How To Use This Template:

1. All tabs are already set **- do not use the space bar to align text.**

2. For all song texts/translations, list the title, composer, author of texts, and translator as shown before the text of each song. Insert the complete text in the original language, with all diacritical marks/accents included, followed by a hard return and a line space, and then the complete English translation. Put a hard return after each complete line of text or poetry in both original and translation.

3. Before submitting your program to the Department of Music office, your faculty sponsor must review your entire program in this format. Make all necessary changes and corrections and have your faculty sponsor confirm their approval via email to Rowen Leigh, Undergraduate Student Services Officer (rleigh@stanford.edu).

4. At the end of your program listing (before "Program Notes") please include the following line to indicate that you and your sponsor are the final arbiters of your program content and accuracy:

This recital and program were prepared under the supervision of (faculty sponsor's name).

5. Please submit your completed FINAL program content, proofed and approved by your faculty sponsor, to Michael Still, Department Publicist (mstill@stanford.edu). two weeks prior to your recital date. We cannot guarantee that you will have a program for your recital if you submit it late or incomplete.

Thank you!

Name(s), instrument(s)

For ensembles:

Ensemble

Name, conductor / director

Primary soloists, instruments

LOCATION

DAY OF WEEK, MONTH DAY, YEAR

TIME

PROGRAM

I

Title (*from collection, opera, show?*) (Date) **Composer's Full Name**
list movements here (Composer birth/death dates)
(use numbers/roman numerals only if a large # of movements)

Full Name(s), instrument(s) for soloists, ensemble and / or conductor, if not appearing on every piece in the program

II

III

INTERMISSION

IV

To Ensure a More Pleasant Experience for All: *No food, drink, or smoking is permitted in the building. Cameras and other recording equipment are prohibited. Please ensure that your phone, other electronic devices, or watch alarm are all turned off.*

PROGRAM NOTES

Be sure to credit the note source at end of each piece. If one person wrote all program notes, credit them at the end of this section. If primary artist writes the notes, use initials. All quotations contained within your notes should be credited to a writer, published source, and if available, the year. Do not use uncredited quotations.

ABOUT THE ARTIST(S)

Insert short bios for ALL soloists, conductors (if a large ensemble) or performers (if a small ensemble) here. If any have appeared in a Dept. of Music concert in the past year, and you wish to use the same bio, indicate the date and time of that concert, and we will pick up the bio from the older program.

As the primary performer, your bio should come first. Other performers should be listed in alphabetical order following your bio. Normally, subsidiary performers' bios should be no more than one short paragraph. For large ensembles, either choral or instrumental, supply a roster organized by vocal range (SATB) or instrument (in this order: strings, winds, brass, keyboard, percussion).

TEXTS AND TRANSLATIONS

Last Name of Composer: ***Full title of work***
Text: Author's full name
Translation: Translator's full name

Original Language – Insert the full text of each song or work in original language first, with a hard return at the end of each line.

English Translation – Following the **complete** text of the song or work, insert a single return, and then insert the full text of each song or work in English BELOW the original language.

IMPORTANT: DO NOT USE TABS IN SONG TEXTS OR PUT TEXT AND TRANSLATIONS SIDE BY SIDE