Recital Program Style Guide

1 Performer’s Name, instrument
2 Accompanist’s Name, instrument

Symphony No. 31 in D Major  
Joseph Haydn  
(1732-1809)

Symphony No. 4 in A Major, “Italian”  
Allegro vivace
Andante con moto
Con moto moderato
Saltarello: Presto
Felix Mendelssohn  
(1808-1847)

Missa brevis in F  
Joseph Haydn

Die schöne Müllerin
Wohin?
Franz Schubert  
(1797-1828)

O mio babbino caro (from Gianni Schicchi)
Giacomo Puccini  
(1858-1924)

Concertino for Baritone Saxophone
Li Kai Han Jeremiah  
(b. 1980)

Document Preparation:
Set the orientation to “Landscape”, set margins at .25” all around & select 2 columns.
Select Cambria for the font, which should be 10pt for body of program except where noted for specific content.
DO NOT USE TABLES!

Content Guidelines:
1. 12pt, Bold, instrument italicized & lower case
2. 12pt, NOT Bold, instrument italicized
3. Generic title capitalized but with no italics
4. Composer’s full name
5. Dates of deceased composers under name within parentheses
6. Commonly accepted “full” name as opposed to Felix Mendelssohn Bartholdy, etc. according to The New Grove Dictionary of Music and Musicians.
7. Place a comma before opus numbers or catalog references
8. Place nicknames in quotation marks within parentheses
9. Indent but do not number the names of movements when performing the entire work
10. Italicize languages other than English (instrumental only). Capitalization follows the convention of the language
11. Previously cited composer’s full name but no dates.
12. One of several movements to be performed from a larger work, but not the complete work (vocal = not italicized; instrumental = italicized)
13. A single selection or movement (from The Major Work); italicize major works no matter the language. (vocal = not italicized; instrumental = italicized)
14. Featured soloist or ensemble centered with instrument italicized; separate members of the ensemble using a semi-colon
15. “Intermission” centered, Bold & italicized
16. Birth date for living composer
17. Recital Series 12pt Bold
18. Performance Date 12pt Bold
19. Time & Location 12pt Bold
20. Statement including performer’s name, current studio teacher, and current degree.

Other:
Translations and Program Notes
Printing translations and program notes is the sole responsibility of the performer and must fit the following criteria:
1. Printed on white paper only
2. One 8½” X 11” page only
3. May print on both sides

Program Submission
1. Student recital programs must be submitted no less than 2 weeks before the recital.
2. Programs must be emailed to Laura McCorkill (lmccorki@ku.edu)
3. A printed copy, with appropriate faculty signature to indicate approval of the program, must also be turned in to Laura McCorkill in 460 Murphy prior to printing
4. Unless otherwise requested, 50 programs will be supplied for each student recital.