1. Before you can schedule your recital date...

You must share a draft of your recital program via Google Drive using the provided program templates. You may do this as early in advance as you'd like. While this is only a rough draft to demonstrate forethought and preparation for the recital. You should be able to provide your name, repertoire and assisting performers. Once the rough draft of the program has been approved, you will receive a Student Recital Contract. Follow the instructions on the contract and obtain your applied teacher’s signature.

2. 10 to 6 **class weeks** (on *business day*) AND before desired recital date & before university course credit add deadline

Turn in the Student Recital Contract to Facilities Manager Ben Rusch in Room 224 to schedule your recital date. This must be done IN PERSON. Click the Degree Recital Scheduling Chart to view specific deadlines for every eligible recital date. Once scheduled, You will receive an email confirmation with your specific deadlines pertaining to your recital. WRITE THESE DEADLINES IN YOUR CALENDAR!

3. Six **class** weeks exactly before recital date

Email your program notes to the Program Notes Coordinator no later than 6 class weeks prior to your recital date by midnight. Detailed instructions are available in the Program Notes Procedures. Failure to meet your program notes deadline will result in a recital grade reduction.

4. Two weeks (on *business day*) before the program delivery date...

Finalize changes to your printed program following the instructions provided. YOU MUST share your program with your teacher and make final adjustments as necessary.

5. One week (on *business day*) before the program delivery date...

Turn in the Print Permission Slip signed by you and your applied teacher. Programs cannot be printed if you miss this deadline!

6. Two weeks (on *business day*) before the recital date...

Submit your Recording Request Form to Mike Sportiello in HPC C137. (the latest you may turn in this optional form). Schedule your dress rehearsal with Ben Rusch (the earliest you may schedule this optional rehearsal).

7. One *business day* before the recital date (aka the program delivery date)

Your programs are delivered to the Performance Office. You do not need to do anything!

Recital Day!

You will have up to one hour prior to your recital start time to warm up in the hall. Ushers will bring your programs to the hall.

*Business Day* = Monday through Friday
**Class Weeks** = weeks in which classes are in session

This timeline is only an overview. Specific deadlines are available by clicking on the Degree Recital Deadlines Chart. Your specific deadlines will also be emailed to you once the recital is scheduled. Read the entire Recital Procedures document on the following pages to learn all details pertaining to student recitals.
Typically take place in the last year of your degree program. Please discuss this with Christina Wyrick, Coordinator of Performance Services, Room 224 773.325.1298 • brusch@depaul.edu.

For Graduate and Certificate students, these "count" for your official degree recital, which means only one recital is registered, number of recitals per year by their applied teacher, only one of those recitals may be approved by Christina. If you miss the course registration deadlines set by the Performance Chair, Professor Julie DeRoche, is the instructor of record for Applied Music recitals. For degree recitals, the Student Recital Contract will be filled in and approved by the Performance Office, Room 224 773.325.4669 • brusch@depaul.edu. The program templates live on Google Drive, a cloud-based storage system. All information must include a draft. All information must include full composer name, dates, and title of piece as a heading above each set of translations. Translations must be in the same order as the program document. All information must include correct diacritical marks (é, è, ù, etc.). For help with this, visit this website: http://www.fullt.org/.

Getting the Recital Contract
1. Share your proposed recital date with the Facilities Manager via Google Drive. Now that you have created your program draft, click the blue "Share" button at the top right of the screen. The type in the email address JOMRecitation@gmail.com. Make sure the setting is on "Can Edit" and click "Done" or "Send." Christina Wyrick will be notified that you have shared a document and will review your program draft.

2. Fill out the Recital Contract. Once your program draft has been approved, Christina will email you a Student Recital Contract as a PDF file. (Your draft must be shared with Christina as a PDF, not a Word document program draft unless you communicate otherwise). Using a PDF reader such as Adobe Acrobat (not Microsoft Word), open the file and make your 1st, 2nd, and 3rd preferences for a recital time and location from the drop-down menus. Be sure the dates you select work for ALL parties involved with your recital. These dates are your final recital dates (i.e. your teacher, accompanist, assisting performers, family, etc).

Next, print out the contract and obtain the signatures of your applied instructor and all of your assisting performers. If you are having trouble typing in the PDF fields, you may write in the information instead.

Turn in the Recital Contract to schedule your recital date with the Facilities Manager. The Performance Office maintains the Facilities Officer's schedule. Ben Rash in Room 224 between 10-4 CLASS WEEKS before your desired date arrives; fill out the top portion and choose your 1st, 2nd, and 3rd preferences for a recital time and location. If a date is available and is within the eligible date range, you can reserve it immediately. You cannot temporarily "pencil in" a date. Reasons you won't be able to date a: conflict of date and time that date and time is taken by another recital/drive. Have a recital date in mind? Check out the new Degree Recital Deadlines Chart to see the earliest and latest you can book your preferred dates as well as all other dates that are already scheduled at date!
The recital course credit must be registered for the quarter in which your recital is taking place. For example, if you want to take place in Spring Quarter, you must submit your Recital Contract no later than the Spring Quarter add credit deadline. The recital registration deadlines will fall on business days prior to the university deadline for adding and dropping courses in both the Performance and College Offices to make sure each student recital is scheduled and each student is registered for the correct credit value.

Full Quarter Degree Recital Registration
Closed: January 14, 2019
Close: Tues., November 13, 2018 at 5 p.m.
Note: The fall quarter recital registration period is shorter than winter and spring. If you are planning a degree recital for the fall quarter, it is best to start your program draft during the summer. Write to Christina and let her know.

Winter Quarter Degree Recital Registration
Open: Wed., December 12, 2018
Close: Fri., January 11, 2019 at 5 p.m.

Spring Quarter Degree Recital Registration
Open: Mon., January 28, 2019
Close: Fri., April 5, 2019 at 5 p.m.

Time, Location, Duration of Recitals
- Undergraduate recitals must take place in the Brennan Recital Hall. Graduate/Certificate recitals may take place in either the Brennan Recital Hall or the Allen Recital Hall.
- Senior piano majors may use the Allen Recital Hall if it is available.
- Recitals are normally one hour in length. When scheduling your date, you must tell Ben if your recital will be longer than one hour. Additionally, please tell Ben if your recital involves more than 8 performers. You and the other performers will need to assist the stage managers with setting up the stage.
- Recitals may only be scheduled for the following times:
  - Undergraduate recitals: Brennan Recital Hall - 7pm & 9pm, Allen Recital Hall - 8pm
  - Graduate/Certificate recitals: Brennan Recital Hall - 8pm, Allen Recital Hall - 12pm, 2pm, 4pm, 7pm & 9pm

Getting the Date Booked
5. Once a date is decided upon, Ben will ask you to sign the very bottom of the contract. Signing the contract means you and all participating performers are committed to performing on the date and time. With the exception of family and medical emergencies, you may not change your recital date if you, your teacher, your roommate, assisting performer(s), or family member is suddenly unavailable that day. If there are other extenuating circumstances, you must immediately discuss this with your applied teacher and with Professor DeRoche. Professor DeRoche must approve any changes to recital date or time. Please keep this in mind when selecting dates on the Recital Contract.

After the recital is scheduled, you will receive a recital confirmation email including a scanned copy of the Recital Contract, recital date, time, location, your program notes deadline and your program printing deadline. Put these dates in your calendar.

Writing Program Notes
6. Read and follow the Procedures for Writing Program Notes. You are responsible for following all directions outlined by the Program Notes Coordinator, Jason Moy. Program Notes due are no later than 6 class weeks before the date of your recital. This deadline is provided to you in your recital confirmation email and at the bottom of your scanned copy of the Recital Contract. The Performance Office does not read or approve program notes. All questions related to program notes should be directed to Jason Moy at notes.depaul.edu or to Ben Rusch at manager.brusch@depaul.edu.

7. You must schedule one (1) two-hour rehearsal in the performance hall. It is highly recommended! Dress rehearsals are arranged with Facilities Manager Ben Rusch and may be scheduled in person or via email. Your first eligible date to book a dress rehearsal is included in your recital email confirmation and available by viewing the Degree Recital Deadlines Chart.

8. Turn in the Recording Request Form Professor Thomas Miller's mailbox (optional, highly recommended). If you would like your recital to be recorded, read the Recording Request Form and follow all instructions outlined. This form should be submitted two weeks before your recital. Please contact Tom Miller at tmlr@d., for any questions about recording requests. The Performance Office is not involved with the recording request process. Family or friends are permitted to use their own audio/video equipment for record for non-commercial use only.

9. Continue to update your program as needed. Change repertoire, order, performers, etc. Once your program notes have been approved by Professor Moy, insert them into your program draft.

10. Review your program with your applied teacher. Christina will contact you to remind you if revisions are needed, you have one week to complete them. It is your responsibility to share the program draft (via email or in person) with your applied teacher. You must look over your program draft with your teacher to make sure the content is accurate. The Performance Office WILL NOT accept responsibility for any proofreading errors on your part.

CANCELLATION POLICY
Recital cancellations or date changes are only allowed for family or medical emergencies, and only with the approval of the student's applied teacher; and final approval of the Dean of Performance, Professor Peter DeRoche. Unexcused cancellations may impact your final Applied Lesson grade.

GRADING POLICY FOR APM DEGREE RECITALS
Program notes are worth 25% of the total recital grade, and the performance portion 75%. To submit program notes will impact your recital grade, as the highest grade possible will be a C. A more detailed grading policy is included in the Procedures for Program Notes section.
Email your program notes for inclusion in your printed program. Any revisions, you have 1 week to review changes and make corrections. Once Professor Moy sends the program to the Performance Office, you will not have access to it. If you make any changes to the notes after they are sent to the Performance Office, the review process will be delayed. If you're writing for a musically knowledgeable audience, you may consider a certain piece to be 'my favorite Mozart sonata or aria' is irrelevant to the reader. A heading for each piece that includes:

- Full name of the composer and years of birth and death (if deceased).
- Title of the work, including Op., No., BWV, keys, etc. Remember to use correct diacritical marks. Deceased). If dates are not known, it is acceptable to furnish 'floruit' and years of birth and death (if possible).

Tips for Writing Effective Program Notes

- Keep program notes concise and engaging to the reader. No text should exceed 1200 words in total. Your program. Think of program notes as a written form of pro-concert remarks that you make in front of each piece at your recital. Keep them short, yet interesting.

- Highlight one to three of the most interesting points about each piece or composer. There is no need to be more say about a piece than there is room to include, and that's okay; you're not writing a musicology paper, and quality always trumps quantity.

- A good way to enliven your notes is to include an interesting anecdote, or quotation by or about composer or piece they are relevant. Don't overdo it by using this for every piece on the program - variety keeps things interesting. However, please remember to use 'I' or 'my' whenever possible. Your personal assessment of the piece, or the fact that you'd otherwise give before each piece at your performance. Whether you're writing for the general public, however, it is probably unnecessary to know when and where a composer was a student, or the unique achievements, or places them within the biographical description. A biographical description is not generally necessary.

- For the general public, however, it is probably ok to mean anything to the listener/reader, 'Christ on the cross’ helps the listener/reader interpret the meaning of what they are hearing. Whenever you use technical musical terms like crescendo/diminuendo, since these will mostly likely mean something to the reader, and ended up staying for two months absorbing all he could learn from the famous old master. According to legend, J.S. Bach made the apocryphal claim that they were a perfect Baroque Suite. For example, saying “the second movement is in E Major” is ok to mean anything to the listener/reader, ‘Baroque-style Gershwin’ will mostly likely mean something to the reader, and that's ok; you're not writing a musicology paper. Avoid subjective assessments, such as "the slow movement is my favorite" or "the fortissimo in the last section is beautiful," since these will mostly likely mean something to the reader/ listener, and you may consider a certain piece to be ‘my favorite Mozart sonata or aria’ is irrelevant to the reader. A heading for each piece that includes:

- Full name of the composer and years of birth and death (if deceased).
- Title of the work, including Op., No., BWV, keys, etc. Remember to use correct diacritical marks. Deceased). If dates are not known, it is acceptable to furnish 'floruit' and years of birth and death (if possible).

- Avoid anachronistic comparisons, such as describing a particularly jazzy movement of Bach as ‘Baroque-style Gershwin’. Bach can stand on his own without needing a reference to someone nearly 200 years distant to his work, and vice versa.

- Always write from a third-person point of view and avoid "I" or "my" whenever possible. Your personal assessment of the piece, or the fact that you may consider a certain piece to be ‘my favorite Mozart sonata or aria’ is irrelevant to the reader.
If your program notes need significant grammatical assistance, Jason Moy may recommend that you visit the DePaul Writing Center for further help:

- Lincoln Park Campus
- Schmitt Academic Center (SAC) 212
- (773) 325-4272

**DePaul Writing Center**

Grading Policy For APM Degree Recitals

Program notes are assigned 25% of the total recital grade, and the performance portion 75%, to equal 100%.

The applied instructor will issue the performance grade, and the program notes coordinator will issue the program notes grade. These will be submitted to Professor DeRoche, who will then record the transcript grade.

For each day that notes are late, the student loses 5% of the 25% program notes grade. Five days late and they will receive a 0 for their program notes. Students that neglect to turn in program notes will also receive a 0.

Students who receive a 0 on the program notes component will therefore earn a maximum of 75% on their total recital grade, which equates to a C letter grade.

The letter grade breakdown is as follows:

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

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.
Recital Program Print Permission Form

I, __________________________________________ (Print Student Name)

have read and approved my recital program for printing, and understand any errors found from this point on are my responsibility and not of my applied teacher or the Performance Office.

Student Signature

____________________________________

Date__________________

Applied Teacher Printed Name

____________________________________

Applied Teacher Signature

____________________________________

Date__________________
The DePaul School of Music Sound Recording Technology Program provides audio and video recording services for recitals and auditions. The fee for this service is $75 for an audio recording or $100 for a video recording; this includes a student engineer to setup and record and the rental of the required equipment. This does not include post-production services such as mixing or editing; editing of audition tapes is not allowed.

Below are descriptions of the four options to make a recital/audition recording.

1. (FREE) Audio Self-Recording: You can bring a flash drive and make the recording yourself with the equipment backstage. It will leave you with an audio file on your flash drive. Please email msportie@depaul.edu to request instructions to self-record.

2. (FREE) Video Self-Recording: Follow the link below to request a camera/tripod from the Technology Office. You can set it up in the hall during your recital and transfer the files to your computer via USB (the Technology Office can help with the transfer if you have issues). *Note: You can record both video and audio for free with options 1+2, and sync them yourself using iMovie (or similar).  
https://music.depaul.edu/resources/technology-office/Pages/technology_request_form.aspx

3. ($75) Student Engineer Audio Recording: A student engineer will be assigned to record audio of your recital. They will do some minimal editing (cut down empty space between tracks, normalize the volume) before delivering the files to you. This service costs $75 to cover the student labor/equipment.

4. ($100) Student Engineer Video Recording: A student engineer will be assigned to record both video and audio of your recital. They will sync the audio/video and do some minimal editing (cut down empty space, normalizing volume) before delivering to you. You’ll get a single HD video file of your entire performance. This service costs $100 to cover the student labor/equipment.

Recital recording requests should be made at the time you reserve your recital date; requests made less than two weeks before the date will not be accepted. After an engineer has been scheduled for your recording, you will receive an email confirmation. At this time, you should take the tear-off slip from the bottom of this form with a check made payable to DePaul University to the cashier’s office in SAC. Please make payment to the cashier’s office only after you have received a confirmation email. The receipt should be given to your engineer at the recital; no master files will be released without a receipt. Once the recordings have been transferred to you, DePaul does not retain a copy. If you have not received a confirmation email at least one week prior to the recital date, please contact Michael Sportiello at 773.325.5141 or msportie@depaul.edu.
DePaul University School of Music Recording Request Form

Once you have completed this form, return this page to Michael Sportiello in the HPC room C137. Forms may also be emailed to mspor@depaul.edu. After you receive a confirmation email, tear off the cashier slip and turn it in to the Cashier’s Office with a check made payable to DePaul University for the appropriate amount. Make payment to the cashier’s office only after you have received a confirmation email.

Name: ___________________________________________________

Phone ___________________________________________________

Event____________________________________________________

Room ___________________________________________________

Date, time ________________________________________________

Instrumentation ___________________________________________

Approximate length of program_______________________________

Recording Option Selection:

  o  ($75) Student Engineer Audio Recording

  o  ($100) Student Engineer Video Recording

Cashiers Office: this check is for payment of a DePaul University School of Music recital recording fee. Please deposit it into account 400980-100-280100-00000-IN.

Student ________________________________