Please submit your information in the following format. Use TABS and NOT SPACES to position text.

Please note that translations are now required for vocal works performed in a foreign language. Translations should be italic, centered and within the program – not after it (see example from Bellini below).

For complete information on how to correctly format program copy please check here:

<http://www.radford.edu/content/dam/colleges/cvpa/music/student-handbook.pdf>

**Examples:**

From *Old American Songs* (1950) adapted by Aaron Copland

 Long Time Ago (1900-1990)

 Simple Gifts

*[Space]*

 John Smith, tenor

 Jane Smith, piano

*[Space]*

*[Space]*

“Casta diva” from *Norma*  Vincenzo Bellini

 (1801-1835)

*[Space]*

 *O pure Goddess, who silver,*

 *These sacred ancient plants, etc.*

*[Space]*

*[Space]*

Klavierstücke, Op. 118 Johannes Brahms

 I. Intermezzo in a minor (1833-1897)

 V. Romance in F Major

**Works that have no catalogue or opus number, use date of composition in parentheses:**

Lament (1998) Christopher Tilley

 b. 1970

*[Space]*

 John Doe, alto saxophone

 Jane Doe, piano

**STEP 1 – Fill out form below**

**STEP 2 – Email to applied teacher for proofing/approval**

**STEP 3 – Applied teacher sends form to:** **musicws@radford.edu**

* **Type program copy in box below using the correct format shown on left.**
* **Use TABS and NOT the SPACE BAR to position text!**

The Tabs are already pre-set in the white space below.

* **Font Size - Use Times New Roman 12pt.**
* **Roman Numeral I. - Use TAB before you type it.** If you don’t, MS Word will create an Auto List and mess up the settings.

**Student Performer’s Name**:

**Date of Recital**:

**Applied Teacher’s Name**:

**Instrument/Voice**:

Type Program Text below using correct format shown on left.

 *(continue onto another page if needed):*

\* \* \* \* \*

Start Here