

## Recital Program Guidelines

**Please follow these guidelines when submitting recital program information.**

1. Turn in the program information at least **three weeks prior** to the recital. The program must be reviewed and approved by the instructor **before** being submitted. Please email your program as a Word document attachment to: [fellinse@uwec.edu](mailto:fellinse@uwec.edu)
2. Include all information that needs to be on the program, in the correct order, following one (be consistent) of the established format styles (see sample below).
3. As soon as the program has been prepared, it will be returned to the instructor for review with the student. Indicate the timings for each piece and mark any changes in red ink on the program. (At this point only minor changes should need to be made.)
4. Return the corrected/approved program along with the completed audio release and stage set-up forms to Sally.
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.

### *Sample Program*

The Department of Music and Theatre Arts University of Wisconsin-Eau Claire	Sunday, January 26, 2XXX 4:00 p.m. Phillips Recital Hall
presents a Student Recital	
<b><i>NAME, INSTRUMENT/VOICE</i></b> <i>Name, piano</i>	
<i>Program</i>	
Trio Sonata No. 2 Vivace Largo Allegro	J.S. Bach (1685-1750)
Sonata No. 3 in D Major I. Dolce II. Allegro III. Largo IV. Vivace	Georg Philipp Telemann (1681-1767)
Sonata in G minor, BWV 1029 Vivace Adagio Allegro	J.S. Bach (1685-1750)
Sonata No. 2 in F Major, Op. 99 Allegro vivace Adagio affettuoso Allegro passionato Allegro molto	Johannes Brahms (1833-1897)
Akrostikon Number One, Opus 73 for Solo Oboe (1982)	Ivar Lunde, Jr. (b. 1944)