All students are responsible for providing 6 copies of their recital program (following the guidelines below) to Carren Klenke in the Performance Management Department no more than 7 days after their recital. If deadline is missed, your professor will be contacted and your grade may be subject to change.

It is important that printed programs adhere to a consistent professional standard. Please use the checklist below when preparing your program for submission. Note: You may create and design an original program in addition to this one to be handed out at your recital, but a program following these standards MUST be submitted.

- **Program size:**
  - 8.5 x 11, unfolded

- **Fonts:**
  - Size: 12, unless otherwise noted
  - Color: Black
  - Type: Garamond or Times New Roman

- **Paper type:**
  - White paper only

- **Required text elements (centered on front):**
  - **Top**
    - Westminster College of the Arts of Rider University
    - Westminster Choir College
    - presents
  
  - **Center**
    - Your name in bold, size 18 font and voice part/instrument in bold and italics
    - If there are additional performers, please also list them below your information with their voice part or instrument
    - Date, time and location to be listed below all performers

  - **Bottom**
    - (Your name) is a candidate for the degree (your degree) in (your major).
    - (Insert your name) is a student of (insert your professor’s name).

*(see reverse for additional details)*
Program information (on back):

- “Program” in bold and size 18 font, centered at the top of the page
- Include composer name(s), composer dates (if the composer is still living, include his or her birth year) and composition title(s)/movement(s) in the order in which they will be performed
- Remember:
  - Use proper catalog numbers, i.e. Mozart K.331, Schubert D.959, etc.
  - Spell out keys, i.e. C-Sharp, B-Flat, etc.
  - Capitalize both Major AND Minor
  - Proofread for accurate spelling and placement of diacritical marks
  - Names of larger works (song group, cantata, opera, oratorio, etc.) must appear on the left margin, *italicized*. Individual pieces from these groups appear below, indented, in regular font.
  - When an excerpt from a larger work (recitative, aria or song) is programmed, the complete work’s title must appear on the left margin, *italicized*, preceded by the non-capitalized, non-italicized word “from.” Individual pieces appear below, indented, in regular font. Recitatives and/or arias are to be preceded by the words “Recitative” or “Aria,” italicized and followed by a colon.
  - Last names of poets/authors of song texts must be printed on the Program page following the titles, in parentheses and non-italicized, unless they are listed on the text/translation document.

Texts and translations and/or program notes:

- May be handed out as a supplement to recital program, but is not required to submit to Performance Management

Example of front and back of an 8.5x11 unfolded student recital program:

<table>
<thead>
<tr>
<th>Westminster College of the Arts of Rider University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westminster Choir College presents</td>
</tr>
<tr>
<td><em>in Graduate Recital</em></td>
</tr>
<tr>
<td><strong>Jane Doe</strong></td>
</tr>
<tr>
<td><em>soprano</em></td>
</tr>
<tr>
<td><strong>Akiko Hosaki</strong></td>
</tr>
<tr>
<td><em>piano</em></td>
</tr>
<tr>
<td>Friday, September 25, 2009</td>
</tr>
<tr>
<td>8 p.m.</td>
</tr>
<tr>
<td>Williamson Hall</td>
</tr>
</tbody>
</table>

**Program**

*Ariettes oubliées* (Verlaine)    Claude Debussy  (1862-1918)
C’est l’extase langoureuse
Il pleure dans mon Coeur
L’ombre des arbres
Chevaux de bois
Green
Spleen

Du bist wie eine Blume (Heine)    Charles Ives  (1874-1954)
Feldesinsamkeit (Allmers)
Ich götze nicht (Heine)

**Intermission**

*Songs to Poems of Sara Teasdale*    Lori Laitman  (b. 1955)
The Metropolitan Tower
A Winter Night
Old Tunes
The Strong House
The Hour
To a Loose Woman

**From Requiem**    Maurice Duruflé  (1902-1986)
Aria: *Pie Jesu*

**From Messiah**    Georg Frideric Handel  (1685-1759)
Aria: *I Know that My Redeemer Liveth*  

If you have any questions, please contact: **Jessica Franko**: jfranko@rider.edu or 609-921-7100 x8215