DePaul University
SCHOOL OF MUSIC

Classical Degree Recitals

Important information on pages 1-2, detailed timeline on pages 3-4

Facilities Manager: **Aidan Kranz -** 773.325.4469 - aidan.kranz@depaul.edu - HPC139
- Schedules recital dates and hires crew to work student recitals

Program Notes Coordinator: **Jason Moy** - jmoy12@depaul.edu
- Reads and grades program notes for student recitals

Performance Coordinator: **Genevieve Beaulieu** - 773.325.1298 - gbeaulie@depaul.edu - SOM North 304
- Designs recital programs

Performance Chair: **Harry Silverstein -** hsilvers@depaul.edu
- Instructor of record for Applied Music Recitals

Technical Director: **Michael Sportiello** - msportie@depaul.edu - HPC139
- Collects recording request forms and hires tech crew to work student recitals

Important Deadlines

Fall Quarter Degree Recital Registration
Opens: Wednesday, June 30, 2021
Closes: Tuesday, September 14, 2021

Winter Quarter Degree Recital Registration
Opens: Monday, October 25, 2021
Closes: Sunday, January 9, 2022

Spring Quarter Degree Recital Registration
Opens: Monday, January 17, 2022
Closes: Friday, April 1, 2022

Types of Degree Recitals

- There are four types of degree recitals: **Junior, Senior, Graduate, and Certificate**
- With your applied teacher's consent, junior recitals may be a joint recital with one other student
- While Graduate and Certificate students are often required to perform a certain number of recitals per year by their applied teacher, only one of those recitals counts as the official degree recital
  - Only one recital is registered, graded, and requires program notes
  - Degree recitals typically take place in the last year of your degree program
  - Discuss with your teacher to make sure you sign up for a degree recital at the correct time

Recital Course Credit Registration

- The Student Recital Contract will function as your recital credit registration form AND your scheduling form
- If you miss the course registration deadline set by the university for the quarter you wish to give your recital, you will not be able to schedule your recital date
- After scheduling your recital date, your contract is submitted to the College Office for credit registration
    - Undergraduate students who began their program before Fall 2018 should be enrolled for 0 credits
    - Undergraduate students who began their program Fall 2018 or later should be enrolled for 2 credits
    - Graduate students should enroll for 0 credits
    - The College Office registers degree recital credits for you

Location, Duration, and Times of Recitals

Graduate/Certificate Recitals will be given priority to use Allen Recital Hall
Undergraduate Recitals will be primarily booked in Brennan Recital Hall

Please note in your contract if you anticipate your recital will be longer than 60 minutes

Recitals may not take place during University holidays or during exam weeks

Grading Policy for Applied Music Degree Recitals

Program notes are 25% of the total recital grade and the performance is 75%
- Plagiarized program notes will receive a 0
- For each day that notes are late, the student loses 5% of the 25% program notes grade -

If five days late, the student will receive a 0 for program notes
- Students who neglect to turn in program notes will receive a 0
- If your program notes are submitted more than 5 days late, Professor Moy will determine if there is enough time to proofread the notes and include them in the program
- Your applied teacher will issue the performance grade and Professor Moy will issue the program notes grade. Everything is then submitted to Professor Silverstein, who records transcript grades

The letter grade breakdown is as follows:

100%: A
95%: A –
90%: B+
85%: B
80%: B –
75%: C
70%: C –
65%: F

Cancellation Policy

- Because of covid-19, recital cancellations by the student are allowed and when possible, date changes may be made. All must be done with the approval of the student's applied teacher and the Chair of Performance, Professor Silverstein. Please notify the Aidan Kranz as soon as possible in the event of a date change or cancellation.
- Unexcused cancellations may impact your final Applied Lesson grade

Booking Your Recital and Program Information

6-10 CLASS WEEKS before desired recital date and before the registration deadline:

- Look at the Degree Recital Scheduling Chart for eligible dates and deadlines
  - Have more than one desired date and time that works for ALL parties involved with your recital (i.e. teacher, accompanist, family, etc.)
  - Submit online Recital Contract
  - Your applied teacher will be sent an e-mail asking for approval by the Performance Office

- Once approved by your faculty, your recital date, time, and location will be booked by Aidan Kranz. You will receive email confirmation

- Program information will follow in an e-mail from Genevieve Beaulieu
  - This includes program notes and printing deadlines

PUT ALL IMPORTANT DATES IN YOUR CALENDAR!

6 CLASS WEEKS before recital date:

- Recital program and program notes due
  - Use the Google Doc template. File>Make a copy>Save as>"Last Name_Degree type"
  - Share document with somrecitals@gmail.com and allow access to edit
  - See Here for help and information on text, translations, and program notes
  - Fill in repertoire details and copy and paste for the number of pieces you are performing
  - Add program notes in step 4 for each piece on your recital
  - Failure to meet your program notes deadline will result in a recital grade reduction
  - Use the Text & Translations template as necessary. File>Make a copy>Save as>"Last Name_Text"
  - Share document with somrecitals@gmail.com and allow access to edit

3 WEEKS before recital date:

- **Optional:** Submit a headshot to somrecitals@gmail.com to advertise your recital

- **Optional:** Request a recording of your recital
  - The DePaul School of Music Sound Recording Technology Program provides audio and/or video recording for recitals and auditions. There are several options for students to make a recording in the HPC performance halls
  - Follow this link for more information: Recording Services
  - Contact Mike Sportiello with any questions or concerns
  - You are permitted to use your own audio/video equipment to record for non-commercial use

2 WEEKS before recital date:

- You and your applied teacher will be emailed a draft of your program with edits made by Prof. Moy
  - Respond with any additional edits
  - Final approval through e-mail is required from both the student and applied teacher six business days before the recital
  - Programs will not be printed if this deadline is not met

- **Optional:** Booking your dress rehearsal
  - If possible, your dress rehearsal will be scheduled in the performance hall of your recital.
  - Contact Aidan Kranz to schedule a dress rehearsal either in person or via e-mail

1 WEEK before recital date:

- Both teacher and student must submit their approval of the program via e-mail at least six business days before the recital

PROGRAMS CANNOT BE PRINTED IF YOU MISS THIS DEADLINE

Recital Day:

- You will have access to the performance hall no less than 30 minutes before your recital
- You will be given the green room backstage to safely store your belongings
- Doors open 10 minutes before recital start time
- Ushers will bring your recital programs to hand out to audience members
- It is encouraged that you hold any reception off campus, but the Student Lounge is available on a first come, first served basis. Any food and drink served at receptions must be catered through Blue Demon Dining, the exclusive caterer of DePaul University. No alcoholic beverages may be served at student recital receptions

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