

HOW TO CREATE YOUR PROGRAM:

1. Be sure you have all of the following information before you begin creating your program:

- Date/Time/Location of your recital
- Titles/Movements of all the pieces that you will be performing
- Composers' names, as well as birth-death dates, correct spelling (including accents!)
- If a composer is still living, only include the birth year (i.e. "b. 1946"); if the composer's actual life span is uncertain give an approximation (i.e. "circa 1643" or "c. 1643" or "c.1642 – c. 1701").
- Names of anyone else that will be performing on your recital (including accompanist)
- Name of your private teacher

2. On the third page of this document is a sample program. Replace all sample information with your information. Follow the format if you need to list more pieces, performers, etc. Do not be overly concerned if all of your recital information does not fit on one page.

3. Check to be sure that all of your date/time/location information is correct and that the names of all pieces, composers and performers are spelled correctly. Be sure to include the appropriate accents.

4. Use the 'Save As' option to save this document in this format:

mmddyy_lastnamefirstname.doc. Please use the date of your recital as the date on your document title.

5. Email the saved file to your private lesson teacher as well as your area coordinator.

This must be done at least one week before your Pre-Hearing or at least three weeks before your Recital Date (whichever is earlier). You should then follow up with your instructor and area coordinator to be sure that they have approved your program. Once your program is completed, the area coordinator must approve the final submission, and ***the private lesson instructor should submit it to Jessica Casey (caseyjr@vcu.edu) at least two weeks prior to the recital.***

JOINT JUNIOR RECITALS: If you are performing your junior recital with another student, please create only one program and submit it to both private lesson teachers with both performers' pieces listed in the order that they will be performed.

Please Note: The department covers the expense of printing 50 recital programs and gives the programs to the concert hall manager. It is the student's responsibility to provide ushers for the recital. The printing of program notes and/or texts and translations are the responsibility of the student.

Concert hall should be listed as:

Sonia Vlahcevic Concert Hall, W.E. Singleton Center for the Performing Arts, 922 Park Avenue, Richmond, Va.

Recital hall should be listed as:

Recital Hall, James W. Black Music Center, 1015 Grove Avenue, Richmond, Va.

Programs not submitted according to the above guidelines will be returned.

**Questions? Email Jessica Casey at caseyjr@vcu.edu
Template updated Spring 2023**

**VCU DEPARTMENT OF MUSIC
[JUNIOR / SENIOR] RECITAL**

**Molly Musician, Instrument or Voice Type
Ashley Accompanist, piano**

Sunday, January 1, 2017 at 0:00 p.m.

[Sonia Vlahcevic Concert Hall, W. E. Singleton Center for the Performing Arts, 922 Park
Avenue, Richmond, Va]

[Recital Hall, James W. Black Music Center, 1015 Grove Avenue, Richmond, Va]

Piece title	Composer Name (Birth year - Death year) Arr. Arranger name
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Piece title	Composer Name (Birth year - Death year)
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Piece title	Composer Name (Birth year - Death year)
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Piece title	Composer Name (Birth year - Death year)
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Trio title	Composer Name (Birth year - Death year) <i>with George Guest, instrument and Val Visitor, instrument</i>
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Duet title	Composer Name (Birth year - Death year) <i>with George Guest, instrument</i>
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Piece title	Composer name (Birth year - Death year)
I. Movement	
II. Movement	
III. Movement	

This [junior / senior] recital is presented in partial fulfillment of the requirements for the Bachelor of Music degree in Performance. Molly Musician is a student of Dr. Paul Professor.