

Student Recital Program Template Instructions

Crane program template utilizes tables (rows and columns) for spacing and indentation. Make sure “view gridlines” is enabled.

Helpful link: [How to view all table gridlines.](#)

The template works best with the desktop application version of Microsoft Word.

Helpful link: [SUNY Potsdam Computing Facilities Map.](#)

Please consult the “Crane Concert Program Guidelines” for style reference.

Helpful link: [Crane Concert Program Guidelines](#)

Step	Instruction
Step 1	In the row below Student Recital Series , enter the performance location under VENUE . Make sure to use the full name: Sara M. Snell Music Theater Helen M. Hosmer Concert Hall Ralph J. Wakefield Recital Hall
Step 2	Under DATE AND TIME , enter the day, date, and start time. The format should be as follows: Saturday, April 10 th at 12 PM
Step 3	Enter your full name and instrument under FULL NAME, INSTRUMENT .
Step 4	Enter your accompanist (if applicable) under ACCOMPANIST, PIANO . If there are any additional performers, enter them in a row below your accompanist’s name under ADDITIONAL PERFORMER FULL NAME, INSTRUMENT ; otherwise, delete. Helpful link: How to delete rows and columns

Step 5	<p>Next, enter the works you are performing.</p> <table border="1" data-bbox="606 159 1682 456"> <tr> <td data-bbox="611 164 1276 337">TITLE (DATE OF COMPOSITION) MOVEMENTS</td> <td data-bbox="1276 164 1682 337">COMPOSER (19?? – 19??) or (b. 19??)</td> </tr> <tr> <td colspan="2" data-bbox="611 337 1682 451">ADDITIONAL PERFORMER FULL NAME, INSTRUMENT</td> </tr> </table> <p>Under TITLE, enter the name of the work followed by the year of composition (if known).</p> <p>Example:</p> <p style="padding-left: 40px;">Fantasiestücke, Op. 73 (1849)</p> <p>Movements should also be entered at this time underneath TITLE. Each movement title should be indented.</p> <p>Example:</p> <p style="padding-left: 40px;">Fantasiestücke, Op. 73 (1849) Zart und mit Ausdruck Lebhaft, leicht Rasch und mit Feuer</p>	TITLE (DATE OF COMPOSITION) MOVEMENTS	COMPOSER (19?? – 19??) or (b. 19??)	ADDITIONAL PERFORMER FULL NAME, INSTRUMENT	
TITLE (DATE OF COMPOSITION) MOVEMENTS	COMPOSER (19?? – 19??) or (b. 19??)				
ADDITIONAL PERFORMER FULL NAME, INSTRUMENT					
Note	<p>A reminder to consult the “Crane Concert Program Guidelines” for style guidance: Link to Crane Concert Program Guidelines</p>				
Step 6	<p>Under COMPOSER, enter the composer’s name. Under their name, enter birth year or birth and death years. An en dash (–) with no space should be used between the birth and death dates.</p>				

	<p>On an Apple computer, create using <Option> plus “hyphen;” on a Windows computer, create using plus “hyphen” on the number pad, or using plus the numbers 0150 on the right-side number pad.</p> <p>Example:</p> <p style="text-align: center;">Robert Schumann (1810–1856)</p>
Step 7	If there are any additional performers, add their names to the ADDITIONAL PERFORMER FULL NAME, INSTRUMENT row. If there are no additional performers, delete the row.
Note	If the work is a premiere, add <i>World Premiere</i> in its own row. Helpful link: How to merge or split cells (columns and rows) in a table
Note	If there is an <i>Intermission</i> or <i>Brief Pause</i> , add it between two empty rows centered (merging the two columns). If this is not needed, delete row.
Step 8	Repeat steps 5 – 7 for all works being performed.
Step 9	Once you have finished entering all of the performed works, delete any unnecessary rows. If you need addition rows, add them as needed.
Step 10	Enter your full name and studio instructor under FULL NAME is from the studio of STUDIO INSTRUCTOR FULL NAME.
Step 11	Performance majors (undergraduate and graduate) and students performing a 60-Minute Recital for the Performers Certificate are required to have one of the following statements at the end of their recital programs. This is a merged row after the studio instructor acknowledgement (step 10).

	<p>Bachelor of Music in Performance Students performing a 30-Minute Recital</p> <p>Bachelor of Music in Performance Students performing a 60-Minute Recital</p> <p>Master of Music in Performance Students performing a 60- or 90-Minute Recital</p> <p>Students performing a 60-Minute Recital for the Performer's Certificate</p>	<p>This program is presented to fulfill the junior recital requirement for the Bachelor of Music degree in Performance.</p> <p>This program is presented to fulfill the senior recital requirement for the Bachelor of Music degree in Performance.</p> <p>This program is presented to fulfill the graduate recital requirement for the Master of Music degree in Performance.</p> <p>This is an hour recital for completion of the Performance Certificate.</p>
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Student Recital Program Checklist

- Did you change “VENUE” and “DATE and TIME” in the program header?
- Does your program contain all or most of the following information?
 - Complete name of composition(s)
 - Composition date(s)
 - Complete name of composer(s)
 - Birth and Death date of composer(s)
 - All composition movements being performed.
 - Names of all performers, including accompanist(s)
- Did you include the studio instructor acknowledgement (see step 10 in “Student Recital Program Template Instructions”)
- If you are performance major, graduate student, or performer’s certificate candidate, did you include the recital requirement statement (see step 11 in “Student Recital Program Template Instructions”)?
- Email a copy of your program (as a .docx file) to craneenents@postdam.edu.

Program Example #1

Font: Times New Roman
 Title Font Size: 24
 Subheading Font Size: 18
 Body Font Size: 16

CRANE

School of Music at SUNY Potsdam

Performance Venue must be full name:
 Sara M. Snell Music Theater
 Helen M. Hosmer Concert Hall
 Ralph J. Wakefield Recital Hall

Student Recital Series	2023 – 2024 Season
Sara M. Snell Music Theater	Sunday, October 22 nd at 12 PM
Samantha Yetter, mezzo-soprano	
Eliana Barth, piano	
Voyage à Paris (<i>Banalités</i>)	Francis Poulenc (1899-1963)
Madrid	Pauline Viardot (1821-1910)
Canción de la infanta	Fanny Mendelssohn (1805-1847)
Schwanenlied	
Night	Florence Price (1887-1953)
Dawn's Awakening	
Que fais-tu, blanche tourterelle (<i>Roméo et Juliette</i>)	Charles Gounod (1818-1893)
I Remember (<i>Evening Primrose</i>)	Stephen Sondheim (1930-2021)
It's Been a Long, Long Time	Jule Styne (1905-1994)
For the First Time in Forever (<i>Frozen: The Broadway Musical</i>)	Kristen Anderson-Lopez (b. 1972) Robert Lopez (b. 1975)
<i>Dedicated to Mom, Terri Yetter</i>	
Studio Instructor Acknowledgement Samantha Yetter is in the studio of Dr. Katie Burnham and Dr. Lorraine Yaros-Sullivan.	

Two or more songs not from a cycle
 (different composers with more than
 one piece by the same composer) are
 unspaced to indicate a group of works
 to be performed without interruption of
 applause.

Studio Instructor Acknowledgement

Program Example #2

Font: Times New Roman
 Title Font Size: 24
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 Body Font Size: 16

CRANE

School of Music at SUNY Potsdam

Performance Venue must be full name:
 Sara M. Snell Music Theater
 Helen M. Hosmer Concert Hall
 Ralph J. Wakefield Recital Hall

Additional performers can either be in the title or subheading font size.

Movements should be indented and right-aligned (if using Roman numerals).

Studio Instructor Acknowledgement

Performance degree and Performer's Certificate Purpose of Recital Statement

Student Recital Series	2023 – 2024 Season
Sara M. Snell Music Theater	Sunday, October 22 nd at 5:00 PM
Ryan Eckl, horn	
Risa Okina, piano	
Four Pieces for Horn & Piano, Op. 35 (1908)	Reinhold Gliere (1875 – 1956)
Nocturne	
Intermezzo	
Sonata No. 1 for Horn and Piano (1964)	Alec Wilder (1907 - 1980)
I. Allegro	
II. Andante	
III. III. Allegro Giocoso	
Two Movements for Trumpet, Horn, and Piano (2014)	Bruce W. Tippet (b. 1985)
I. Waves	
Ryan Rafferty, Trumpet	
Ryan Rafferty is from the studio of Dr. Lauren Becker	
This program is presented to fulfill the junior recital requirement for the Bachelor of Music degree in Performance.	

Program Example #3

Font: Times New Roman
Title Font Size: 24
Subheading Font Size: 18
Body Font Size: 16

Performance Venue must be full name:
 Sara M. Snell Music Theater
 Helen M. Hosmer Concert Hall
 Ralph J. Wakefield Recital Hall

Additional performers can either be in the title or subheading font size.

Intermission is centered in its own row between two

Movements should be indented and right-aligned (if using Roman numerals).

Additional performers are center-aligned and in a merged row.

Page Break

Studio Instructor Acknowledgement

Performance degree and Performer's Certificate Purpose of Recital Statement

CRANE

School of Music at SUNY Potsdam

Student Recital Series	2009 – 2010 Season
Helen M. Hosmer Concert Hall	Saturday, April 10 th at 1 PM
Matthew Gatti, tuba	
Julie Miller, piano Kirk Severtson, piano Frackenhohl Honors Brass Quintet	
Fantasiestücke, Op. 73 (1849) Zart und mit Ausdruck Lebhaft, leicht Rasch und mit Feuer	Robert Schumann (1810-1856)
Immagi e Fantasie (1981)	Claude Baker (b. 1948)
Kirk Severtson, piano	
<i>Intermission</i>	
Concertino for Tuba and Strings (1967) Moderato Lento Allegro	Arthur Frackenhohl (b. 1924)
She's Leaving Home (1967)	John Lennon (1940-1980) Paul McCartney (b. 1952) arr. Christopher Dedrick
Frackenhohl Honors Brass Quintet Brian Masterson, Emily Pillar, trumpets Christina Romano, horn Nick Reilingh, trombone	

HoUsE miX for Tuba and Synthesizer (1995)	Jeremy Beck (b. 1960)
Matthew Gatti is from the studio of Charles Guy.	
This program is presented to fulfill the senior recital requirement for the Bachelor of Music degree in Performance.	