CALI *RECITAL PROGRAM* INSTRUCTIONS

Making Your Printed Program

The Cali School of Music uses **ProBuilder**, a self-service online concert program creator to facilitate and streamline concert program design and production. We require the utilization of ProBuilder for all student and faculty recitals. Cali School staff will then print and provide these programs in time for your performance. **You must submit your program at least two weeks prior to your recital to ensure that it is printed and delivered by the performance date.**

Access ProBuilder [**montclair.probuilder.app**] to begin building your program.

Your login information will be your entire email address [**name@mail.montclair.edu**] and the password is **chromatic**.

For Students:

- For Instrumentalists: Your program can include basic information including the repertoire, featured soloist, and accompanist.
- For Vocalists: Your program can include basic information including the repertoire, featured soloist, accompanist, translations and program notes.
- *No student recitals may contain bios, acknowledgments or dedications.*
- Once your program draft is completed, download and share with your studio professor for approval. Once approved by your professor, click the **"Send to Print"** button on ProBuilder and your program will be submitted to print for you.
- The basic program produced by Cali School staff for Leshowitz Recital Hall concerts will be given to the Production Manager (or his designee) for distribution before each concert. Programs produced by staff for concerts in G55, Room 201 will be left in the mailroom for pickup in a box marked "Programs for G55 and 201".
- Each student will have 75 programs printed for their recital.

For Faculty:

- For Instrumentalists: Your program can include basic information including the repertoire, featured soloist, and accompanist.
- For Vocalists: Your program can include basic information including the repertoire, featured soloist, accompanist, translations and program notes.
- Each faculty recital will have 150 programs printed for the performance.
- The basic program produced by Cali School staff for Leshowitz Recital Hall concerts will be given to the Production Manager (or his designee) for distribution before each concert. Programs produced by staff for concerts in G55, Room 201 will be left in the mailroom for pickup in a box marked "Programs for G55 and 201". Students are responsible for creating, copying and distributing at your concert any translations, program notes, personal bios or other information approved by your professor.

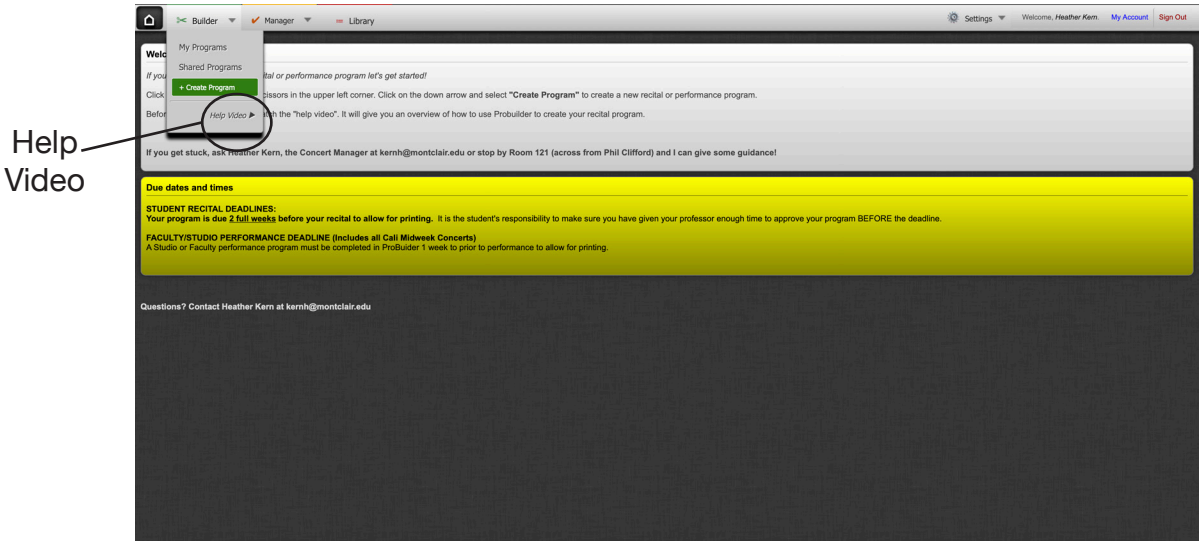
Questions? Contact **Heather Kern** at kernh@montclair.edu or 973.655.7263

Cali SCHOOL OF MUSIC | Montclair State University

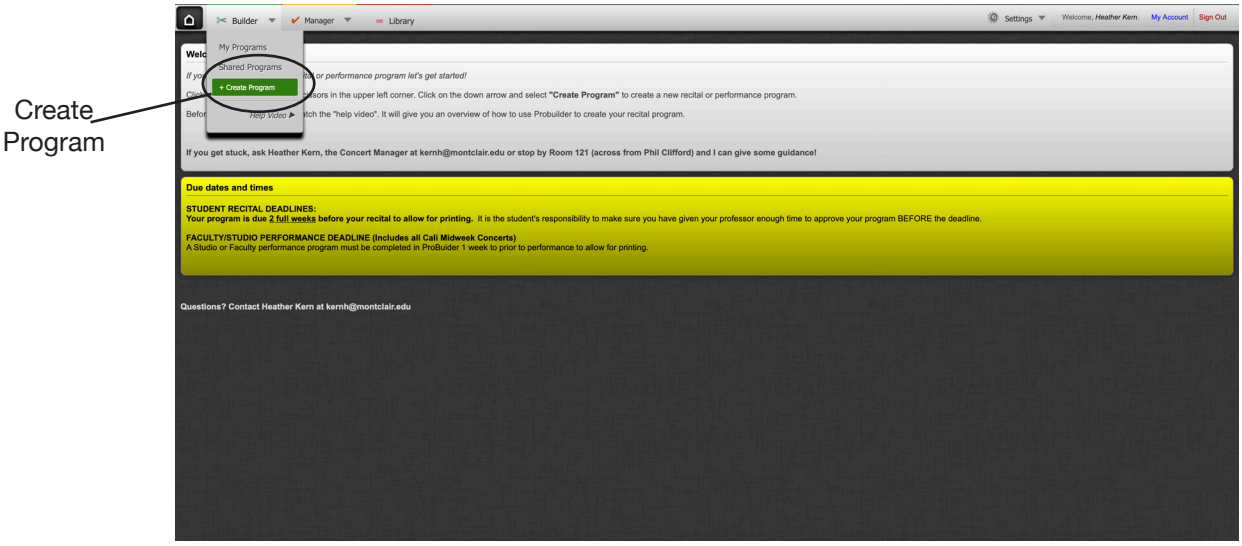
CALI *RECITAL PROGRAM* INSTRUCTIONS

Step by Step Instructions

Before attempting your first program, watch the help video here:
https://www.montclair.edu/music/current-students/creating-programs
or in the ProBuilder app under "Builder>Help Video"



When ready to create your program click on "Create Program" to go to the Program Creation Wizard Page



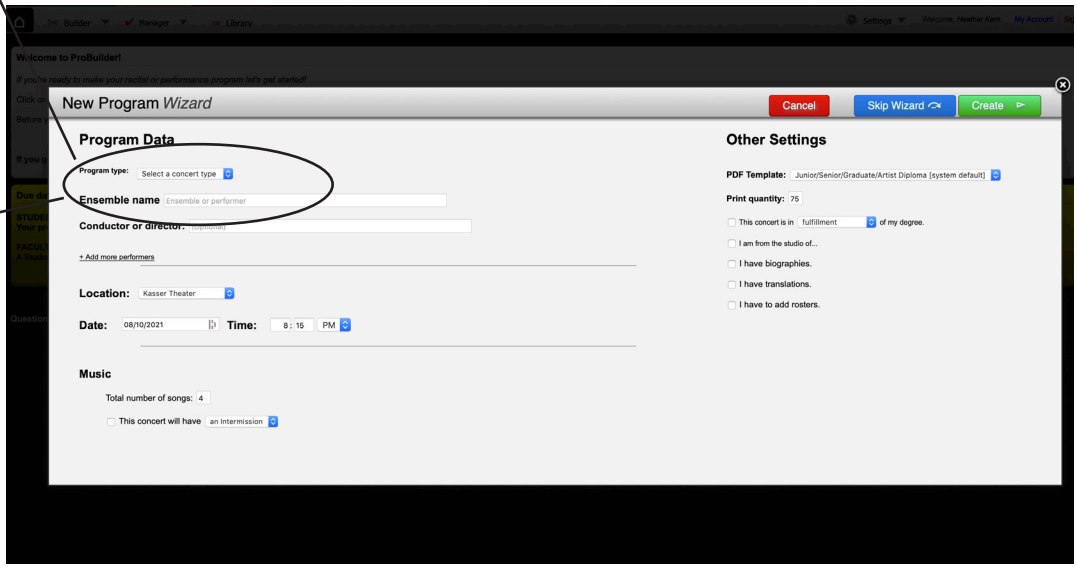
Cali SCHOOL OF MUSIC | Montclair State University

CALI *RECITAL PROGRAM* INSTRUCTIONS

1. Plug in program type:

For students: Junior Recital, Senior Recital, Graduate Recital or Artist Diploma.
For faculty: Cali Midweek Concert, Masterclass, Studio Recital, Faculty Recital or Large Ensemble

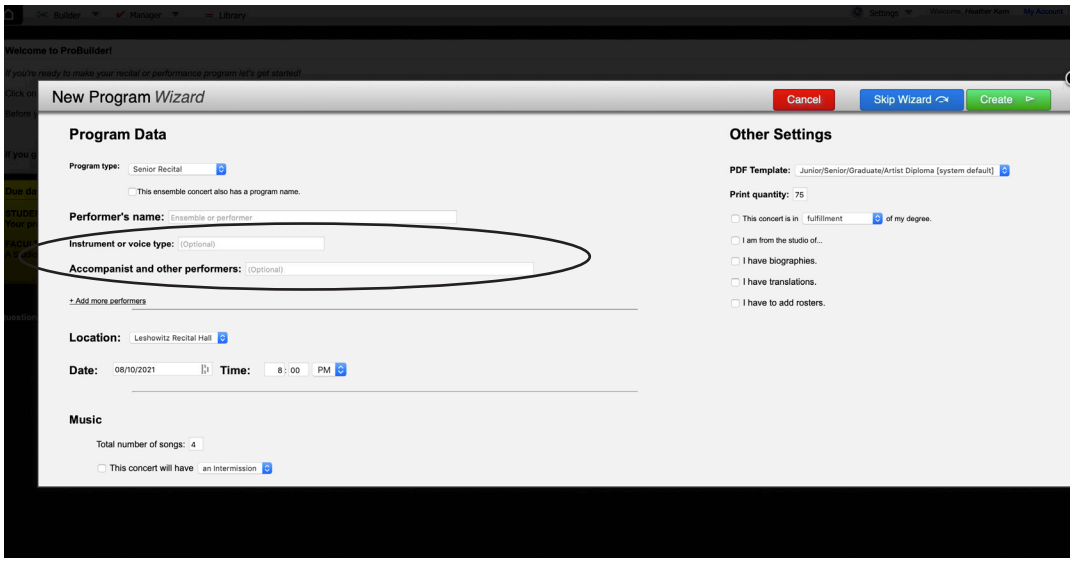
2. Enter your name or your ensemble name



3. Enter your instrument or voice type

4. If you have an accompanist, please enter their first and last name followed by ,accompanist

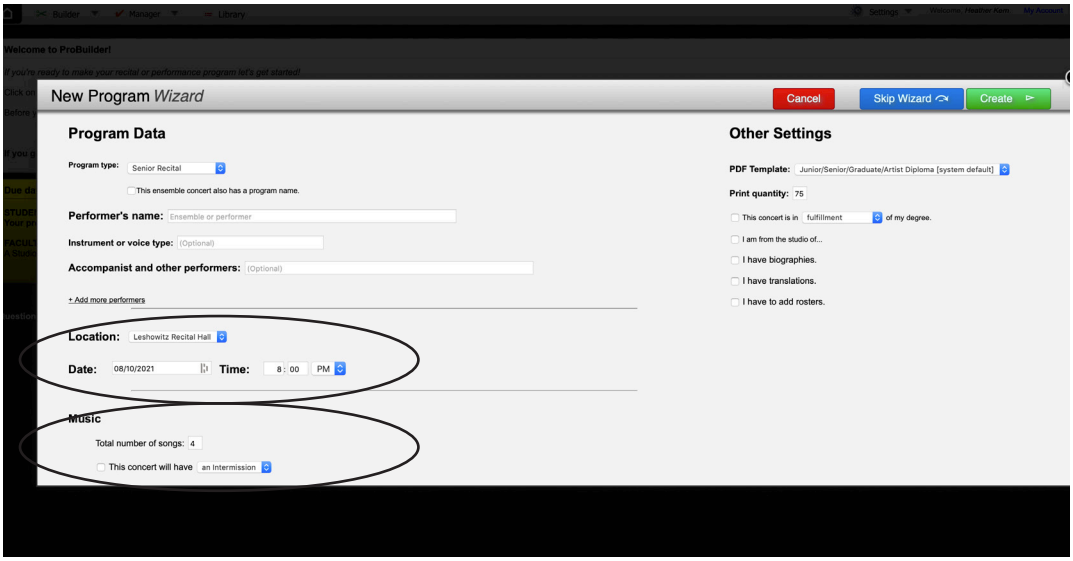
Example: Ron Levy, accompanist

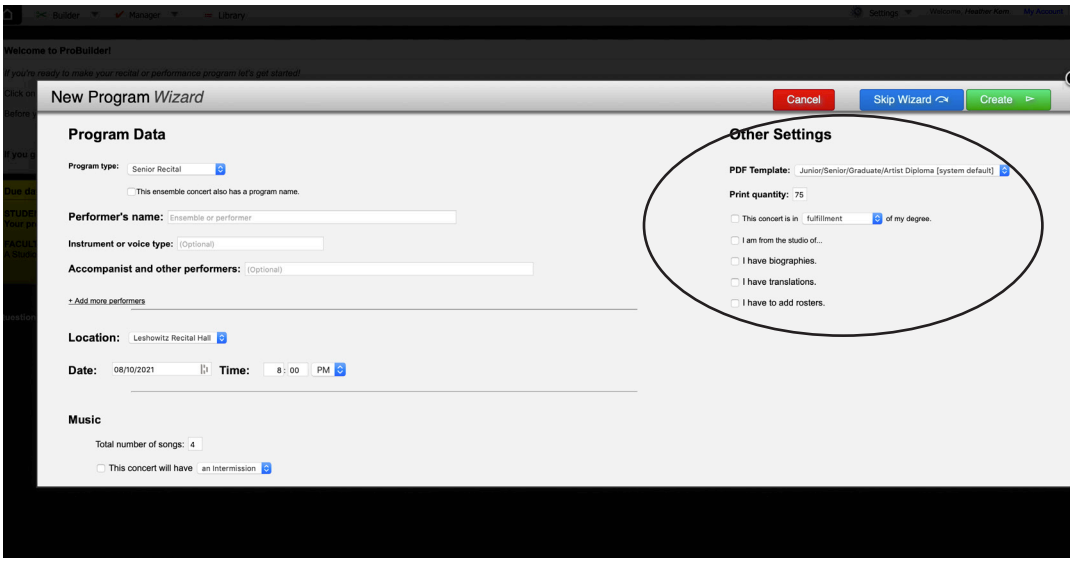


Cali SCHOOL OF MUSIC | Montclair State University

CALI *RECITAL PROGRAM* INSTRUCTIONS

5. Enter Location, Date and time of the performance
6. Indicate how many pieces in your recital and whether there will be an intermission or not





7. Pick a template:

For Students: Junior/Senior/Graduate/Artist Diploma (System Default)
For Faculty: Faculty, Studio, Midweek Concert
For Large Ensemble: Ensemble Recital (oversize)

8. Print Quantity: 75

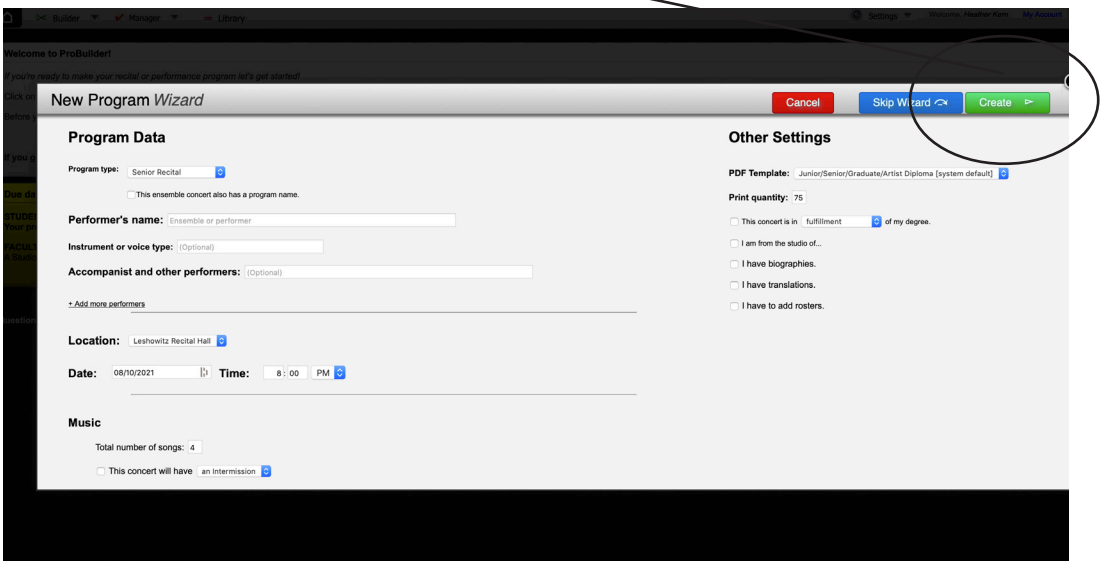
9. Answer the questions:

- Fulfillment of Degree or Partial Fulfillment of Degree
- Who is your studio professor
- Indicate if you have biographies (students should not have biographies)
- Indicate if you have translations (vocal students or faculty only)
- Indicate if you have rosters (large ensembles only)

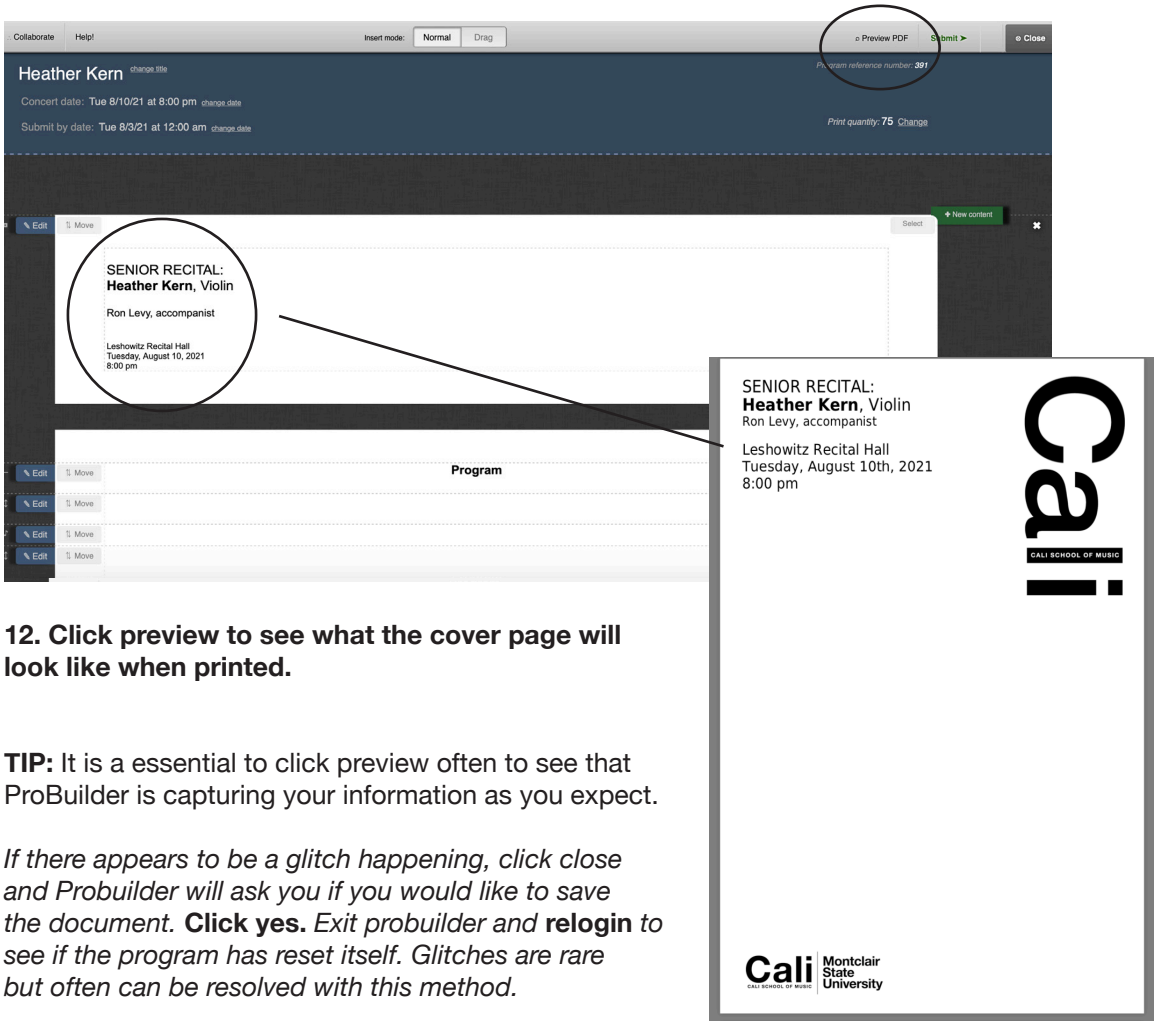
Cali SCHOOL OF MUSIC | Montclair State University

CALI *RECITAL PROGRAM* INSTRUCTIONS

10. Click Create



11. The Program wizard has plugged the info in for the cover page



Preview View of Cover

12. Click preview to see what the cover page will look like when printed.

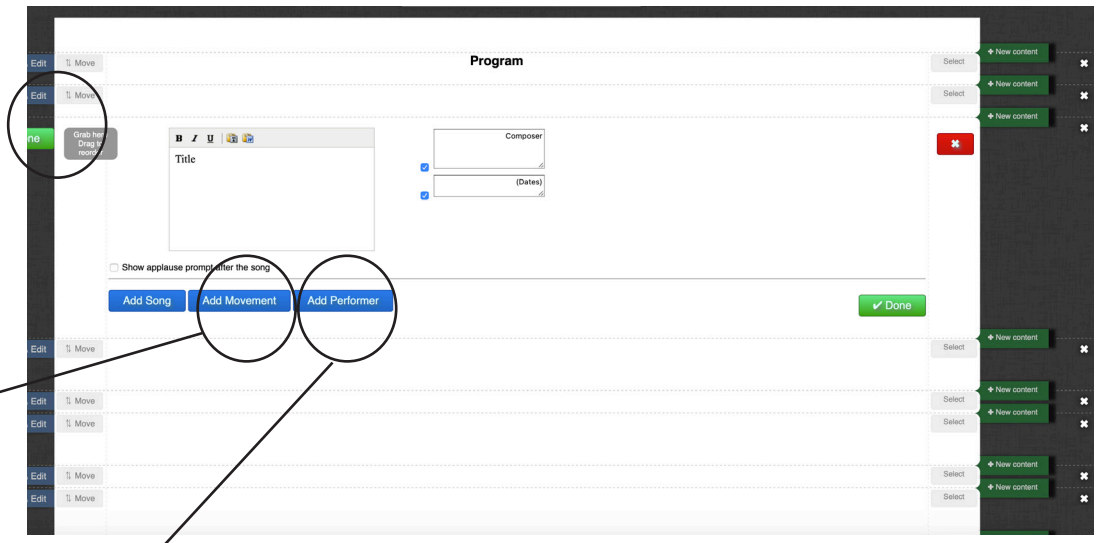
TIP: It is a essential to click preview often to see that ProBuilder is capturing your information as you expect.

If there appears to be a glitch happening, click close and Probuilder will ask you if you would like to save the document. **Click yes.** *Exit probuilder and* **relogin** *to see if the program has reset itself. Glitches are rare but often can be resolved with this method.*

Cali SCHOOL OF MUSIC | Montclair State University

CALI *RECITAL PROGRAM* INSTRUCTIONS

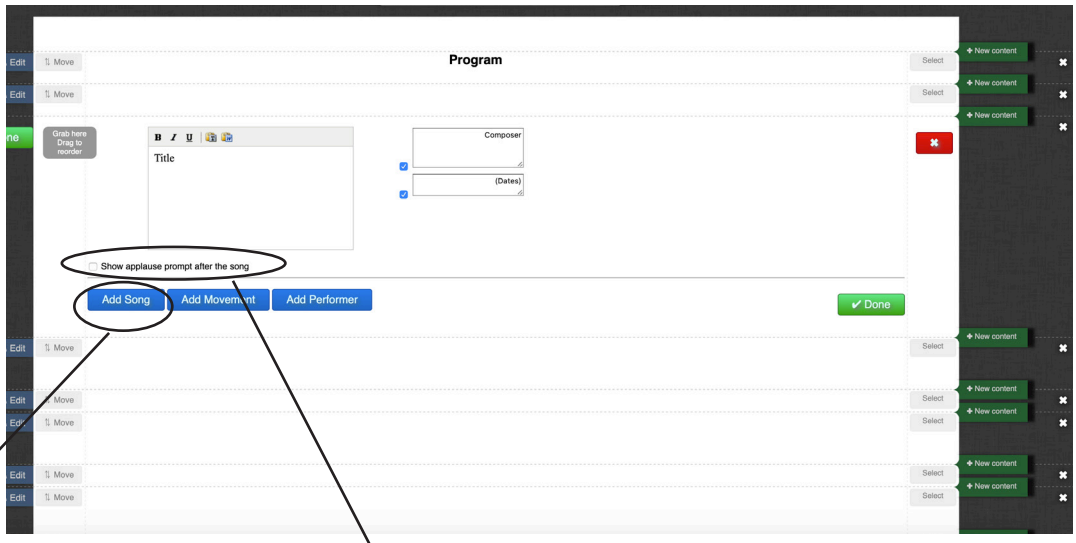
13. Click the edit button on left to enter the name of the piece, the composer and the birth and death dates of the composer in this style: (1882-1945)



14. click to add movements for the piece

15. click to add names of performers in this style:

Name, instrument

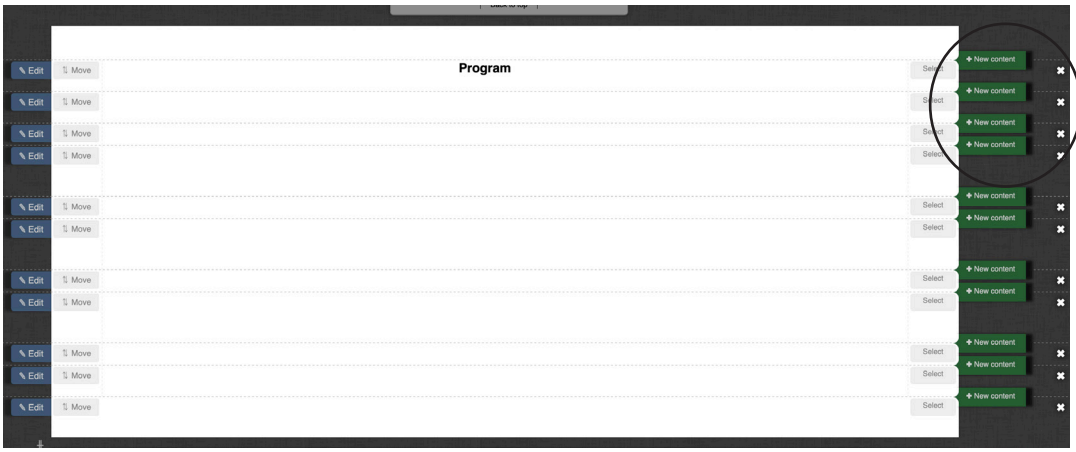


16. If you have multiple pieces in a set played by the same performers you may add another field for another piece by clicking “add a song”

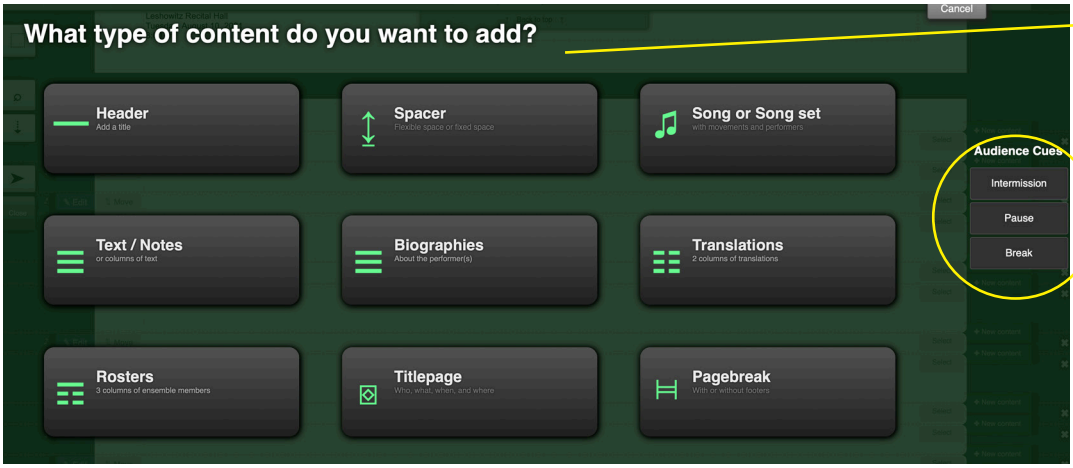
17. After the full set of pieces have been entered you have the option of adding an applause symbol. Only use this symbol if necessary to indicate the end of a set.

Cali SCHOOL OF MUSIC | Montclair State University

CALI *RECITAL PROGRAM* INSTRUCTIONS

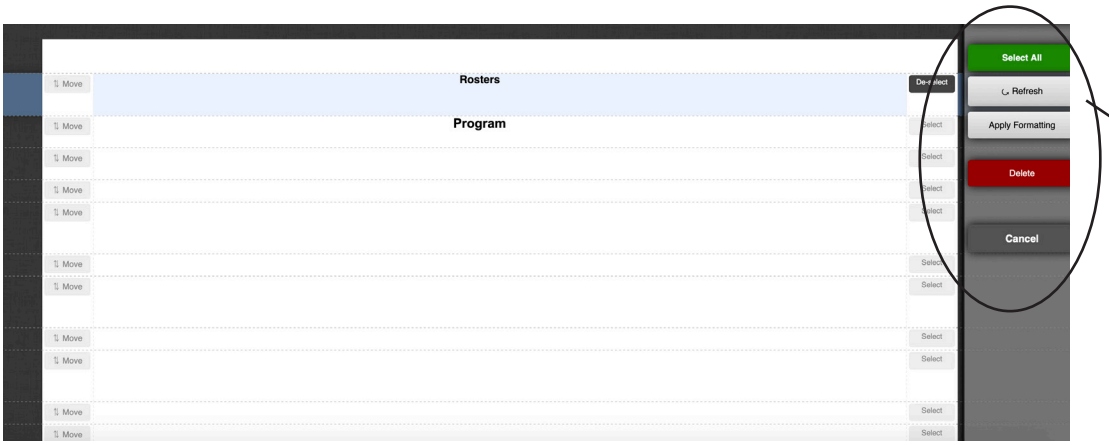


18. Click here to add content such as translations, rosters, notes or a pagebreak



19. All of these options are available to you

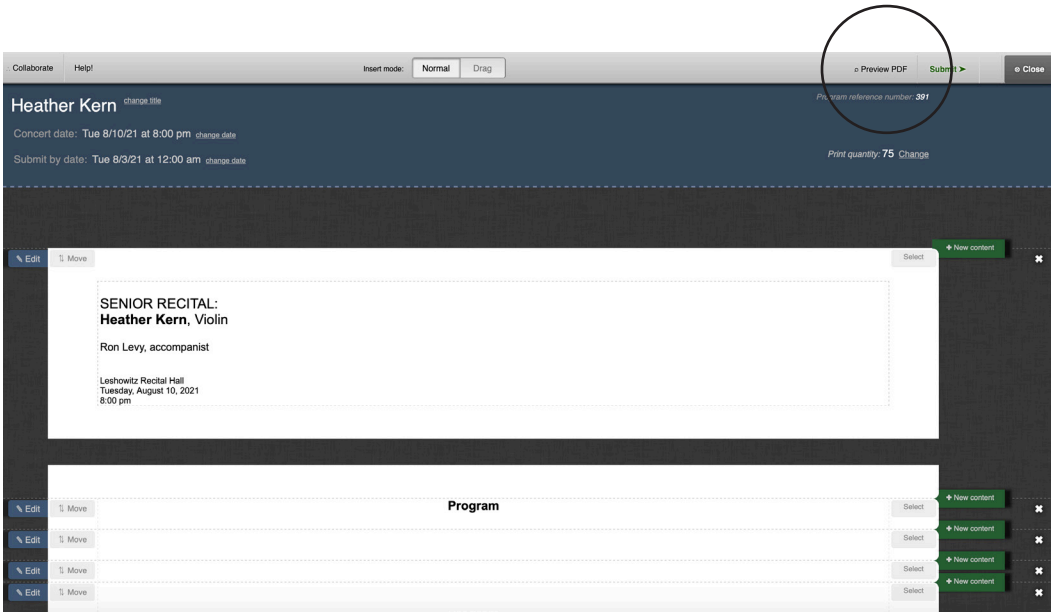
20. These audience cues are also available.



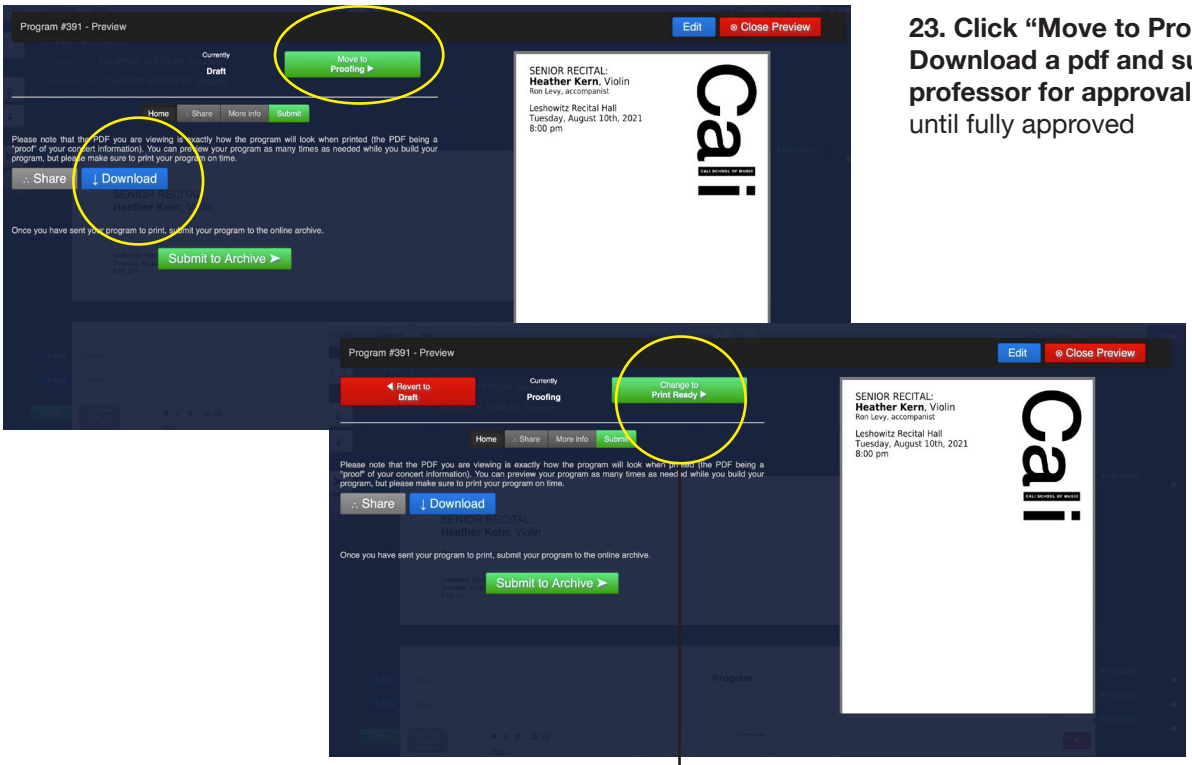
21. If a section is added in error, is possible to select and delete it here

Cali SCHOOL OF MUSIC | Montclair State University

CALI *RECITAL PROGRAM* INSTRUCTIONS



22. When you think your program is complete, click preview until you are satisfied with how it will print



23. Click "Move to Proofing" and then **Download a pdf and submit to your professor for approval.** Make further edits until fully approved

24. When fully approved by your professor, advance to "Print Ready". This tells production staff that the program is fully approved. 75 copies will be printed and will be ready for your recital in Leshowitz Recital Hall at the time of your recital or performance.

25. Note: Programs produced by staff for concerts in G55, Room 201 will be left in the mailroom for pickup. You are responsible for picking these up and bringing these programs to your recital or performance.

Cali SCHOOL OF MUSIC | Montclair State University