**Directions for Using this Template**

**For Adhoc or Student Organization Recitals**

You may create your program using the Google drive .docx template or using the Microsoft Word document template. Both are available on oberlin.edu, under Concert Production, Forms and Applications.

The following page contains the program template to be used for preparing the recital program.

NOTE: Due to copyright laws, we have removed the official Oberlin logo on the template. We do encourage you to represent your artist and their music appropriately. If you have any questions regarding program guidelines, feel free to email [conpro@oberlin.edu](mailto:conpro@oberlin.edu).

In the template on the next page, highlight each item of text and then type over it with your own program information.

NOTE: In order to maintain the tabs and formatting of the template, it is very important to highlight and write over only one line/item of information at a time. For example, to enter the name of the performance venue, highlight the words “Kulas Recital Hall” and then type the name of the venue you will be using.

*Vocalists Recitals: See pages 3 and 4 for more information.*

|  |  |
| --- | --- |
| **Wednesday**  **February 7, 2024, 7:30 pm**  **Kulas Recital Hall** | **Performer Name, *instrument***  **Accompanist Name, *instrument*** |

**Title of First Piece** **Composer Name**

*First Movement* composer dates (0000-0000)

*Second Movement*

*Third Movement*

*Etc.*

Accompanist or Secondary Performer(s), *instrument*

**Title of Second Piece** **Composer Name**

*First Movement* (0000-0000)

*Second Movement*

*Third Movement*

*Etc.*

Accompanist, *instrument*  Secondary Performer(s), *instrument*

- Intermission -

**Title of Third Piece** **Composer Name**

*First Movement* (0000-0000)

*Second Movement*

*Third Movement*

*Etc.*

Accompanist or Secondary Performer(s), *instrument*

(Continue on in this format with additional pieces as needed.)

*Please silence all cell phones and refrain from the use of unauthorized recording equipment*

*and flash photography during the performance.*

*Thank you.*

**Vocalists** are requested to include librettist information for the pieces they will perform, using the following template:

**Title of Song Cycle** (Librettist last name) **Composer Name**

First piece composer dates (0000-0000)

Second piece

Third piece

Etc.

**Title of Piece** (Librettist last name) **Composer Name**

**Title of Piece** (Librettist last name) composer dates (0000-0000)

**Title of Piece** (Librettist last name)

Etc.

**See Page 4 for instructions on “Translations”**

**TRANSLATIONS**

For **vocal recitals**, please paste in the English texts and/or translations below if they are to be included in the program, heading each text or translation with the corresponding title from the program page.

**At the bottom of each text/translation, you must clearly credit the name of the** **author or translator *and* the source from which you took that text/translation** **(i.e. the book, website, etc.), as well as the date of publication or translation, if known (see below).**

**Title of Piece Composer**

Text

Text

Text

Text

*—Translation copyright © date by Translator Name,*

*from* Source book or website name and url