

STUDENT RECITAL PROGRAM TEMPLATE GUIDE

This document provides a step-by-step formatting guide for using the official USC Thornton Student Recital Program template, which is editable in Microsoft Word, Apple Pages, or other compatible word processing software. The following pages describe the process for editing each section of the program in detail.

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GENERAL GUIDELINES

Number of Pages

In order to print a booklet with no blank pages, the total number of pages in the program must be a multiple of four (including the front and back covers).

If the content of the program must be formatted such that the total number of pages is not a multiple of four, blank pages should be added just before the back cover page. If the Program listing (the first page after the front cover) fits on a single page, then one blank page may instead be inserted after the front cover.

Deleting Sections

To delete a section (such as Texts & Translations if not needed), first clear the section of all content in the template. Then, position the cursor at the end of the page preceding the section you wish to delete. Press the number-pad Del key (fn + Delete on many laptops) repeatedly until the blank pages are removed.

Font, Formatting, and Layout Changes

The Student Recital Program template has been designed to mirror the official USC Thornton programs used at our concerts, with some modification to make the template editable in standard word processing software.

In general, the layout and formatting of the template should not be modified—only the text content. Avoid the following:

- » Changing fonts (acceptable fonts are Helvetica or Arial).
- » Changing or ignoring the bold and italics formatting where indicated
- » Inserting images, except for headshots
- » Adding color to text
- » Altering the page size or orientation

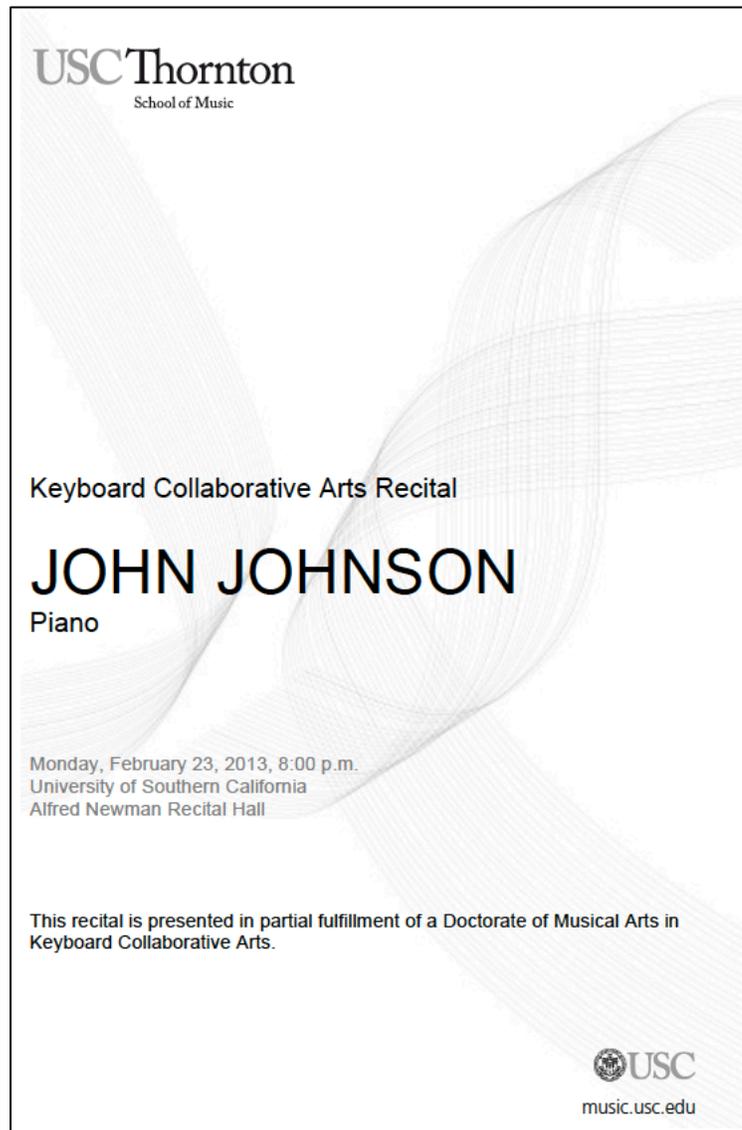
FRONT COVER

The front cover contains basic information about the recital. Fill in all placeholder text with the appropriate information.

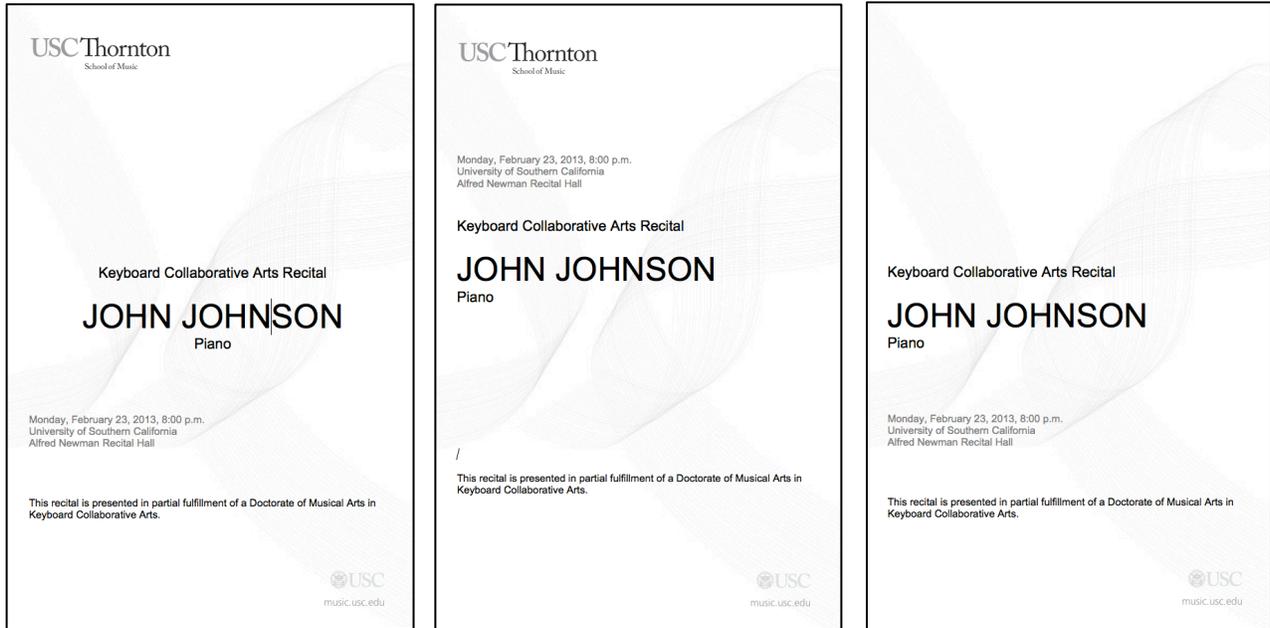
If the recital program has a title, that title may be used in place of the large “NAME” text, and the name of the performer should precede the “instrument” text.

Consult with your recital advisor to determine the appropriate wording for the degree fulfillment acknowledgement at the bottom of the title page, as this may vary by program.

A correctly formatted front cover page



The formatting, layout, and components of the cover page should not be altered:



Do not change the alignment of text

Do not reposition elements on the page

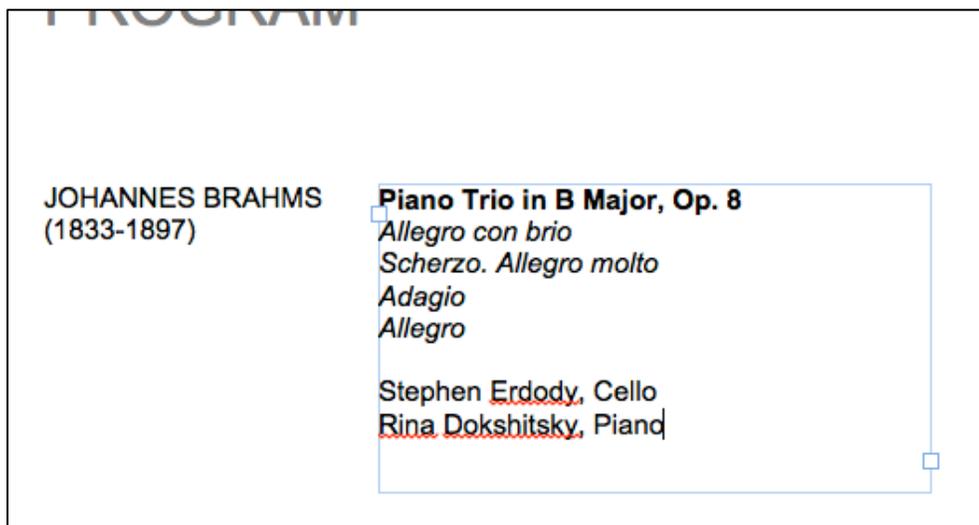
Do not remove logos

PROGRAM PAGE

The Program page lists all works to be performed on the recital. This page uses text boxes to keep content aligned and simplify inserting content.

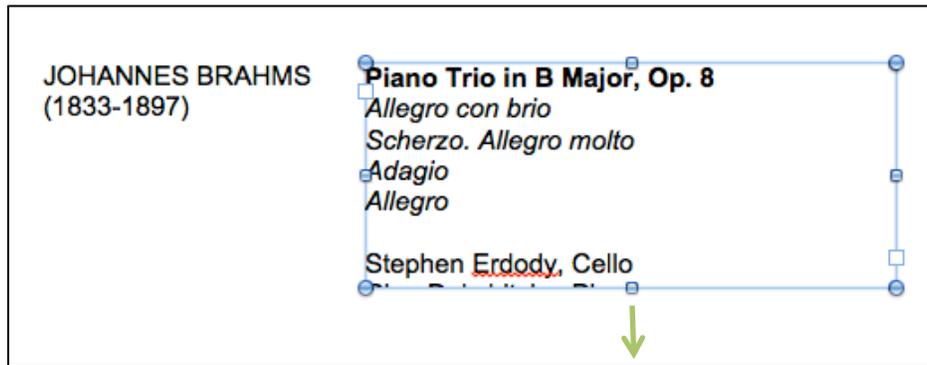
The program listing may span more than one page, as the spacing between each selection should not be any smaller than that used on the template.

Edit each text box to add the relevant information for each work.



WORKING WITH TEXTBOXES

When resizing textboxes to fit all needed content, the other textboxes may become misaligned in some versions of Microsoft Word. To correct this, simply scale the adjacent text box in the opposite direction so that both boxes are the same height.



If you need to move textboxes, select one textbox, hold the Shift key, and then select the adjacent textbox. Press the up or down arrow on your keyboard to move the two textboxes simultaneously as needed.

When entering content into the program page, be sure to only change the height of each textbox, not the width. Composer names or work titles which are too long to fit on one line should wrap to the next line. Be sure to follow the text formatting in the template, including use of bold, italics, capitalization, and line breaks.

JOHANNES BRAHMS (1833-1897)	Piano Trio in B Major, Op. 8 <i>Allegro con brio</i> <i>Scherzo. Allegro molto</i> <i>Adagio</i> <i>Allegro</i>
	Stephen Erdody, Cello Rina Dokshitsky, Piano
WOLFGANG AMADEUS MOZART (1756-1791)	Eine kleine nachtmusik, K. 525

Incorrect: composer textbox has been resized horizontally

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WOLFGANG AMADEUS MOZART (1756-1791)	Eine kleine nachtmusik, K. 525

Correct: composer name wraps to next line

Select unnecessary textboxes and press Delete to remove them. If you need to list more works, position the cursor at the end of the Program page, and press Return until a new blank page appears. Then, copy and paste the template textboxes onto the new page, repositioning as necessary.

TEXTS & TRANSLATIONS

If the recital repertoire contains no text, this section may be deleted from the program.

Because the Texts and Translations pages also utilize textboxes for content, the process of inserting content is essentially identical to that of the Program page.

It is important that each line of the text and its translation are aligned vertically:

Ave Verum Corpus	
Ave, verum corpus natum de Maria Virgine, Vere passum immolatum in Cruce pro homine,	Hail true body, born of the Virgin Mary Who truly suffered sacrifice on the cross for humanity,
-----	-----
Cujus latus perforatum unda fluxit et sanguine, Esto nobis praegustatum in mortis examine.	Whose pierced side, flowing with water and blood, this , for us, a foretaste in the test of death.
<i>Roman Liturgy</i>	

Incorrect text alignment

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Correct text alignment

For pieces with an English text, the translation textbox should be deleted and the left textbox extended to span the width of the page:

"All Men, All Things" from *Lobegesang*

All men, all things, all that has life and breath, sing to the Lord
Praise the Lord with lute and harp, in joyful song extol him.
And let all flesh magnify his might and his glory
Praise the Lord!
All that has life and breath sing to the Lord.

Psalm 150

Jubilate Deo

Jubilate Deo universa terra, psalmum dicite nomini eius	Make a joyful noise to God, All nations: Sing the honor of his name.
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To add more texts and translation blocks, simply highlight the "Title" text along with both text boxes, then copy and paste. Highlight these same items and press Delete to remove unneeded text and translation blocks.

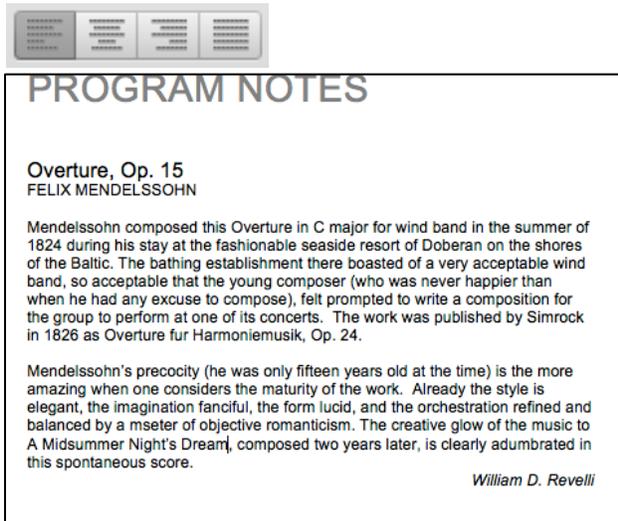
Title

Original text (double-click to edit) Original text	Translation (double-click to edit) Translation
source	source

Copy and paste to add new Text and Translation blocks.

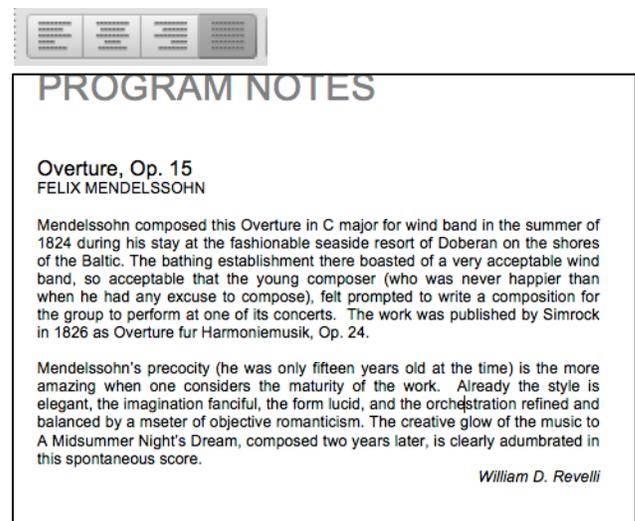
PROGRAM NOTES

Insert your program notes for each selection on these pages. You may remove the *Source* attribution from notes you have written yourself. Consult with your recital advisor about the program note writing style used by your department. Be sure that the text for each note is **left justified**, as opposed to **left aligned**.



The screenshot shows a page titled "PROGRAM NOTES" with a sub-header "Overture, Op. 15" and "FELIX MENDELSSOHN". The text below is left-aligned, meaning the first line of text is flush with the left margin, while subsequent lines are indented. This is labeled as "Incorrect: text block is left aligned".

Incorrect: text block is left aligned



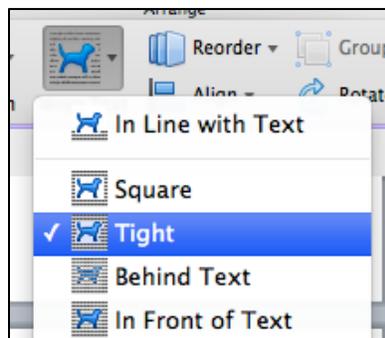
The screenshot shows a page titled "PROGRAM NOTES" with a sub-header "Overture, Op. 15" and "FELIX MENDELSSOHN". The text below is left-justified, meaning the first line of text is flush with the left margin, and all subsequent lines are also flush with the left margin. This is labeled as "Correct: text block is left justified".

Correct: text block is left justified

ABOUT THE ARTISTS

Content in this section is added exactly as it is in the Program Notes section. Insert each artist's bio, again being sure that the text is left justified.

When inserting headshots, be sure to set the image's wrapping style to Tight and align its top edge with the top paragraph of the bio. This will cause the text to wrap around the photo properly.



Try to resize and crop all headshots to be the same size (approximately 1” wide by 1.5” tall). If this is not possible, resize the headshots so the width is consistent.

ABOUT THE ARTISTS

Roger Myers
VIOLA



Roger Myers enjoys an impressive record of performing and teaching both here and abroad and has traveled widely presenting critically acclaimed concerts and master classes in countries on four continents including Austria, Norway, Scotland, China, Australia, New Zealand, Canada, Mexico as well as the U.S.A. At the University of Texas at Austin he is Professor and Head of The String Division and was the recipient in 2007 of the School of Music Teaching Excellence Award.

He has been associated with some of the nation's most prestigious summer festivals including the Bowdoin Summer Music Festival in Maine and the International Festival Institute at Round Top, Texas. In June of 1997 he served as the youngest ever Artistic Director and Host Chairman of the XXV Silver Anniversary Viola congress, an event praised by the Strad magazine as a "joyful and instructive week . . . a mixture of edification and entertainment." He served seven summers on the faculty of the Idyllwild Arts Summer Music Program in California and has taught at the Beijing International Music Festival and Academy and the International School for Musical Arts in Canada. He regularly performs at the Festival de Musique on the French West Indian island of St. Barts and is an artist at the Sunflower Festival in Topeka Kansas and the Buzzards Bay Musicfest in Marion Massachusetts. He is the founder and artistic director of the Blanton Chamber Music Series at the Blanton Museum in Austin. In 2009 he held a visiting professorship teaching at the USC Thornton School of Music.

Katie Elizabeth Martin
SOPRANO SOLOIST



Katie Elizabeth Martin currently resides in Los Angeles where she is working towards a Doctorate in Vocal performance at the University of Southern California under the instruction of Elizabeth Hynes. A native of Montana, Katie earned her Bachelor of Music in Vocal Performance with high honors from the University of Montana, Missoula. In 2010, Katie graduated Summa cum Laude with a Master of Music in Vocal Arts from the University of Southern California Thornton School of Music under the instruction of Rod Gilfry and Elizabeth Hynes. Katie was honored with the Pi Kappa Lambda Master's Level Award for outstanding achievement in both

Incorrect: image width is inconsistent

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Correct: both images are 1 inch wide

Note: be sure to edit the header of this section to reflect how many bios are listed (either “Artist” or “Artists”).

ACKNOWLEDGEMENTS

Use this page to list any special thanks or acknowledgements. Consult with your recital advisor to see if your program requires any special acknowledgements, such as listing of departmental donors or sponsors.

PRINTING YOUR PROGRAM

It is strongly recommended that you have your program printed at a commercial printing center (FedEx, Staples, etc.). Always save your document in PDF format before delivering it to a printer, as this will ensure that the formatting and layout of the program is preserved between computers. If you are unfamiliar with exporting PDF files from your word processor, consult the software's user manual.

The program template has a page size of 5.5" wide by 8.5" tall. Ask the printing center staff to print your program in booklet format on landscape-oriented 8.5" by 11" paper (resulting in two pages per sheet). The program should be folded in half, and stapled along the spine if possible. If desired, you may ask that the cover sheet be printed on heavier stock. Print the program on white paper—avoid textured or colored stock.

If you must print the program yourself, you may print in booklet form using the freely available Adobe Reader software. Keep in mind that you must be able to print double sided sheets in order to create a booklet. A guide on booklet printing with Reader may be found online at:

<http://helpx.adobe.com/acrobat/kb/print-booklets-acrobat-reader.html>