All students are responsible for providing 6 archival copies of their recital program (formatted following the guidelines below) to the Academic Coordinator no more than two weeks 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 to be handed out at your recital, but a program following these standards MUST be submitted for archival purposes.

- **Paper:** One page, White, 8.5 x 11, unfolded, printed on both sides. 1 inch top/bottom margins, 1.25 inch left/right margins.
- **Font:** Black, Garamond or Times New Roman, size 12 normal font unless otherwise noted.

**Required Elements: Front**

- Centered at top, size 12 normal font
  - Westminster College of the Arts of Rider University
  - Westminster Choir College
  - presents
  - (skip 4 lines)
  - in (Graduate/Undergraduate) Recital

- Centered at middle, size 18 bold font:
  - Your Name
  - *voice/ instrument/composer in italics*
  - Additional performers (do not include additional performers for composition recital)
  - *voice/ instrument in italics*

- Centered, 4 lines below names, size 18 normal font
  - Day and date of recital (Friday, April 1, 2014)
  - Time of recital (7:00 p.m.)
  - Location of recital

- Centered at bottom, size 12 normal font
  - (Your Name) is a candidate for the degree (Your Degree) in (Your Major).
  - (Your Name) is a student of (Your Teacher’s Name).
Required Elements: Back
- Centered at top, size 18 bold font
  - Program
    (skip one line)
- Left aligned, beginning two lines below, size 12 normal font, 1.15 line spacing
  - Titles of works in order of performance.
  - Skip one or two lines between sets.
- Right aligned tab on Title line, size 12 normal font, 1.15 line spacing
  - Name of Composer (performance) or date of composition (composition)
  - Below composer name, birth and death dates of composer in parentheses.
- If recital has a pause or intermission, list in order of program, centered, size 12 bold font.
  Skip two lines before and after

Performance or Conducting Recital: Order of Program
- Identify works by the composer’s original title in the original language (Ich grolle nicht), or by the generic title, number, and key (Sonata in G Major, Op. 27, No. 5). Include catalog number, if any (Mozart K.331). Use normal font, not italics.
- Spell out and capitalize keys (C-Sharp Minor, B-Flat Major).
- List the movements of a multi-movement work (song cycle, concerto, oratorio) on the lines below the title of the work, indented, in normal font.
- Indicate a single movement of a multi-movement work by including ‘From’ before the title of the larger work, in italics; then listing the movements performed, indented, in normal font. Identify recitatives and arias by including “Aria:” or “Recitative:” before the movement title.
- Include the last name of the poet or author of song texts, in parentheses, after the song title.
- Proofread for accurate spelling and placement of diacritical marks.
- Texts and translations and/or program notes are not required for the archive program.

Composition Recital: Order of Program
- List only the composer on the front page of the program; do not list the performers.
- List compositions in order of program aligned to left margin, list year of composition aligned to right margin.
- Centered below each composition title, on the next line, list the Performer/Group, voice/instrument in italics.

Word document templates/examples of the archive program (performance, conducting and composition versions) are available by email from the Office of Performance Management (wccevents@rider.edu).