About the Vocal Recital Template

The template should be usable in MS Word 2016 or 2013. It is set up as a booklet. That means each page is one half of an 8.5 x 11 sheet in landscape orientation and you can enter your information in order. Word will take care of the printing order. The first page is the cover page. The template is Corey Pierce's recital, so replace his information on the cover with your name, accompanist, date, teacher etc. The second page begins your program. Corey's program contains most of the situations outlined in the style sheet. Once you're sure about how to lay out your selections, cut Corey's and enter your own. There should be a Program paragraph style available in the home menu that will set the two tabs you will need for vocal music. It does not set anything else. Time New Roman 12 point is a good font for a vocal program since titles can be long and Times uses space efficiently. If you prefer a different look, use a font where normal and italic styles are distinguishable. Basically, you should not use a cursive font or decorative font. After you have all your entries, begin your translations on a new page as shown in the template. Enter yours and cut the example translations. The last page of your program is the upcoming events page. If you have a short program, four pages or less, it should be page four. If you have a long program it should be page 8. If you have more than eight pages you should do a separate translations insert in portrait format. Use two, maybe even three columns depending on how your translations lay out. Cut the sample translations out of the template and make sure the events page is page 4.

The events to be listed on the events page should be available on the department website. Cut and paste a reasonable number of upcoming events ... enough to fill up your page if that many are still left.

If you end up with a 5 or 6- page document, we may just want to do the translations as a half sheet. Nicole can make that work readily if you properly inserted page breaks. There should be one after the cover, after the program, and after the translations. Those are the only ones you should need except to add blank pages to place the events page as page 4 or 8.