

## **Program Instructions**

DON'T FORGET TO GIVE 15 COPIES OF YOUR PROGRAM TO THE RECEPTIONIST BEFORE YOUR RECITAL.

Prepare your program on 8.5x11 inch paper, landscape orientation. It should fold or cut to 8.5x5.5 inches, depending on whether you use four panels or two. When you go to the printers, please choose 60-70 lb. white or off-set white paper, usually a linen type. Please don't use cardstock or glossy paper!

All text is in Centaur font. If you don't have Centaur, use Times. Make font sizes relative if you use Times.

### **Four panel program (for large programs):**

Front panel - All text is centered.

EAST CAROLINA UNIVERSITY School of Music (ECU in all caps, SOM normal, 16 pt., very top of page)

Presents (italics, 12 pt., directly underneath ECU SOM text)

Your Name, instrument (bold, edge to edge on the panel, assuming 1/2 inch margins)

In graduate/senior/junior/degree/ recital (italics, 12 pt., slightly above the centerline of the page)

With (italics, 12 pt)

Accompanists, instrument (12 pt)

Day and date (12 pt, bottom of page)

Venue

Time

Second and third pages – Program info

Follow examples found in past programs located in the music library, concerts you've attended, etc. You may also download a template from <http://www.ecu.edu/music/recital/> and simply change out the information.

Back panel Blank.

### **Two panel program (print half as many, cut to 8.5x5.5 inches):**

Follow same instructions for front panel (see above).

Place your program information on the back panel.

Print a clean copy of your program, and take it to your favorite printer. You need a copy for each audience member, your professors, relatives and friends who can't attend, and FIFTEEN COPIES FOR THE RECEPTIONIST, SCHOOL OF MUSIC.