

Instructions for Faculty:

1. Choose the appropriate template:
 - a. 1 page (with back program notes)
 - b. 4 page (for longer program w/ program notes)
2. Download and save OU Music program template to your hard drive.
Do not open in browser.
3. Open template in Microsoft Word.
4. Please do not adjust any of the tabs, which are currently set. Paper size is 5.5 x 8.5 (half sheet) and margins are 0.25 on all sides. Keep pagination in chronological order (“reader spread”) and do not attempt to re-arrange as a booklet.
5. Manually enter program data because cutting and pasting text into the document may change tab and margin settings.
 - a. The Oakland University School of Music, Theatre, and Dance logo and/or signature are provided to you as artwork so it is not necessary for you to adjust the size and margins.
6. Please have another faculty or staff member proofread the program.
7. Export finished program as a PDF file.
8. Send final (proofread) version to Cathy as a PDF and quantity you need ordered 2 weeks prior to scheduled event: cgaravaglia@oakland.edu

Instruction for Students:

1. Choose the appropriate template:
 - a. 1 page (with back program notes)
 - b. 4 page (for longer program w/ program notes)
2. Download and save OU Music program template to your hard drive.
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5. Manually enter program data because cutting and pasting text into the document may change tab and margin settings.
 - a. The Oakland University School of Music, Theatre, and Dance logo and/or signature are provided to you as artwork so it is not necessary for you to adjust the size and margins.
 - b. If you need to list additional pieces on the program, please cut and paste one of the existing listings for works provided. Feel free to eliminate extra information such as movements you don’t need, etc.
6. Export finished program as a PDF file.
7. Submit the finished PDF to your applied faculty member 4 weeks prior to your scheduled recital.
8. OU faculty member will send final (proofread) version to Cathy for printing 2 weeks prior to scheduled event.

ASSISTED BY LINES

Assisted by (accompanying musicians) lines should be in standard score order, strings listed first. Generally this means strings first, then woodwinds, then brass and finally keyboards and percussion.

INSTRUCTIONS FOR “FROM THE STUDIO OF” LINES

- If your applied studio professor has earned a doctorate degree, please address as Dr.
Example: from the studio of Dr. Jeffrey Heisler
- All other faculty should be addressed as Professor:
Example: from the studio of Professor Daniel Maslanka

DEGREE STATEMENTS

Bachelor's degree: (do not list specializations, only name of actual degree)

This recital is presented in partial fulfillment of the requirements for the degree of

BACHELOR OF MUSIC IN PERFORMANCE

BACHELOR OF MUSIC IN MUSIC EDUCATION AND PERFORMANCE

Certificate Program: (do not list specializations, only name of actual program)

This recital is presented in partial fulfillment of the requirements for the

GRADUATE CERTIFICATE IN PERFORMANCE

PERFORMER'S CERTIFICATE IN UNDERGRADUATE PIANO

PERFORMER'S CERTIFICATE IN GRADUATE PIANO

Master's degree: (do not list specializations, only name of actual degree)

This recital is presented in partial fulfillment of the requirements for the degree of

MASTER OF MUSIC IN PERFORMANCE