_____ 1. Use Microsoft Word only (.doc or .docx – not .rtf, .wpd, or .wps!)

_____ 2. Create your "program" in order with:

  _____ titles of pieces and dates (including opus, Koechel, etc. numbers)

  _____ group titles of separate pieces that wish to have considered a "set"

  _____ composers' names and dates

  _____ arrangers' names (if any)

  _____ list any movements you will perform under each piece

  _____ If you are sharing with another recitalist, just enter the other performer's name as a place holder each time the other performer is supposed to perform.

  _____ Also list your accompanist(s) UNDER each piece(s) or set they will accompany.

  _____ Remember to indicate where an intermission (if any) should happen.

_____ 3. After the program, write "program notes" IN ORDER IN THE SAME DOCUMENT as your program! If sharing, don't worry about the other person's notes. If we have your program order (from #2 above), we'll add the other person's notes in the correct places. And if you copy from another source, you must cite the source!

_____ 4. After the program notes, write short "bios" for you and everyone participating in your recital (we already have bios for Eileen Wescoe and Bram Rader). If your teacher is not performing on your recital, do not include the teacher's bio. But include your teacher's name in your bio.

_____ 5. A "thank you" should only be included for people directly involved in assisting with this performance (not your Aunt from Austin, your Uncle from Uppsala, or your teacher from Tacoma). Trust us here: once you start listing people, you will forget someone important. So, here's a great solution to the thank you option: "I hope to thank each of you personally in Hearst Hall (or Foy Lobby) after the recital for all your support." (Note: If you don't want to have a "food" reception, this still gives you the option to thank people!)

_____ 6. Edit this draft! Read your program notes out loud (or better yet, have someone else read them aloud to you) to see if they make sense BEFORE sending them to your teacher for review (and then to Hilde Binford, Bill Bauman, and Blair Flintom)!

_____ 7. Once finished with the draft, have your teacher proof the program BEFORE submitting it to Bill Bauman, Blair Flintom, and Hilde Binford.

_____ 8. Submit the material 30 days before your recital to Bill Bauman, Blair Flintom, and Hilde Binford. Send all materials to all three people in the same e-mail – the three should get copies of everything! So, start writing stuff now! Thirty days is the minimum. If ready, please submit your programs sooner!

This process is not meant to be painful (for any of us)! But it does take effort on your part.