RECITAL AND CONCERT PROGRAMS
Style Sheet

Purpose: To create standard styles and formats, derived from the University's marketing standards, that ensure uniform content and visual identity for School of Music concert programs. It is understood that certain major events, such as festivals and multiple-performance programs, require more sophisticated design work that will deviate from these generic standards.

GENERAL STYLE
Software: Adobe InDesign
Font: Palatino Linotype—available on most computers
Type Size:
    Concert Title: 18 pt.
    Headliner: 16 pt.
    Banner: 14 pt.
    Body Text: 10 pt.
Tab Settings: every .25"
Text Justification: Full
Performer Name Justification: Center

Style Manuals:
The Chicago Manual of Style, 17th ed. Chicago: The University of Chicago Press, 2017.
    ~ or ~
Turabian, Kate L., Wayne C. Booth, et al. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. Chicago: The University of Chicago Press, 2018.
    ~ and ~
Holoman, D. Kern. *Writing about Music: A Style Sheet*, 3rd ed. Oakland, CA: University of California Press: 2014.

PROGRAM TEMPLATES
Paper: 11" X 8-1/2" (folded)
Pages: 5-1/2" X 8-1/2"
The number of pages in your program layout must be a multiple of four.

There are four program templates. Choose the one that best matches your performance.
- Faculty Artist Series
- Guest Artist Series
- Student Artist Series—junior/senior/graduate recital, studio recital, chamber ensemble recital
- Student Ensemble Series—large ensemble concerts

Each template includes several different page formats. Use those pages you need and delete the others. Adding pages in a particular format also is possible, just remember to add guides, text boxes, and threading.

CONTENT CHECKLIST

Cover
- ❑ TXST School of Music logo (front) and TXST NEXT and TSUS graphic images (back)
- ❑ Concert series or event type (e.g., 2023-2024 Student Artist/Faculty Artist/Guest Artist/Student Ensemble Series)
- ❑ Names of ensemble (e.g., TXST Wind Symphony, VocaLibre) and main performer(s) with their instrument/voice part in italic (e.g., Bryn Terfel, *bass-baritone*; Dalton Baldwin, *piano*)
- ❑ Complete date with day, month, date, and year (e.g., Thursday, March 1, 2024)
- ❑ Starting time (e.g., 6:00 p.m., 7:30 p.m.)
- ❑ Performance venue (e.g., Performing Arts Center Recital Hall, Evans Auditorium, Music Building Recital Hall)

Program Page—for each work performed, include:
- ❑ Composer name with birth and death dates separated by an en-dash (–).
- ❑ Complete composition title with key (E Major, C Minor, etc.) and identifying number (op., no.; K.; BWV; etc.).
- ❑ List each movement on a separate line or on the same line separated by an em-dash (—).
- ❑ Soloists and feature performers for individual compositions.
- ❑ The "electronic device" warning.

Program Notes
- ❑ Descriptive narrative about the music performed, including composer name in caps, composer dates, and composition titles.

Artist Profiles
- ❑ Biographical information about the featured performer(s).

Acknowledgements
- ❑ Individuals who supported the performance or performer's career.
- ❑ Students: Don't forget to thank your studio teacher, collaborative pianist, and guest artists.

Upcoming Events
- ❑ Typically applies to ensemble areas.

Editing
- ❑ Proofread, proofread, proofread! (two sets of eyes work best).
- ❑ Consult style manuals.

Process:
Draft your text for each of the sections listed above in separate Word documents.
Insert copy into InDesign.
    Highlight (Select All) the text in the original Word document and Copy.
    Highlight (Select All) the text in the appropriate section of the InDesign template.
    Paste over the highlighted text. Do not delete the text, as the formatting sometimes disappears.