

# Austin Peay Department of Music

## Concert and Recital Program Guidelines

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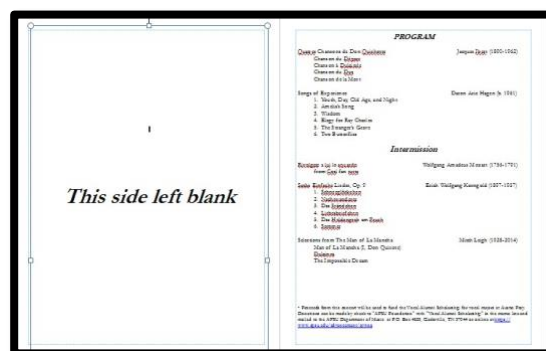
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## Templates

Department of Music concert and recital programs should follow the guidelines described in this document. Event programs are considered official publications of Austin Peay State University and must be approved by the Public Relations office. A program template is approved at the start of each academic year. Deviations from the standard template must receive approval from Public Relations.

Most programs are a single 8.5" x 11" sheet of paper, landscape orientation, folded.

- The front page contains title information.
- Inside pages contain program information.
  - For shorter programs where all program information fits on one side of the page, use the right-hand side only.
  - Information for longer program begins at the top of the left-hand side.
- The back page contains departmental information.



Longer programs require 11" x 17" paper landscape orientation, folded. Additional pages may be required in each template, pending program contents.

The number of pages is limited to factors of four. Program information that does not fit within these limits may need to be included as a program insert.

## Program Submission Information

(This section appears on the syllabus for Junior, Senior and Graduate Recital)

Submit complete program information as a Word document attachment (not within the body of an email) to [music@apsu.edu](mailto:music@apsu.edu) (you should receive a confirmation email). **Program information should be submitted a minimum of seven days prior to the event. Hand-written and incomplete submissions will be returned to you.** The office prioritizes print requests based on the amount of workflow. As such, late submissions may not be accepted, especially during peak performance times. If late submissions are accepted and printed, the office is not responsible for inaccurate or incomplete program information. Adhere to the recommendations in the APSU Program Guidelines and consult with your applied instructor if you have additional questions.

## **Complete program submissions must include:**

### **Cover Page Information**

1. Name of performer as it is to appear on the program
2. Recital type (junior, senior, graduate, faculty, guest artist, etc...)
3. Instrument or voice type
4. Collaborative pianist
5. Full name and performance area of all additional performers (if applicable)

### **Program Contents**

Submit the following information for each performance selection. Submit program selections in program order, indicating where the intermission should occur (if applicable). Vocalists should also indicate songs that are to be performed as a set (how titles should be grouped on the program). Where needed, include special characters, letters, or symbols (é, ö, á, etc...) in titles or composer names.

1. Complete title as it should appear on the program (includes catalog number, movements or selections of complete works)
2. Full composer name and birth / death dates
3. Major and concentration of performer (for junior, senior, and graduate recitals)

### **Optional Program Information** (at the recommendation of your applied faculty)

Supplemental program information must be submitted print-ready (as it is to appear on the program)


1. Translation
2. Program Notes
3. Bios
4. Headshot

### **Workflow**


- Event coordinator, ensemble director, or student submits program information to the Music Office at [music@apsu.edu](mailto:music@apsu.edu)
- Music Office sends program draft as PDF to event coordinator, ensemble director, student, and applied instructor.
- Event coordinator, ensemble director, student, and applied instructor submits corrections and print approval to office.
  - Program edits must be finalized a minimum of two business days prior to the event.
- Music Office sends final draft to printing services or prints in office
- Music Office picks up printed programs
- Music Office places programs in Mabry Hall Tech booth or in faculty mail box

## Cover Page


### Recitals

Department Logo Top and centered on the page	 <b>Department of Music</b>
The word <presents> (singular) Centered / lower case / 14pt font	presents
<Full name and title of performer>, <performance medium> Centered / 22 point font	<b>Dr. John Williams, trumpet</b>
The word <in a> Centered / lower case / 14pt font	in a
<type of recital> Select from: Faculty, Junior, Senior, Graduate, or Guest Centered / 22 point font	<b>Faculty Recital</b>
The word <with> Centered / lower case / 14pt font	with
All collaborators Centered / 22 point font	<b>Kelly Lawrence, piano</b>
Time and Date Centered / 14pt font	7:30 p.m. May 2, 2019
Full title of location. Other common option is <Heydel Hall / Art + Design Building> Centered / 14pt font	George and Sharon Mabry Concert Hall Music/Mass Communications Building

Student Recital Hour (12:45)

Department Logo Top and centered on the page	 <b>Department of Music</b>
The word <presents> (singular) Centered / lower case / 14pt font	presents
<Student Recital> Centered / 22 point font	<b>Student Recital</b>
All collaborators Centered / 22 point font	
Time and Date (always 12:45 p.m.) Centered / 14pt font	12:45 p.m. May 2, 2019
Full title of location. Other common option is <Heydel Hall / Art + Design Building> Centered / 14pt font	George and Sharon Mabry Concert Hall Music/Mass Communications Building

## Ensembles

<p>Department Logo Top and centered on the page</p>	 <p><b>Department of Music</b></p>
<p>The word &lt;presents the&gt; (singular) Centered / lower case / 14pt font</p>	<p>presents the</p>
<p>&lt;Full title of ensemble&gt; Centered / 22 point font</p>	<p><b>Symphonic Band</b></p>
<p>&lt;Name of conductor, Conductor&gt; Some ensemble directors want all guest conductors listed here rather than at the bottom of the page. Centered / 22 point font</p>	<p><b>Walter Payton, Conductor</b></p>
<p>If there any featured performers, include the word &lt;with&gt; Delete if not needed Centered / lower case / 14pt font</p>	<p>with</p>
<p>Names of any featured performers or guest conductors Centered / 22 point font</p>	<p><b>Kelly Lawrence, oboe</b></p>
<p>Time and Date Centered / 14pt font</p>	<p>7:30 p.m. May 2, 2019</p>
<p>Full title of location. Other common option is &lt;Heydel Hall / Art + Design Building&gt; Centered / 14pt font</p>	<p>George and Sharon Mabry Concert Hall Music/Mass Communications Building</p>

## Sponsored Events

Some events are sponsored by the CECA or another organization. For programs sponsored by another organization, the titles of the sponsoring organizations appear on the front cover and the logos appear on the back cover (more information below).

<The>Top and centered on the page	<p style="text-align: center;">The Austin Peay Department of Music and the Center of Excellence for the Creative Arts  present</p>
Title of sponsoring organization Single spacing.	
<and the> lower case / centered on the page	
Title of sponsoring organization (no space separating)	
The word <present> (plural Centered / lower case / 14pt font	
All other information is standard	

## Inside Page

Inside page(s) will vary based on:

- Type of program
- Number of performance selections
- Number of performers
- If the program is to include a list of performers and/or performer bios.
- If the program is to include program notes and/or translations

## Standard Recital Template

<p>The word &lt;Program&gt; surrounded by dashes / 18pt font (Inprint MT Shadow) centered at top of page</p>	<p><b>-Program-</b></p>
<p>Program selections (see below for additional information)</p>	<p>Flute Concerto No. 1 in G Major, K. 313      W.A.Mozart          Allegro maestoso      (1756 – 1791)          Adagio ma non troppo          Rondo: Tempo di Minuetto</p>
	<p>Fnugg      Øystein Baadsvik          (b. 1966)</p>
<p>The word &lt;Intermission&gt; surrounded by dashes / 18pt font (Inprint MT Shadow) / Centered</p>	<p><b>-Intermission-</b></p>
	<p>Le papillon et la fleur      Gabriel Fuaré          Lydia      (1845-1924)          Mandoline</p>
<p>Standard curriculum requirement statement for junior, senior, and graduate recitals. Italicized; centered</p>	<p><i>This recital is given in partial fulfillment of the requirements for the Bachelor of Music in Performance.</i></p>
<p>Optional reception verbiage; in italics; centered</p>	<p><i>A reception in the lobby will immediately follow the recital.</i></p>



Events with Multiple Performers  
 (12:45 Student Recital Hour; Studio Recitals)

<p>The word &lt;Program&gt; surrounded by dashes / 18pt font (Inprint MT Shadow) centered at top of page</p>	<p><b>-Program-</b></p>
<p>Program selections with performer names centered under each selection. (see below for additional information)</p>	<p>Der Hirt auf dem Felsen <span style="float: right;">Franz Schubert (1797-1828)</span></p> <p style="text-align: center;">Susan Powers, soprano              Michael Kowalski, clarinet              Daneca Shelton, piano</p>
	<p>Fantasia X <span style="float: right;">Alonso Mudura (1510-1580) arr. Carl von Schwartz</span></p> <p style="text-align: center;">Jacob Perkins, guitar</p>
<p>The word &lt;Intermission&gt; surrounded by dashes / 18pt font (Inprint MT Shadow) / Centered</p>	<p><b>-Intermission-</b></p>
	<p>Laudatio <span style="float: right;">Bernhard Krol (1920-1975)</span></p> <p style="text-align: center;">Jacquelyn Fields, horn</p>

## Program Information

### Titles

Complete titles as they appear on the published music including capitalization, punctuation, and catalog system where applicable.

- Titles should align with left justification
- Movements should align with left justification, with one tab indentation ( L )

Horn Concerto No. 3 in E-flat major, K. 447	Wolfgang Amadeus Mozart
Allegro	(1756-1791)
Romance (Larghetto)	
Allegro	

### Common abbreviations

- Compositions by J.S. Bach: Bach-Werke-Verzeichnis (BWV)
- Compositions by W.A. Mozart: Köchel (K.)
- Common catalog system: Opus (Op.)

### When to Italicize

Italicizations should generally mirror the formal title on the published music. The guidelines described below should be followed except when performers request otherwise.

### Titles

Generic titles are usually in standard font while specific titles of major works are italicized. Generic titles include such examples as Symphony, Toccata, Fugue, Concerto, Sonata, Scherzo, and other common musical terms.

### *Selections from a Major Work*

The title of the full work is capitalized but not italicized. The title of the selection from the full work is italicized and follows the capitalization from the printed music.

Think of Me	Andrew Lloyd Webber
From <i>Phantom of the Opera</i>	(b. 1948)

Or

Think of Me ( <i>Phantom of the Opera</i> )	Andrew Lloyd Webber
	(b. 1948)

### Foreign Terms

Foreign terms are commonly italicized when used as titles.

<i>Le Sacre du printemps</i>	Igor Stravinsky (1882-1971)
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### Capitalization

Capitalization of titles should mirror the title on the published music. Vocal music is often titled from the *incipit* (first sentence or phrase of text). Therefore, only the first word is capitalized.

O mio babbino caro from <i>Gianni Schicchi</i>	Giacomo Puccini (1858-1924)
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### Composer Information

Name

- Use full composer name as it appears on the published music except in unusual circumstances.
- Composer’s name and date should align with right justification (↵)

YES	Sonata, TWV 41	Georg Philipp Telemann (1681-1767)
	Siciliana Spiritoso Andante Vivace	arr. Jean-Marie Londeix
	Concerto, Op. 109	Alexander Glazunov (1865-1936)
	KUBA for tenor saxophone and implanted electronics	Ravi Kittappa (b. 1978)

### Abbreviating Composer Names

Use full composer names except when the title and composer will not fit on the same line. In this circumstance, abbreviations are acceptable. Do not use the composer’s last name by itself

NO (not enough space between title and composer)	Flute Concerto No. 1 in G Major, K. 313 Wolfgang Amadeus Mozart (1756-1791)
No (do not use last name in isolation)	Flute Concerto No. 1 in G Major, K. 313 Mozart (1756-1791)
Yes	Flute Concerto No. 1 in G Major, K. 313 W.A. Mozart (1756-1791)

### Dates

- Include birth and death dates (1895-1990) separated by a dash with no extra space.
- If a composer is still living, include as (b. 1974).
- If only approximated dates are available, include as (ca. 1540-1584)
  - (ca. is abbreviation for *circa* or approximately)
- When a composer appears more than once on a program, Only include dates under the first appearance of the composer’s name.

### Arranger

- If there is an arranger, include as “arr. First, Last” under the composer’s dates. Do not list the dates of the arranger. Ensure ‘arr.’ does not automatically capitalize.
- 

Fantasia X	Alonso Mudura (1510-1580)
	arr. Carl von Schwartz
	Jacob Perkins, guitar

### Additional Considerations

Selections that are intended to be performed as a group should be listed on the program without spaces between selections. This indicates to the audience where to applaud. This is most common in vocal recitals.

<i>The Sleeper</i>	George Crumb (b. 1929)
<i>Nur wer die Sehnsucht kennt</i>	Piotr Ilyich Tchaikovsky (1840-1893)
<i>Slumber Song</i>	Alexander Gretchaninoff (1864-1956)
I Dreamed a Dream ( <i>Les Misérables</i> )	Claude-Michel Schönberg (b. 1944)

## Supplemental Program Information

### Translations

Translations are provided by the performer and should be submitted print-ready (as they are to appear in the program). Translations must be submitted with the program draft by the required deadline to be included in the program. Translations are printed on supplemental pages, after the list of performance selections and before the back cover information. Translations begin with a heading <Translations> surrounded by dashes / 18pt font (Inprint MT Shadow) / Centered on the page. Translations should be listed in **two columns** in a table with the original language on the left, and the English translation on the right, line-by-line). The title of the selection should appear in bold text, centered above the translation.

<b>-Translations-</b>	
<b><i>Erlkönig</i></b>	
Wer reitet so spät durch Nacht und Wind? Es ist der Vater mit seinem Kind; Er hat den Knaben wohl in dem Arm, Er faßt ihn sicher, er hält ihn warm.	Who's riding so late where winds blow wild It is the father grasping his child; He holds the boy embraced in his arm, He clasps him snugly, he keeps him warm.
Mein Sohn, was birgst du so bang dein Gesicht? Siehst, Vater, du den Erlkönig nicht? Den Erlenkönig mit Kron und Schweif? Mein Sohn, es ist ein Nebelstreif.	"My son, why cover your face in such fear?" "You see the elf-king, father? He's near! The king of the elves with crown and train!" "My son, the mist is on the plain."
<b><i>Gretchen am Spinnrade</i></b>	
Meine Ruh' ist hin, Mein Herz ist schwer, Ich finde sie nimmer Und nimmermehr.	My peace is gone My heart is heavy; I shall never Ever find peace again.

## Program Notes

Program notes are provided by the performer print-ready (as they are to appear in the program). Program notes must be submitted with the program draft by the required deadline to be included in the program. Program notes are printed on supplemental pages, after the list of performance selections, after translations (if included), and before the back cover information. Program notes begin with a heading <Program Notes> surrounded by dashes / capitalized / 18pt font (Inprint MT Shadow) / Centered on the page. Program notes should begin with the title of the selection in bold, left justified.

### -Program Notes-

#### **Concerto in C minor for Oboe and Violin, BWV 1060**

The Concerto for Oboe and Violin is, in a manner of speaking, an imagined concerto, though one imagined with a high degree of probability. Specifically, there exists in a manuscript copy by Bach's pupil and (later) son-in-law Johann Christoph Altnikol, a Bach Concerto in C minor for two harpsichords. With the sole exception of the Fifth *Brandenburg*, all of Bach's harpsichord concertos are either known or presumed to be transcriptions of works for some other instrument or instruments. In some instances we have the original as well as the keyboard transcription; the C minor Two-Harpsichord Concerto is not, however, one of these, and the work presented here—and in countless performances since Schneider published his edition in 1921—is the reconstruction of its presumed original.

NOTE: Program notes do not usually include citations. The sample program notes in the textbox above were excerpted from the San Francisco Symphony Orchestra website at <https://www.sfsymphony.org/Watch-Listen-Learn/Read-Program-Notes/Program-Notes/Bach,-J-S-Concerto-in-C-minor-for-Oboe-and-Violin.aspx>

## Performers

Programs for ensemble concerts usually include a list of performers or ensemble personnel. The list of performers will be submitted by the ensemble director and will be printed in the program exactly as submitted. Personnel listings should be included after translations, after program notes, and before the back cover information. Personnel Listings begin with a heading surrounded by dashes / capitalized / 18pt font (Inprint MT Shadow) / Centered on the page. The heading may be:

Title of Ensemble	-Symphonic Band-
Personnel	-Personnel-
Performers	-Performers-
Ensemble Members	-Ensemble Members-
Cast	-Cast-
Or other similar variation	

List personnel in two or three columns in a table as needed, depending the number of performers.

- Ensure columns are spaced evenly across the page.
- Ensure alignment across the top rows.
- Separate list of ensemble members by section where applicable. The Section title should be all capital letters and underlined. Separate sections by a single space.
- Adjust font size as needed but be consistent (all names should be the same font size)
- Include any specialized markings as indicated by ensemble director.

SECTION 1

Ensemble Member\*  
Ensemble Member  
Ensemble Member  
Ensemble Member#

SECTION 2

Ensemble Member\*  
Ensemble Member  
Ensemble Member#  
Ensemble Member#  
Ensemble Member

SECTION 3

Ensemble Member\*  
Ensemble Member  
Ensemble Member  
Ensemble Member  
Ensemble Member

SECTION 4

Ensemble Member\*  
Ensemble Member  
Ensemble Member  
Ensemble Member#  
Ensemble Member

\* Principal member

# Graduating senior

## Bios

Programs may be submitted with a professional bio of the performer or composer, especially when a guest artist is part of the performance. The bio will be submitted by the event sponsor and will be included in the program exactly as submitted. Bios should be included after translations, after program notes, after personnel listings, and before the back cover information. Bios begin with a heading surrounded by dashes / capitalized / 18pt font (Inprint MT Shadow) / Centered on the page. The heading may be:

If only one bio

-Bio-

-Artist Bio-

-About Danny Elfman-

If more than one

-About the Artists-

- About the Composers -

Or other similar variation

If multiple bios are submitted, individual entries should be separated by a space, using the performer's name **bold** and *underlined*, as a heading.

### -About the Artists-

#### **YoYo Ma**

Born on October 7, 1955, in Paris, France, Yo-Yo Ma is a cellist and songwriter of Chinese descent. The child prodigy attended the Juilliard School and continued to excel throughout his adult life, producing more than 75 albums and winning 18 Grammy Awards. The acclaimed musician also served as artistic director of the Silk Road Project, an organization dedicated to promoting the various traditions along the ancient Silk Road trade route. In 2001, Ma was awarded the National Medal of Arts. In 2010, he was named a recipient of the Presidential Medal of Freedom.

#### **Joshua Bell**

With a career spanning more than thirty years as a soloist, chamber musician, recording artist, conductor and director, Joshua Bell is one of the most celebrated violinists of his era. His curiosity and clarity of insight are a testament to his belief in the power of music as a unifying cultural force. An artist of precision and passion, Bell is committed to the violin as an instrument of expression and a vehicle for realizing the new and unexplored.

#### **NOTE:**

The biography for YoYo Ma was excerpted from  
<https://www.biography.com/musician/yo-yo-ma>

The biography for Joshua bell was excerpted from <http://joshuabell.com/>



## Headshots

Programs may be submitted with a headshot of the performer or composer, especially when a guest artist is part of the performance. The headshot will be submitted by the event sponsor and should be included in the program exactly as submitted. Headshots should be high-resolution photos (JPG, TIFF, or other graphics file), black and white, and print-ready. Headshots will appear within the bio, to the left of the text, with a black border, and tight text-wrapping.



### -About the Artists-



#### **YoYo Ma**

Born on October 7, 1955, in Paris, France, Yo-Yo Ma is a cellist and songwriter of Chinese descent. The child prodigy attended the Juilliard School and continued to excel throughout his adult life, producing more than 75 albums and winning 18 Grammy Awards. The acclaimed musician also served as artistic director of the Silk Road Project, an organization dedicated to promoting the various traditions along the ancient Silk Road trade route. In 2001, Ma was awarded the National Medal of Arts. In 2010, he was named a recipient of the Presidential Medal of Freedom.

## Back Cover (created by Office)

<p>&lt;Upcoming Events&gt; / 18pt font (Inprint MT Shadow) / Centered at top of page</p>	<h1>Upcoming Events</h1>												
<p>A selection of 3 to 5 upcoming events (whatever fits)</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Column 1</u></td> <td style="text-align: center;"><u>Column 2</u></td> <td style="text-align: center;"><u>Column 3</u></td> </tr> <tr> <td style="text-align: center;">Day, Date</td> <td style="text-align: center;">Event Title</td> <td style="text-align: center;">Time</td> </tr> </table> <p><i>Event location Statement - italicized</i> Consistent font size (may vary based on size of program and number of events) Center justified / Ensure column alignment</p>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	Day, Date	Event Title	Time	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Mon., Apr. 29</td> <td style="width: 60%;">Victoria Bone (Composition) Senior Recital</td> <td style="width: 20%; text-align: right;">7:30 p.m.</td> </tr> <tr> <td>Tue., Apr. 30</td> <td>Trombone Choir <i>MMC 147</i></td> <td style="text-align: right;">5:30 p.m.</td> </tr> </table> <p style="text-align: center;"><i>Events listed above are held in the George and Sharon Mabry Concert Hall in the Music/Mass Communication Building and are free and open to the public, unless indicated otherwise.</i></p> <hr/>	Mon., Apr. 29	Victoria Bone (Composition) Senior Recital	7:30 p.m.	Tue., Apr. 30	Trombone Choir <i>MMC 147</i>	5:30 p.m.
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>											
Day, Date	Event Title	Time											
Mon., Apr. 29	Victoria Bone (Composition) Senior Recital	7:30 p.m.											
Tue., Apr. 30	Trombone Choir <i>MMC 147</i>	5:30 p.m.											
<p>Horizontal Line</p>	<hr/>												
<p>Patron Database statement, AAEO statement, policy and link, and Public Relations approval number for the year.</p> <p>Font size for AAEO statement is usually smaller than other information. Center justified; no hyperlink</p>	<p>If you would like to be added to the Music Department patron database to be notified about future events, please send your name, address and email to <a href="mailto:music@apsu.edu">music@apsu.edu</a> or call 931-221-7818.</p> <p style="text-align: center;"><small>Austin Peay State University does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU Policy 6:001</small></p> <p style="text-align: center;"><small>AP: 96/9-22/500</small></p>												
<p>Horizontal Line</p>	<hr/>												
<p>Logos of any sponsoring organization. Logos should be approximately the same size. Leave blank if no sponsors Centered at bottom of page</p>	 												

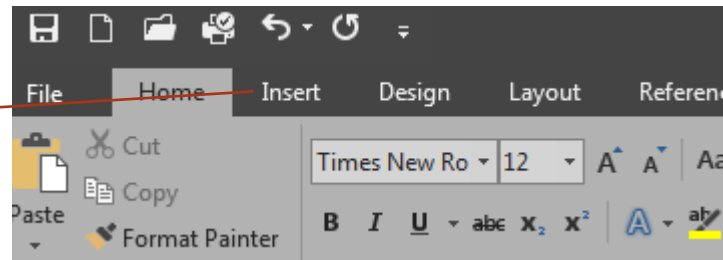
## Special Symbols and Characters

Special characters are often required for names of composers or titles of pieces in foreign languages (e.g. Camille Saint-Saëns; Zoltán Kodály; Leoš Janáček). Follow these instructions to insert special characters (instructions for an apply product may vary)

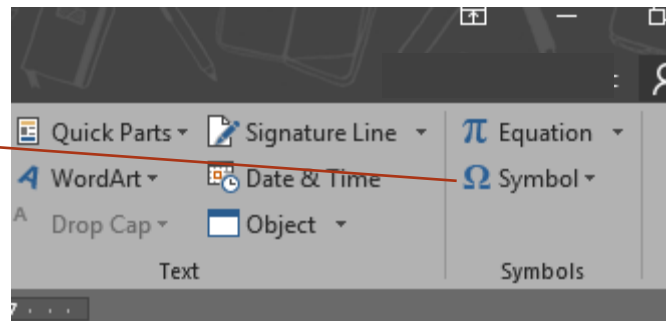
Place the cursor where you need a special character

The Hungarian composer who wrote this piece is Zoltán Kodály

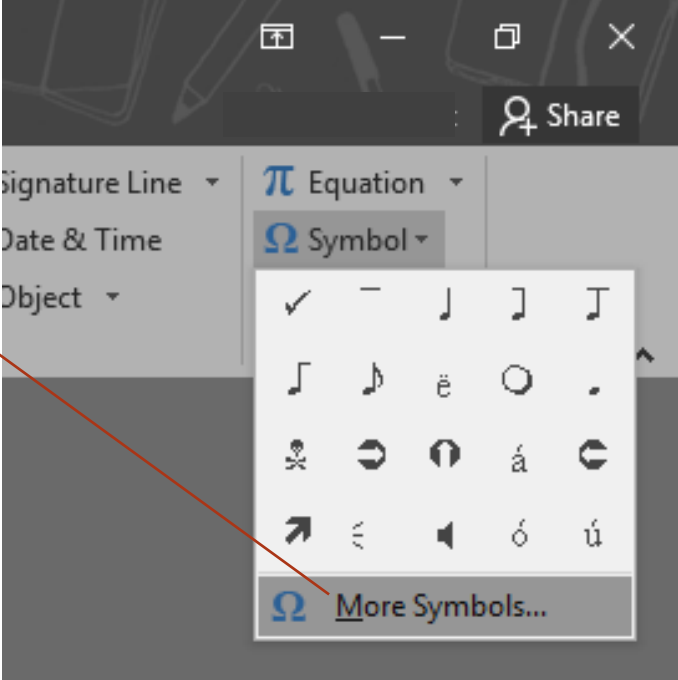
Select *Insert*



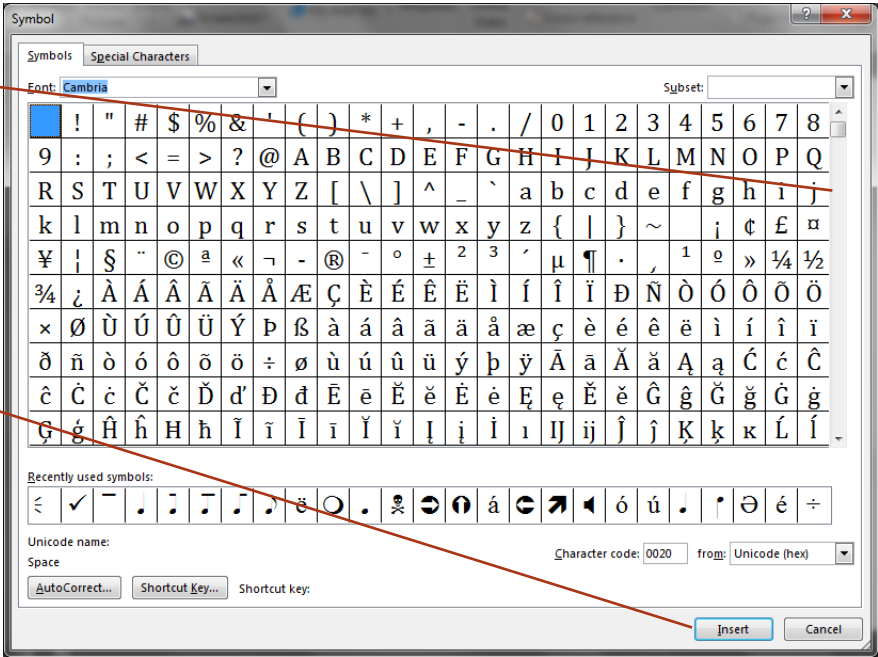
Select *Symbol*



In the dropdown menu, Select *More Symbols*



In the new page, click on the character you need. Additional options are available on the scroll function



Once you select the character you need, click *Insert*

The character should appear where inserted

The Hungarian composer who wrote this piece is Zoltán Kodály

## Logos

Per university policy, ensure all alterations of size are proportionate (do not alter length without also altering height, proportionately). To ensure this, only change logo size from the corners, not top or bottom.



## Department of Music

