

Performance Program Style Guide

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Process

Performance programs are essential for all in-person and live-streamed music events. The Baylor School of Music uses Chicago Style as a reference for formatting and grammar. Please defer to the [Chicago Manual of Style through Baylor Libraries](#) for any questions.

Deadline: All program materials must be sent at least **two business weeks in advance of all performances** to music_marketing@baylor.edu for review, formatting, approval and printing. University holidays must be accounted for as well. Missed deadlines will require faculty and students to format and print on their own and at their own expense.

Marketing's role with programs is to maintain the same standard of branding and formatting across the department and facilitate printing orders through the Copy Center. All copyediting for spelling, grammar, and alignment with Chicago style must be completed by faculty.

Self-Development: If you prefer to develop programs entirely yourself with your own design, please be sure to include the official [School of Music logo](#) and let us know in advance if you'd like to print through the Copy Center.

Submitting a Program Request: Email music_marketing@baylor.edu at least two business weeks before the performance. Attach your program, notes, rosters, bios, translations, etc. and include the number of programs you want printed.

Program Approval & Printing: Marketing will work with you to format and finalize your program before sending to the Copy Center for printing. Once they are ready to be collected, Marketing will email you. It is faculty and students' responsibility to pick up programs from the [Copy Center](#). Please refer to their operating hours. Any uncollected programs will be discarded after the performance date.

Livestream Programs: Performances in Roxy Grove Hall and Jones Concert Hall are livestreamed unless otherwise instructed. The [livestream link](#) for audiences is on the Baylor School of Music website, and the [link to program pdfs](#) is on the same webpage.

Specs: The font for programs is Bio Sans. While the Word Doc templates may use a different font, the final program will be printed in Bio Sans, which may slightly adjust the look and spacing of text. All programs will be printed in black and white at 5.5" width and 8.5" length on linen paper. Student programs will be printed on one page unless repertoire exceeds one page in length. All other programs will be printed to fold unless otherwise requested.

Contact: For any program-related questions, please contact the School of Music Marketing team at music_marketing@baylor.edu.

Templates

When preparing your program content, please use the appropriate template below to share your repertoire and event details with Music Marketing. If you'd like to send content in an unformatted Word Doc, please ensure spelling/grammar checks have been completed and Chicago Style has been applied to the program content, program notes, and synopses.

If faculty members prefer to develop programs with their own formatting, please be sure to include the official [School of Music logo](#), let us know in advance if you'd like to print through the Copy Center, and send the pdf file for our event records and livestream audience.

Tools for developing performance programs:

- Microsoft Word
- [Adobe Express](#)


Program Development Steps

1. Send content in an unformatted Word Doc with proofreading for spelling, grammar, and Chicago style completed. Or use your preferred tool (Word or Adobe Express) to put together your ensemble program.
 - a. If you have additional information for the audience, such as program notes, translations or lengthy bios, please send a separate Word Doc with the additional information to the Marketing Team. Marketing will reformat as necessary before uploading to a Box Folder and including a QR code in the program for the audience to scan to learn more.
 - b. If you'd like to create and add your own QR code, please use the [Adobe QR Code Generator](#) and add it to your program.
2. Save the files with your event's date and name. Example: 9-22-25 Baylor Symphony Orchestra Program.
 - a. 9-22-25 Baylor Symphony Orchestra Program Notes
3. Email music_marketing@baylor.edu at least **two business weeks** before the performance. Attach your program, notes, rosters, bios, translations, etc. and include the number of programs you want printed. If you are using Adobe Express, share the direct link to the file with the marketing email above or download as a pdf and email to Marketing.

Student Recital Templates

Students must work directly with their faculty member(s) to develop their recital programs. It is faculty members' responsibility to send program materials at least two weeks in advance of all performances to music_marketing@baylor.edu for review, approval and printing. Missed deadlines will require students to print programs on their own and at their own expense. Students are entitled to up to 75 printed programs for all recitals.

- [Student Recital Program Instructions](#)
- [Student Recital Program Template \(Word\)](#)
- [Student Recital Program Template \(Adobe Express\)](#)

 Baylor University SCHOOL OF MUSIC	
STUDENT RECITAL	
Full Name, <i>instrument</i> with *Faculty Full Name, <i>instrument</i>	
Piece Title	Composer
I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by Full Name
Piece Title	Composer
I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by Full Name
INTERMISSION	
Piece Title	Composer
I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by Full Name
(*faculty)	
<small>This recital is presented in partial fulfillment of the requirements for the (Degree Name) degree. (Full Name) is a student of (Faculty Full Name).</small>	
Day, Month Date, Year Location Time	

Faculty or Guest Recital Templates

Guest recitals programs are the responsibility of the hosting faculty member unless otherwise instructed. Faculty should act as the facilitator and communicator between Marketing and the guest artist(s) to receive, share and secure approval of all program information and final proofs.




- [Faculty/Guest Recital Program Instructions](#)
- [Faculty/Guest Recital Program Template \(Word\)](#)
- [Faculty/Guest Recital Program Template \(Adobe Express\)](#)


 Baylor University SCHOOL OF MUSIC	
(GUEST OR FACULTY) RECITAL	
FULL NAME <i>instrument</i> with Guest Artist Name, <i>instrument</i>	
Day, Month Date, Year Location Time	
Join us for more events: 	Support Baylor Music: 
PROGRAM	About the Musician(s) (Include biography here)
Piece Title I. Movement II. Movement Full Name, <i>instrument</i>	Composer Full Name (Birth Year - Year of Death) arr. by (Name) trans. by (Name)
Piece Title I. Movement II. Movement Full Name, <i>instrument</i>	Composer Full Name (Birth Year - Year of Death) arr. by (Name) trans. by (Name)
INTERMISSION	
Piece Title I. Movement II. Movement Full Name, <i>instrument</i>	Composer Full Name (Birth Year - Year of Death) arr. by (Name) trans. by (Name)
PROGRAM NOTES: 	 (insert <u>headshot</u>)

Ensemble Concert Templates

Combined ensembles should send all program information together at the same time from one representative, following Chicago style and formatting as described here, with all necessary rosters and program notes included in the email to Marketing.

- [Ensemble Program Instructions](#)
- [Ensemble Program Template \(Word\)](#)
- [Ensemble Program Template \(Adobe Express\)](#)
- [Combined Ensemble Program Template \(Adobe Express\)](#)

Ensemble Name Full Name, director				
Instrument Full Name	Instrument Full Name	Instrument Full Name	<h1 style="text-align: center;">ENSEMBLE NAME</h1> <p style="text-align: center;">Full Name, director</p> <hr/> <h2 style="text-align: center;">Concert Title</h2> <p style="text-align: center;">Special Guest Full Name, <i>Instrument</i></p> <p style="text-align: center;">Month Date, Year Location Time</p>	
Instrument Full Name	Instrument Full Name	Instrument Full Name		
Instrument Full Name	Instrument Full Name	Instrument Full Name		
Instrument Full Name	Instrument Full Name	Instrument Full Name		
Instrument Full Name	Instrument Full Name	Instrument Full Name		
Instrument Full Name	Instrument Full Name	Instrument Full Name		
Instrument Full Name	Instrument Full Name	Instrument Full Name		
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Instrument Full Name	Instrument Full Name	Instrument Full Name		
Instrument Full Name	Instrument Full Name	Instrument Full Name		
Join us for more events:  Support Baylor Music: 				

PROGRAM		PROGRAM	
Piece Title	Composer	Piece Title	Composer
I. Movement	(Birth Year - Year of Death)	I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by (Name)	II. Movement	arr. by (Name)
	trans. by (Name)		trans. by (Name)
Full Name, instrument		Full Name, instrument	
Piece Title	Composer	Piece Title	Composer
I. Movement	(Birth Year - Year of Death)	I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by (Name)	II. Movement	arr. by (Name)
	trans. by (Name)		trans. by (Name)
Full Name, instrument		Full Name, instrument	
Piece Title	Composer	Piece Title	Composer
I. Movement	(Birth Year - Year of Death)	I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by (Name)	II. Movement	arr. by (Name)
	trans. by (Name)		trans. by (Name)
Full Name, instrument		Full Name, instrument	
Piece Title	Composer	Piece Title	Composer
I. Movement	(Birth Year - Year of Death)	I. Movement	(Birth Year - Year of Death)
II. Movement	arr. by (Name)	II. Movement	arr. by (Name)
	trans. by (Name)		trans. by (Name)
Full Name, instrument		Full Name, instrument	
INTERMISSION			
PROGRAM NOTES 			

Program Headers & Cover Pages

Please follow the below guidelines for program headers & cover pages.

Students:

1. Use Bio Sans Bold font for your full name followed by a comma and your instrument/voice. Instrument/voice is always lowercase and italicized. Font size should be appropriate for centered alignment and should not exceed past the 1-inch margin of the page.

Ex.

Full Name, *instrument*

2. If accompanied by a faculty member, insert their name below yours.

Ex.

Full Name, *instrument*

with

Faculty Full Name, *instrument

3. At the bottom of the page, after the program, include the following information, customized with your faculty member's guidance:

This recital is presented in partial fulfillment of the requirements for the (Degree Name) degree. (Full Name) is a student of (Faculty Full Name).

4. Include the date, location and time in this format:

Day, Month Date, Year

Location

Time a.m./p.m.

Faculty & Guests:

1. Use Bio Sans Bold font for your full name followed by a comma and your instrument/voice. Instrument/voice is always lowercase and italicized. Font size should be appropriate for centered alignment and should not exceed past the 1-inch margin of the page.

Ex.

Full Name, *instrument*

2. If there are multiple guest artists or if there is a Baylor faculty accompanist, insert their name below yours – smaller font for accompanists.

Ex. 1

Full Name, *instrument*

with

Full Name, *instrument*

Ex. 2

or

Full Name, *instrument*

with

*Faculty Full Name, *instrument*

**Faculty member*

3. At the bottom of the page, include the date, location and time in this format:

Day, Month Date, Year

Location

Time a.m./p.m.

Ensembles:

1. Use Bio Sans Bold font in all capital letters for your official ensemble name. The conductor/director's full name should be included in a separate line below in smaller regular font. Font size should be appropriate for centered alignment and should not exceed past the 1-inch margin of the page. If the full name is long, include in two lines, centered.

Ex.

BAYLOR JAZZ ENSEMBLE

Alex Parker, director

2. Combined Ensembles should be formatted in order of performance as follows:

BAYLOR SYMPHONIC BAND

Isaiah Odajima, conductor

with

Stuart Ivey, guest conductor

and the

BAYLOR CAMPUS ORCHESTRA

Jeffrey D. Grogan, conductor

with

Jacob Campos & Amadeus Twu,
graduate associates

3. If there is a concert title, include it below the director's name in a larger Bio Sans Bold font size with only proper noun capitalization.

Ex.

Annual Cinco de Mayo Concert

4. If there is a special guest playing with the ensemble, include them after the concert title in smaller, regular font followed by their role or instruments.
Ex.

with
Full Name, guest conductor

5. At the bottom of the page, include the date, location and time in this format:
Ex.

Day, Month Date, Year
Location
Time a.m./p.m.

Opera:

1. Use Bio Sans Bold font for the official Baylor Opera Theatre name. Follow with the official opera title in larger italicized bold font. Include proper attribution to all creators of the opera.
Ex.

Baylor Opera Theatre
presents

Opera Title

Words and music by Full Name
Based on an idea by Full Name

2. At the bottom of the page, include all performance dates, location and times in this format:
Ex.

Day, Month Date, Year Time a.m./p.m.
Day, Month Date, Year Time a.m./p.m.
Day, Month Date, Year Time a.m./p.m.
Jones Theater
Hooper Schaefer Fine Arts Center

Repertoire Information

While the Music Marketing team has used Chicago Style in developing our program templates, there are exceptions based on accepted industry standards and are the final decision of the Marketing team.

Please refer to the [Chicago Manual of Style](#) (sections 8.195-8.199) for questions regarding italics, quotation marks, etc. Music Marketing will not be checking for this in the content you send.

Piece Names

- Justified: Left
- Font: Bio Sans
- Weight: Bold
- Text size: 11 (10 for student recitals)
- Hyphenate -flat and -sharp
- Comma before “Op. [#]”.
- If piece has both opus and number, do not capitalize “no.” and place comma between. For example: “Op. #, no. #”
- If “No. #” is a formal part of the title, it should be capitalized. For example: Symphony No. 104 in D major, Hob. I:104
- If piece’s composition year is included, it follows the title in regular weight, in parentheses
- Titles of large works (operas, ballets, symphonies) should be italicized
- Individual songs should be in quotation marks
- Individual movements should not be in quotation marks when listed under a larger work (e.g., in a bulleted or numbered list)

Composer Details

- Justified: Right
- Font: Bio Sans
- Weight: Regular
- Text size: 11 (10 for student recitals)
- Use composer’s full name
 - Bump to second line if needed
 - Upon second mention, just last name is okay
 - Upon second mention, no lifespan
- Lifespan directly below composer’s name
 - If a composer is still living, style is (b. YEAR)
- Additional people listed:
 - Arranger: “arr. Full Name”
 - Editor: “ed. Full Name”
 - Translator: “trans. Full Name”

Movements

- Roman Numerals for list, aligned by punctuation in Adobe Express and by the numeral in Microsoft Word (either way is fine as long as entire repertoire follows the same formatting)
- Justified: Left indented below piece title
- Font: Bio Sans
- Weight: Regular
- Text size: 11 (10 for student recitals)
- Leave name filled blank if movement has no name

Featured soloist/guest artist

- Centered: Below piece information
- Font: Bio Sans
- Weight: Regular
- Text size: 11 (10 for student recitals; multiple names may be reduced to size 9)
- Include Full Name, *instrument*
- For multiple artists playing the same instrument, list as follows:

Instrument: Full Name, Full Name, Full Name
Instrument: Full Name
Instrument: Full Name, Full Name

- For very long lists, split into two columns, centered

All examples below are acceptable as long as all pieces in the repertoire match the same level of detail and formatting:

"March" from <i>Symphonic Metamorphosis</i> on <i>Themes of Carl Maria von Weber</i> (1943)	Paul Hindemith (1895-1963) arr. Keith Wilson
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<i>Three Shanties for Wind Ensemble</i> (1943/1989)	Malcolm Arnold (1921-2006) arr. Jeff Krauklis
I. Allegro con brio	
II. Allegretto semplice	
III. Allegro vivace	
Stuart Ivey, <i>guest conductor</i>	

<i>Trio No. 2 in E minor, Op. 92</i>	Camille Saint-Saens (1835-1921)
I. Allegro non troppo	
II.	
III. Andante con moto	
Nicholas Shih-Pogrebnoy, <i>violin</i> Edna Rincon, <i>cello</i> Mateusz Perz, <i>piano</i>	

Rosters & Personnel Lists

Small lists may be in one column. Larger lists may be expanded to two or three columns, evenly spaced apart. Roles or instruments must be in bold font and underlined. Full names should be included underneath corresponding role titles/instruments. Long names may be in a smaller font size by one to fit in the column or may be indented in a second line. No other details other than full name should be included in the roster or personnel list. Opera cast lists should start with the role name left aligned with consecutive periods to the cast member’s full name right aligned.

All examples below are acceptable:

CAST ***Friday, November 7***

Pauline Viardot.....	Alexia Rivera
Younger Pauline.....	Sofia Rohlman
Reporter.....	Emily Pace
Ivan Turgenev.....	Alan Hollinger
Younger Ivan/Editor.....	Kenneth McCall
George Sand.....	Sylvia D. Jones
Louis Viardot.....	Jackson Phillips
Manuel García I/Chorley.....	Bryce Comeaux
Alfred de Musset/Charles Dickens.....	John Jovicich
Madame Garcia/Fanny.....	Ella Selden
Maria Malibrán/Claudie Viardot/Student.....	Nalani Defensor
Manuel García II/Paul Viardot.....	Travis Driver
Giulia.....	Monica Malas
Very Young Pauline/Desiree.....	Caroline Holt
Ensemble.....	Camille Bullard, Nathan Clark, Sarah Martinez

Production Personnel

Jen Stephenson, Director of Baylor Opera Theatre

<u>Stage Director</u> Jen Stephenson	<u>Light Design</u> Noah Smith	<u>Rehearsal Pianist</u> Rebecca Brake
<u>Conductor</u> Kathleen Kelly	<u>Costume Design</u> Jen Stephenson	<u>Musical Assistant</u> Leinuo Hu
<u>Musical Coaching</u> Kathleen Kelly Jeffrey Peterson Corinne Penner Rebecca Brake	<u>Projection Design</u> Ryan Swift Joyner	<u>Light Board Operator</u> Catherine Osikowicz
<u>Stage Manager</u> Madelyn Fritz	<u>Social Media/Poster Design</u> Sofia Rohlman	<u>Follow Spot Operator</u> Amanda Goldsmith Grace DuBose
<u>Set Design</u> Michael Sullivan	<u>Prop Design</u> Kenneth McCall Emily Pace Sofia Rohlman	<u>Projections Operator</u> Brody Drake

Baylor Symphony Orchestra

Jeffrey D. Grogan, Mary Franks Thompson Professor of Orchestral Studies

<u>Flute</u> Mark Andrade George Diaz Sofia Morales-Apodaca	<u>Tuba</u> Carsen Kapavik	<u>Viola</u> Karis Boothe Elena Gaona Courtney Hunter^ Max Moreland Eric Nakamoto Angel Negrete Katherine North*
<u>Oboe</u> Faustina Beltran Christopher Monasmith Lara Selman	<u>Percussion</u> CJ Butera Ty Gery	<u>Cello</u> Christian Cruz-Sotelo^ Luke DeMattia Christopher Hoxie Ariel Hutton Caleb Lewis Lyvia Matthews Alexa Perez Edna Rincon Javier Silva Amadeus Twu Kevin Valle* Joy Wang
<u>Clarinet</u> Jacob Campos Marco Cornel Anna Lemons Bar Natan	<u>Violin I</u> Collin Anderson Katie Cox Holly Engelhardt Lauren Garcia Elsah Luan† Ingrid Peters Kerri Elizabeth Robinson# Nicholas Shih-Pogrebnoy Vastian Sitler Julia Tardy Amanda Vicente Grace Waggener Kristen Wells	<u>Bass</u> Lorenzo Castro Apsley May Rauno Meneses-Halmari* Samantha Olsen* Zachary Sagone Jude Sepulveda
<u>Bassoon</u> Carmen Davidson Anders Johnson Zackary Noe Kayla Schlotman	<u>Violin II</u> Aaron Arinivas Hannah Bonzon Stacie Boyls Mia Caliri Xavier Chalker Keren Garcia Rodriguez Rachel Gutierrez Leilani Hoang Ava Janes Leslie Jiminez Julia Johnson* Stephanie MacDonald Iliana Trahan Rosalynd Van Pelt Gracie Wildemann^	
<u>Horn</u> Caitlyn Cantrell Carson Iltis Kaitlyn Johnson Zach Monroe Kyle Palfreyman Kennedy Surface		
<u>Trumpet</u> Max Brinkmeier Eloy Trevino Bruno Zuniga-Hernandez		
<u>Trombone</u> Santiago Amievasanc Julian Campos Grant Hayes Joshua Ho Grace Lipscomb		

† Concertmaster
Assistant Concertmaster
* Principal
^ Assistant Principal

Program Notes, Biographies, Translations & Synopses

Additional program information should be integrated as a QR code within programs. The only exceptions are as follows:

- All content fits within four 5.5” x 8.5” pages when folded on a single 8.5” x 11” sheet of linen paper
- There are communicated expectations in advance for a special guest
- Faculty have developed their own programs within Adobe Express using the Baylor School of Music logo and approved fonts (using no smaller than size 9 font and no more than eight individual pages when folded on two 8.5” x 11” sheets of linen paper)

When sending additional information to the Marketing team, please send as a separate Word Doc in the same email with your program information.

This information could include:

- Program notes
- Opera synopsis
- Guest artist biography & headshot
- Song texts & translations

Marketing will reformat the Word Doc as necessary to include the Baylor School of Music logo and Times New Roman font. The document will be uploaded to Box as a pdf, and this link will be used in creating a QR code. Anyone who scans this QR code within the program with their smartphone will be able to view and download the pdf. This pdf will also be included in the Livestream programs folder for online viewers. The QR code will be included in the program with a descriptive title.

For the exceptions that will include additional information in the printed program, there is an approved [template within Adobe Express](#) that may be used if faculty are self-developing. Please note that page order is dependent on the folding of landscape-oriented 11” x 8.5” sheets of paper, stapled together. The linked template for these program extras does not account for page number and will need to be adjusted as necessary by faculty when self-developing a program.

This style guide has been reviewed and approved by the Baylor University Music Librarian.

- Last updated January 2026 -