Creating a BSOM Student Recital Program

Although the Bailey School of Music (BSOM) office does not create student recital programs, we do provide a template to assist students in creating their own programs.

To keep with the BSOM branding, students must use the template and design provided for their recitals. The BSOM logo may not be removed, and the font style and border color must remain as provided.

The information in the header ("*The Dr. Bobbie Bailey School of Music presents*") **should not be removed or changed.**

The KSU logo should not be removed from the template but can be moved to another page if needed.

All student recital programs must be approved by the student's applied instructor. Once approved the student must send a digital copy of the program to Brooke Marier at brooke.marier@kennesaw.edu.

1. Download the BSOM Student Recital Template from the BSOM website.

2. Insert your information in the top section (Name, instrument, date, etc.)

3. Fill in the "Title," "(Date of Composition)," "Composer," composer's dates "(XXXX–XXXX)," "Movement," and "Performer(s)" for each of your selections. Preferences regarding the formatting of this information can vary, but here are some general principles to follow:

    a) Italicize named titles of larger works (*Don Juan*), but not generic titles (Sonata in B Minor) or generic movement titles (Allegro moderato). Titles of songs from larger works should be enclosed in quotation marks ("Der Lindenbaum" from *Winterreise*).

    b) If performing more than one work by a composer, you need not list their full name and dates beside each selection. For instances beyond the first listing, the composer's last name will suffice.

    c) The appropriate punctuation between two dates is an en-dash (1880–1950) rather than a hyphen (1880-1950). If both dates are within the same century, the second may be abbreviated (1820–70).

    d) Living composers should be formatted like so (b. 1950) rather than the more ominous (1950–).

4. Insert your degree name, your name, instrument, and applied instructor's name in the footer. You may want to consult with your applied instructor on how they prefer their name to appear. **These are the only text changes you should make to the header and footer of the document.**

5. Insert program notes and/or bios, if desired. If included, program notes should be in program order and bios should be listed in the order in which the performers appear on the program