

Program Guidelines
for the
Senior Capstone Dance Recital

1. Turn in the program information at least **three weeks prior** to the recital date. The program must be reviewed and approved by your instructor before being submitted. (Send the program as a Word document attachment and email to: fellinse@uwec.edu)
2. Include all information that needs to be on the program in the correct order, using the sample format below.
3. As soon as the program has been prepared, a proof copy of the program will be returned to the instructor for review with the student recitalist. Please mark in red ink on the program any changes/additions that need to be made. (At this point only minor changes should need to be made.)
4. Return the corrected/approved program for final changes.
5. The recitalist may choose the paper for their program. The program will then be sent to Printing Services which has a 1-2 day turnaround time for most jobs.
6. Any graphic images or photos you would like on the poster and program need to be print quality (300+ dpi) and at least 5" x 7". (Tip: Print the image out and check the quality. If it looks pixilated or too dark, that is how it will look on the poster/program.)

Sample Program

Senior Capstone Dance Recital
by
Your Name (as you would like it to appear)

Title (Optional theme/title you would like on the poster and program.)

Program

Title of Piece

Music: "Song Title" by Composer Name

Choreographer(s):

Dancers: (Indicate who is a dance minor with an * before their name.)

(Repeat for each additional piece, as needed.)

Following the program listing, add the Production Staff (stage manager, lighting/sound design, etc.). Any other acknowledgements/thanks are optional and should be brief—a couple of sentences at most.)