

Program Instructions and Helpful Hints

The ACU Music Department is now requiring that each student format their own recital programs and posters. We have made the different templates available under the “Resources” tab on the acu.edu/music website.

There are four different templates: senior instrumentalists, senior vocalists, junior instrumentalists, and junior vocalists. Obviously, the template will not be able to perfectly suit each person’s individual needs, but the goal is to provide all of the basic tools to help you format your own programs.

If you are experiencing any issues with filling out and formatting your programs, please feel free to email either Marla Diaz at marla.diaz@acu.edu or Annie Lawson at eventcoordinator@acu.edu.

Instructions

1. Download the template from the “Resources” tab on the acu.edu/music website **at least four weeks before your recital date.**
2. Fill in your program information and special thanks, etc.
3. All translations and programs notes should be included in your program.
4. Your instructor needs to proof your program before turned in. NOTE: Once you email your completed program to the Event Coordinator, we will assume it has been proofed by your teacher and will send it straight to the printers. DO NOT EMAIL YOUR PROGRAM TO US IF YOUR TEACHER HAS NOT SEEN IT!
5. Once you get the approval from your teacher, email your completed program to eventcoordinator@acu.edu **no later than ONE WEEK** prior to your recital date. We will print and deliver your program to the recital hall on the day of your recital.
 - a. Please be aware that the printers are only open Monday through Friday until 5:00 pm. If your recital is on a Saturday or Sunday, please be aware that the printers are not open on those days.
 - b. If we do not receive your program a week before your recital, we will assume you will be printing your programs yourself. Do not assume that the responsibility of printing your programs falls onto the department if you do not meet the deadline.

Helpful Hints

- Ctrl+Z (or Command+Z, if you have a Mac) is your best friend! If you accidentally move a text box, copy and paste the wrong thing, tab over too far, etc. all you have to do is hit Ctrl Z and it will undo it.
- If you have trouble getting your text to fit inside the text box, don't be afraid to lengthen the box, or make it wider. As long as the box fits on the page, your text will show, even if it is outside the square margins that are shown. You can also change the font size to make text bigger or smaller. Just be aware that the font size needs to be the same throughout the entire page.
- All composers and dates need to be aligned with right side of the text box. Make sure you have each composer and date aligned to the same margin.
- Do your best to simplify your special thanks. I know that there are always several people who you want to mention and give a shout-out to, but there just simply isn't room to write every person you are thankful for an entire novel. Please keep special thanks to one single space page, especially if you are sharing a recital with someone else.
- When performing a piece from an opera, the title of the opera needs to be italicized.