

Programs Must Include:

program title, date, place, time, personnel (need not include everyone at top)

composers and dates justified right

composer's full name and dates at 1st appearance on program

consistent format for composers' names

dates are either full or use c., b., d., or fl.

dates of compositions if known are optional

set dividers

no bold text within program itself

performers' names and instruments or vocal range in italics and centered

proper formatting of individual selections within larger composition

no program page less than 1/4 page

program no longer than one hour

program is devoted to Medieval and/or Renaissance music only

variety and consistency

Program Notes:

must be signed at the bottom of notes:

-Your Name

must be titled as Program Notes

spelling

read aloud

notes and program on separate pages

italicize titles (except for standard genres such as symphonies, sonatas, etc.) & place selections within larger compositions in quotes

be consistent with your capitalization and formatting

try not to start two consecutive sentences or paragraphs with the same word

run-ons

complete sentences

try not to use the same words over and over

avoid derivations of “to be” - use more powerful verbs

commas go inside of “quotation marks,” like that

“... periods too.”

avoid too much of “very” or the verb “shows”

also try to avoid gerunds (- ing words) - they’re weak

never use “for certain”

write > compose

colloquialisms & written English

rogue capitalization

try to avoid passive voice

piece/work/composition/selection/ or use the genre (motet, etc.)

Mass

try to eliminate words that don’t add anything to what you are trying to communicate - be concise

define any terms a non-musician would not have run across before

do not make sweeping statements unless you can back them up

make several proofs

your own words

engaging, welcoming, informative, and concise

provide background information and context

no more than two pages in length

each set is treated in a separate paragraph

paragraphs may be separated by an extra carriage return