Classical Degree Recital Timeline
See a more detailed timeline on pages 4 & 5

6-10 CLASS WEEKS before desired recital date and before the registration deadline:
Find all deadlines & eligible recital dates on the Degree Recital Scheduling Chart
Hand in completed Recital Contract to facilities manager, Aidan Kranz, to book a recital
After you have a date and time, you will receive confirmation with specific deadlines

6 CLASS WEEKS before recital date:
Share your program information & program notes in a Google Doc with somrecitals@gmail.com
- Google Doc template
- Detailed instructions for texts, translations, and program notes are available Here
- Failure to meet your program notes deadline will result in a recital grade reduction

3 WEEKS before recital date:
Finalized recital program information due
- Must include your program notes, approved by Jason Moy
- You and your applied teacher will receive an e-mail with a program draft to approve
*Optional* Submit a headshot to somrecitals@gmail.com for advertising your recital

2 WEEKS before recital date:
*Optional* Schedule your dress rehearsal with Aidan Kranz
- Come in with 2-3 different times, as the recital halls book quickly
*Optional* Fill out Recording Services form online

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 WILL NOT BE PRINTED IF YOU MISS THIS DEADLINE*
- Programs are delivered to the School of Music the day before your recital
- Ushers are hired to work your recital and will bring your programs to the hall

RECITAL DAY:
You will have up to one hour prior to your recital time to warm up/sound check in the hall
Contact Information

Facilities Manager: Aidan Kranz - 773.325.4469 - aidan.kranz@depaul.edu - HPC room C139

• 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

Coordinator of Performance Services: Genevieve Beaulieu - 773.325.1298 - somrecitals@gmail.com; gbeaulieu@depaul.edu - room 304

• Designs recital programs

Performance Chair: Harry Silverstein - hsilver@depaul.edu

• Instructor of record for Applied Music Recitals

Technical Director: Michael Sportiello - msportie@depaul.edu - HPC room C137

• Collects recording request forms and hires tech crew to work student recitals

Important Deadlines

Fall Quarter Degree Recital Registration
Opens: WEDNESDAY, SEPTEMBER 11, 2019
Closes: TUESDAY, SEPTEMBER 17, 2019

**The fall quarter recital registration period is shorter than winter and spring.
If you are planning a degree recital for fall quarter, it is best to start your program draft during the summer.

Winter Quarter Degree Recital Registration
Opens: MONDAY, SEPTEMBER 16, 2019
Closes: FRIDAY, JANUARY 10, 2020

Spring Quarter Degree Recital Registration
Opens: TUESDAY, JANUARY 21, 2020
Closes: FRIDAY, APRIL 3, 2020

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**

**Undergraduate Recitals** must take place in Brennan Recital Hall

**Graduate/Certificate Recitals** may take place in either Brennan Recital Hall or Allen Recital Hall

**Senior Piano Majors** may use Allen Recital Hall if it is available

- Please tell Aidan Kranz if your recital will be longer than 60 minutes or if your recital involves more than 8 performers

**Recitals may only be scheduled for the following times:**

  **Recitals scheduled at any other time are strictly prohibited**
  **Recitals may not take place during university breaks or exam weeks**

<table>
<thead>
<tr>
<th>Monday – Thursday:</th>
<th>Saturday:</th>
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<tbody>
<tr>
<td>Allen Recital Hall - 8pm</td>
<td>Allen Recital Hall - 12pm, 2pm, 4pm, 7pm, &amp; 9pm</td>
</tr>
<tr>
<td>Brennan Recital Hall - 8pm</td>
<td>Brennan Recital Hall - 12pm, 2pm, 4pm, 7pm, &amp; 9pm</td>
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<tr>
<th>Friday:</th>
<th>Sunday:</th>
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<tr>
<td>Allen Recital Hall - 7pm &amp; 9pm</td>
<td>Allen Recital Hall - 1pm, 3pm, &amp; 5pm</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Grading Policy for Applied Music Degree Recitals**

- Program notes are 25% of the total recital grade and the performance is 75%
  - 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 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**

- Recital cancellations or date changes are only allowed for family or medical emergencies and only with the approval of the student’s applied teacher. Final approval is made by the Chair of Performance, Professor Silverstein
- Unexcused cancellations may impact your final Applied Lesson grade
Booking Your Recital

All eligible dates for recitals can be found on the Degree Recital Scheduling Chart

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

• Fill out the Recital Contract
  - Have more than one desired date and time that works for ALL parties involved with your recital (i.e. your teacher, accompanist, assisting performers, family, etc.)
  - Your applied teacher must sign the contract before it is turned in

• Turn in your recital contract to Aidan Kranz to book recital date and time
  - Look at the Degree Recital Scheduling Chart for eligible dates and deadlines
  - Booking must be done in person

• Sign the bottom of the recital contract with Aidan Kranz
  - Signing the recital contract means you are committed to performing on your scheduled date
  - With the exception of family and medical emergencies, you may NOT change your recital date. If there are extenuating circumstances, you must immediately discuss the conflict with your applied teacher and Professor Silverstein
  - Professor Silverstein must approve any changes made to recital dates and/or times

• Recital confirmation e-mail from Genevieve Beaulieu
  - This includes a scanned copy of your:
    Recital Contract
    Recital Date, Time, Location
    Program Notes Deadline
    Program Printing Deadline

PUT THESE IMPORTANT DATES IN YOUR CALENDAR!

6 CLASS WEEKS before recital date:

• Recital information and program notes due
  - Use the Google Doc template. File>Make a copy>Save as> “Last Name_Degree type” (i.e. Smith_Undergraduate)
  - Share this 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

3 WEEKS before recital date:

• E-mail Genevieve Beaulieu at somrecitals@gmail.com when your program information is finalized
  - All edits should be complete, including those within the program notes
  - You and your applied teacher will be e-mailed a draft of your program
  - Respond with any 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
2 WEEKS before recital date:

- Booking your dress rehearsal
  - You may schedule a 1-2 hour dress rehearsal in the performance hall 2 weeks before your recital date
  - Contact Aidan Kranz to schedule a dress rehearsal either in person or via e-mail

- Request a recording of you 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
  - Family and friends are permitted to use their own audio/video equipment to record for non-commercial use

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 Chartwells, the exclusive caterer of DePaul University. No alcoholic beverages may be served at student recital receptions