

Guidelines for Preparing a Student Recital

Student Recital programs are printed on Coastal Carolina University Music Department letterhead. Please leave a 2" margin at the top of your paper to allow room for the CCU logo.

Preparing the Program:

Upon passing jury/hearing, the applied teacher must proof the program and give it to Paula Gwaltney or Judy Dow to print and make copies.

- Make sure to give Paula/Judy 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,

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.
- There should be no titles or extra programmatic explanation at the top of the program.