Music Program Steps and Style Guide

Steps to make & submit a program:

1. At the one-month mark before the performance, the student/performer will be emailed by Patricia Burton, Sursa Hall Manager (pmburton2@bsu.edu), to confirm their performance. Once confirmation is received, Patricia will send the program template to the performer to fill in the information with Gracie Luzader, Program Designer (grluzader@bsu.edu), cc'd.
2. Performer will email the filled in program template back to Gracie Luzader (grluzader@bsu.edu) by the deadline provided.
3. Once the program meets the requirements, send final approval to the professor of that instrument or point professor for that performance to give the approval to print. In the subject line title: PROGRAM APPROVAL NEEDED to catch their attention. If the professor does not respond in 2 days' time, circle back with them. Keeping in mind the deadline for printing.
4. The final copy of the approved-by-professor program is emailed to Ebony Iris Watson, Coordinator of Guest Services for CFA, at boxoffice@bsu.edu with gracie@bsu.edu cc'd. The Box Office should receive this program no later than 1 week before the performance.

Before you begin editing the document:

Do not simply reuse old programs and fill in new information. Make sure that you save the word document for the program "as a template"
Click*: file-> new from template->* the template just created from this word document should be shown as an option, click that template. This way you can preserve the original document.

Style Guide:

Students or professors might have adjusted the font or size from the template provided to them, so ensure the below is accurate each time.

-Ball State logo for College of Fine Arts, School of music at the top of the program
-Font: Helvetica (highlight the entire page and select Helvetica to ensure there's not a random line in a different font, which tends to happen when people copy and paste info in)
-Font Size: 10pt (highlight the entire page and select 10-point font to ensure consistency throughout)
-What should be in Bold: Songs, Composers, performer name(s), instrument, type of performance
-What should not be Bolded: birth/death of composer, performance date, performance time, and location of performance. Movement(s). Additional student information that's at the bottom of the program
-How to space out information: 1 complete row of space in between each section (logo, title, performer name, each song listed. Please reference Program template to see accurate spacing)
For the 'student information' that is at the bottom of student program make sure it is at the bottom of the page (creating a blank space between the end of the program info if needed).

Music Program Steps and Style Guide

Check that all the information is filled in:

Assure you have the: student(s) first and last names

-Grade

-Professor(s) of the student, Dr. in front of professor name if they are one.

-Students' instrument

-Song titles with artist and their year of birth and death (if applicable). If the artist is still living: (1985-living)

-Make sure you do not leave instructions on the program.

-Check for typos, odd spacing between words and paragraphs

-make sure the program is centered and the margins are even

Missing information:

Ask the student or Professor ASAP if any information is missing to assure the program is complete before the 1-week deadline that it needs to be submitted to Ebony Iris Watson at boxoffice@bsu.edu.