

OU School of Music Program Design Guidelines

Header

To edit the first page header (which includes the logo, date and time, etc), double click anywhere in the header area. Change the Performer, Instrument line to include your name and instrument, and the Junior/Senior/Graduate Recital line to reflect your recital type. Non-degree should specify in a Non-Degree Recital or in a Recital, graduate students should specify in a Graduate Recital. Change the date and type on the last line, and specify the correct venue. Options in Catlett include

Paul F. Sharp Concert Hall

Morris R. Pitman Recital Hall

“Pitman” has only one t. Really. I looked it up.

Grayce B. Kerr Gothic Hall

Choral Rehearsal Hall

Reynolds Center for the Performing Arts.

Some performers place the name of their accompanist in the header as well. This is perfectly fine. Sometimes this is in the same font size as the Performer, Instrument line, sometimes it is smaller. It could also be bigger, but that would be odd.

Footer

To edit the first page footer (which includes the recital fulfillment blurb) double-click anywhere in the footer area. Change the BLANK of BLANK degree to the degree you will be earning. This will be something like “Bachelor of Music”, “Bachelor of Musical Arts”, “Bachelor of Music Education”, “Master of Music”, “Master of Music Education”, “Doctor of Philosophy”, or “Doctor of Musical Arts”. There is no such thing as a “Bachelor’s of Music” (though there is a Bachelor’s degree called a “Bachelor of Music”), nor is there such a thing as a Bachelor of Voice (though a Bachelor of Music in Vocal Performance is totally a thing). Some performers elect to specify their concentration, such as Bachelor of Music in Vocal Performance, which is fine albeit a little redundant considering the Performer, Instrument line in the header.

Don’t forget to change the PERFORMER is a student of INSTRUCTOR line to include your name (as PERFORMER) and your applied professor’s name (as INSTRUCTOR). Some students replace PERFORMER with his or her first name, others use a more formal title and surname. Some use both a first and last name. Any configuration is fine. INSTRUCTOR, however, takes the form of Title First name Last name, such as Dr. Marvin Lamb or Prof. Hal Grossman.

The second-page footer, which includes a message about the OU Friends of Music, should not be altered.

Program Body

The body of the program uses font weights and styles and tab stops for formatting. There are no hidden tables or formatting, which allows for a flexible template. The title of the work is Bold and Italic, left justified. The Composer is in bold, right justified. Under the composer, right justified, are the composer's dates. Under the title of the work, the movements (if any) are placed, in italic, at the 0.5" tab stop. A line for Performers or Comments follows each work, and may be deleted if unused. An empty line separates each work.

The word "Opus" is spelled out; first letter is capitalized.

The word "Number" is abbreviated (example: "No."); the first letter is capitalized.

The words "major" and "minor" are lower case.

If a piece is in "flat" or "sharp" the key is hyphenated and capitalized, but the word "flat" or "sharp" is lower case (example: "Sonate in E-flat major").

Intermissions, short pauses, etc., are generally centered with an empty line above and below.

Fonts

The default font for programs is Garamond. This prints differently on Macs and PCs (specifically the Bold+Italic style). Program templates will be printed using a PC. Additional fonts may be used, but if they are not common the TTF files (or equivalent) will need to be sent to musicprograms@ou.edu when the program is submitted. Alternatively, programs may be submitted in PDF form to ensure font and layout fidelity.

Translations and Program Notes

Program Notes and Translations of up to 2 printed pages (front and back) will be available for each recital. These may take any format, and should be emailed to musicprograms@ou.edu when the program is submitted.

It should go without saying that

Everything should be accurate, including titles, composer's names, dates, movement names, your name, your instructor's name, and everything else.

Corrections and Reprints

Correcting a program after it has been submitted is at best an annoyance and at worst requires reprinting the entire program. Programs will only be reprinted in extreme circumstances, such as an unforeseen change in personnel. Situations such as “I forgot to include my tuba player” and “I wasn’t sure if my pianist was going to be able to make it” are not eligible and will likely be mocked.

Deadline

The deadline for printing programs is one week before your recital. Programs submitted less than one week before an event are printed at the discretion of the program warden.

Also, the deadline for programs is one week before your recital. This should fall after the deadline for your recital preview. **Please submit your recital program after you have passed your recital preview.** “My professor decided to change my recital repertoire at my preview” no longer constitutes a valid reason for program reprints.