

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