

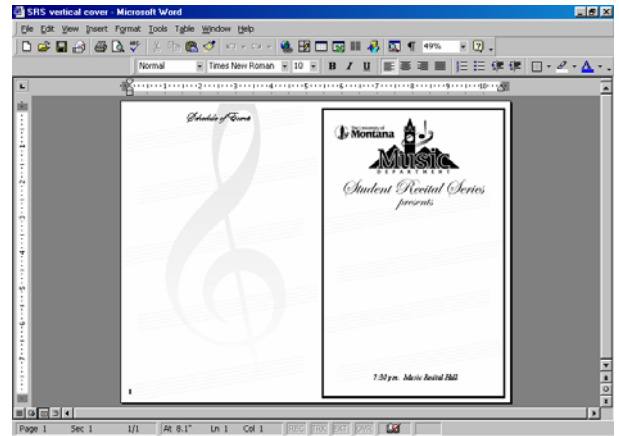
# CREATING STUDENT PROGRAMS

**Please have your program information on the template and ready to print two weeks before your recital. Also, please keep your information to a minimum of the song titles and their composers. If you want extra information you are welcome to do a handout at your own expense. Thank you!**

The office will supply you with the template in **Microsoft Word** on disk or via our website at [www.umt.edu/music](http://www.umt.edu/music) (see student forms) and in this electronic transmission you'll find the template as an attachment. Please see us if you are having difficulty opening these documents.

## The back and front cover (p.1)

- Type in your name, instrument, participants and recital date by highlighting "insert," then "text box." This will turn your cursor into a cross. Place this where you'd like to have the text box, click once and drag the box to the desired size. Then type away.
- To get the background template to show through, go to "format," then text box. Under "colors and lines," click "semi-transparent" (under "fill") and "no line" under the "color" drop-down box.
- You may add an approved graphic into this text box if you desire.
- To add your specific recital date, click on the existing text box that holds the time and location. Simply draw the top arrow up to increase the size of the text box and add the day of the week and date.
- The back cover can be used for program notes or for the schedule of events, which the office will input. If you have program notes, click on the text box "Schedule of Events" and type "Program Notes" instead.



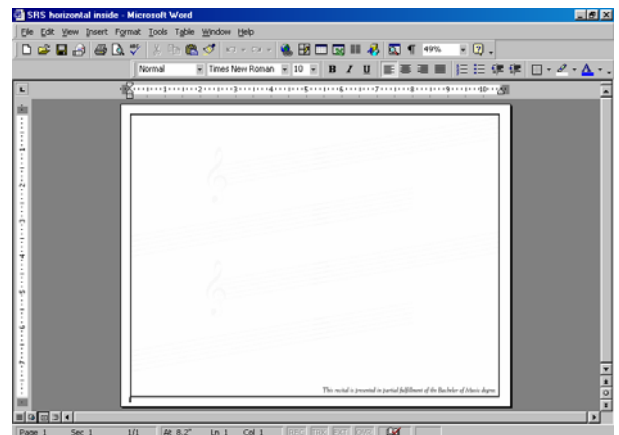
## The inside (p.2)

- To add your program information, add a text box as instructed above. Your pieces should be listed like this:

Nocturne ..... Frederic Chopin  
(1810-1849)

First type "Nocturne Frederic Chopin" all together. Place the cursor between "Nocturne" and "Frederic," go to "Format," then "Tabs." Under "tab position" enter a number that will align the text on the right side of your text box (in the example it was 3.75). Then under "alignment," select "right," and under "leader," select "2..." Then click OK. With your cursor still between "Nocturne" and "Frederic," hit your "tab" key. This should align your text along the right side of your text box. You have now set the tab with dot leaders!

Type (1810-1849) and follow the same directions, only this time, do not select "leader."



Optional: You may include the statement "\_\_\_\_\_ is a student from the studio of \_\_\_\_\_." If you choose to include this information, it should be placed above the statement of degree requirement fulfillment on the inside of your program. The back of your program should be left blank. The office will add the schedule of events when you hand it in.

The department chair will need to pre-approve any acknowledgments. We encourage you to thank your important supporters from the stage, rather than in the program.

Please have your advisor sign the approval form once they have proofed your program and return the completed program (via disk or email [griz.music@umontana.edu](mailto:griz.music@umontana.edu)) to the music office 2 weeks prior to your recital. At that time, you may choose the paper you'd like. When the program is delivered, the office staff will place the copies in your advisor's mailbox.

