A Step-By-Step Guide to using the USC Thornton templates to create a student recital program.

Student recital programs will consist of a 1-sheet folded program and, if necessary, an 8.5x11” insert containing supplemental materials. While the 1-sheet may look unusual to you on the screen, it’s laid out to print correctly.

1. Make the 1-sheet folded program first.
   a. Leave the word “Acknowledgements” at the top of the back cover (left side of page 1)
      i. Replace the placeholder text with your acknowledgements.
      ii. You may need to shrink the font size of your acknowledgements to fit on the back cover. 9 point is considered the smallest readable size. It is not recommended to go larger than 12 point.
   b. Replace the placeholder texts on the front cover (right side of page 1) with your information.
      i. Name, instrument, recital type, time/date/location
      ii. Remember to update the “in partial fulfillment” text at the bottom of the cover.
   c. Leave the left side of page 2 blank.
   d. Leave the word “Program” on the right side of page 2
      i. Copy/paste your program information in place of the placeholder text on page 2.
      ii. It is STRONGLY RECOMMENDED that you copy/paste each detail one-at-a-time, so that you preserve the formatting.
      iii. It is recommended that the language about “This recital is being recorded...” remain at the bottom of the page.
   e. ENSURE that your final product is only two pages long.
      i. If it is more than two pages long, delete content or shrink point size of fonts to fit.
      ii. It WILL NOT PRINT CORRECTLY if it does not have only 2 pages.
   f. Print your program
      i. Copy it front-to-back
      ii. Fold it in half
   g. If you don’t have lyrics, program notes, or additional information for your program, you’re done.

2. Make the insert with additional information second.
   a. Replace the placeholder texts at the top with your information.
      i. Name, instrument
   b. If you have Texts and Translations, keep the title: TEXTS & TRANSLATIONS and copy/paste your texts and translations in place of the placeholder text.
      i. It is STRONGLY RECOMMENDED that you copy/paste each detail one-at-a-time, so that you preserve the formatting.
      ii. If you do not have Texts and Translations, delete this section and the title
   c. If you have Program notes, keep the title: PROGRAM NOTES and copy/paste your texts and translations in place of the placeholder text.
      i. It is STRONGLY RECOMMENDED that you copy/paste each detail one-at-a-time, so that you preserve the formatting.
      ii. If you do not have Program Notes, delete this section and the title
   d. If you have additional information, add sections by copying the format of the sections provided in the template.
   e. Print your insert.
      i. Copy front-to-back, staple if necessary
      ii. Insert into folded program