Upon passing jury/hearing, the applied teacher must proof the program and give it to Jo Ann to copy and print.

- Make sure to give Jo Ann at least 3 days notice to print the programs.
- It is the student's responsibility to pick up the programs before his/her recital date.
- Font should be Times New Roman 12-pitch,
- Can use 10-pitch if all selections will not fit on one page.

Any translations and program notes should be on a hand-out separate from the official recital program.

- Translations and program notes can be on plain paper.
- "Thank you's" to family members and faculty should also be on a separate hand-out from the official recital program.
- There should be no titles or extra programmatic explanation at the top of the program.