

# Lewis & Clark Department of Music

## *Creating Your Concert Program via ProBuilder*

The Lewis & Clark Department of Music uses [ProBuilder](#) to create concert programs. This is a cloud-based software that works on Mac or PC, and allows authorized users to go in and directly input program information (repertoire, program notes, bios, text and translations, etc.) and it automatically formats for you. You should begin this process as early as possible, as it may take some time for edits and finalizing information before you go to print. If you would like to see examples of programs, please contact the Performance Events Coordinator.

For Senior Degree Recitals: you will need to bring three copies of the first draft of your program to your Recital Review for your Committee Members to review. The final version of your program must be print-ready and submitted via email (PDF file) to the Performance Events Coordinator at least two weeks prior to your performance date, but preferably sooner. **You are responsible for printing your programs.**

### LOGIN

Your login information will be your Lewis & Clark email address, with your initial password set as *performance* (once you login, you are able to reset your password if you would like). If you have issues with your login information, please contact the Performance Events Coordinator.

### CREATE NEW PROGRAM

Once you're logged into ProBuilder, you will see a "Build" icon on the left where you can create a new program, access a program you've already created, or view a program that someone has shared with you.

Selecting "Create New Program" will open a New Program Wizard, where you can identify your basic needs in a program (program type, location, date, if there will be an intermission, and any other things you might need: bios, program notes, etc.). Once those details are inputted, select "Create" for ProBuilder to create the skeleton of your program.

The physical dimensions of your program should be determined by how much information you are including. On the left side, you will see an "Edit" icon, which will allow you to adjust the Document Settings. From there, you can select Full Size (8.5"x11" final sized program) or Half Sheet (5.5"x8.5" final sized program). This can be adjusted at any time before you download your final PDF to share with the Performance Events Coordinator for print.

## PROGRAM INFORMATION

Once the skeleton of the program is created, all you'll need to do is fill in the blanks. If you need to work on the program over the span of several hours or days, you may close out of the program at any time. ProBuilder will prompt you with "Are you sure you want to save and close this document?" and you may pick up at a later date to continue with your program editing. Please be advised that ProBuilder does time out if no activity is happening for a period of time. Be sure to save and close out if you take a break so that you do not lose any of your work.

To input information, you can select the blue edit icon near the area you'd like to change, or simply double-click in the text box. There are self-explanatory tools in ProBuilder for you to reorder information, add new content, adjust spacing, and even remove extra songs or content that you had originally planned for.

At any time during the editing process, you may preview your program as a PDF so you can get things just right before finalizing the file.

## PROGRAM ORDER

Recital programs should use the following order:

1. Cover Page
2. Program Repertoire
3. Texts and Translations (if applicable)
4. Program Notes
5. Recitalist's Biography
6. Acknowledgements

## COVER PAGE

Your program cover page can be the simple text version that ProBuilder includes, or the image you have from your poster design, sized to 8.5"x11" or 5.5"x8.5". If you'd like a custom cover, please send the appropriate size of the cover file via PDF format to the Performance Events Coordinator to swap out the text cover page with your designed image.

## TEXTS AND TRANSLATIONS

Texts and translations are required for vocal pieces that are performed with lyrics. Remember to credit the author and/or translator. The author of the text should go underneath the original language, and the translator goes under the translation, if applicable. In terms of formatting, make sure the original text is on the left column, with the English translations on the right. ProBuilder will format the rest for you.

## PROGRAM NOTES

Program notes are best written in language the audience will be familiar with. They should provide information that is relevant and interesting, yet concise. For choral/vocal music, be sure to include information about the poet/lyricist, as well as the composer. Dates should be accurate, and notes should be original compositions, never plagiarized. The notes should include the name of the piece performed, movement(s), and the composer's name. Please consult your advisor for any questions on writing your program notes.

## BIOGRAPHY

You may include your biography in your recital program. Be sure to include your name, music instructor(s) that you have studied with, performing groups that you participate in (on or off campus), and any other additional musical experiences you have had, thus far (ie: study abroad, summer music programs or internships, awards and achievements, etc.).

## ACKNOWLEDGEMENTS

If you wish to include any acknowledgements, you would do so at the end of your program by adding new content and selecting "Text/Notes". You may want to include your parents/family, faculty, staff, friends, those who assisted with the production of your recital, or people who were invaluable resources in your time at Lewis & Clark College. Don't forget the Recording Engineer, Department Chair, and even the Stage Crew, for their help and support with the concert itself.

## PROOFREADING

The most important task, when creating a program, is proofreading for any errors. As with any part of your recital, your performance is a representation of Lewis & Clark College, as well as the Department of Music. Please be sure to review for consistency, accuracy in grammar, spelling, punctuation, and formatting.

## FINALIZING YOUR PROGRAM

Once all edits are made, you've had your program reviewed and approved by your advisor, select Preview PDF and then Download PDF. Send your final PDF file (with your separate custom cover page PDF, if you'd like) to the Performance Events Coordinator. They will be able to connect the cover page to your program, and share a final file for you to send off to print. Reminder: the Music Department does not print student recital programs. Many students print their programs at computer labs across campus, or at the [Barbur FedEx Print Shop](#). PLEASE

NOTE: If you select “Submit” in ProBuilder, the Performance Events Coordinator will not be notified that your program is done.