Concert Procedures Timeline for Faculty

This timeline is an overview of the steps for **large ensembles, studio features/showcases, & faculty recitals** concert programs. Be sure to read the entire document for more detailed instructions.

Two (2) weeks before program delivery...

1. **Submit program content by given deadline.**

   Program content is due two (2) weeks before the day programs are delivered by the printer. You will receive your concert program content and printer deadlines via email at the beginning of each quarter.

2. **Review program draft.**

   You will receive an electronic PDF copy of the program via email. Look over the program page, bios, program notes and rosters (if applicable) to double check spelling and accuracy of content.

3. **Submit corrections via email or on hard copy by deadline provided.**

   Email or write on a printed copy any corrections needed before your printer deadline.

4. **One (1) week before... Programs are sent to the printer.**

   Programs are sent to the printer one (1) week prior the program delivery deadline. Edits are not allowed once the program has been sent to the printer.

5. **One (1) business day before... Programs are delivered to Performance Office.**

   Programs are delivered one (1) business day prior to your concert. Stage managers will bring the programs to your concert.

Your Concert Date
CONCERT PROCEDURES FOR FACULTY

Instructions for large ensembles, studio features/showcases & faculty recitals

Christina Wyrick, Coordinator of Performance Services, Room 224 773.325.1298 • cwyrick@depaul.edu
Ben Rusch, Facilities Manager, Room 224 773.325.4469 • brusch@depaul.edu
DePaul University School of Music – Updated Winter 2019
Office Hours: Monday-Friday, 9am-12pm, 1p-5pm

Concerts at DePaul School of Music

All ensemble concerts, studio features/showcases, and faculty recitals are scheduled and processed through the Performance Office. The scheduling and staffing of stage managers, stage crews, and ushers is overseen by Ben Rusch, Facilities Manager. In addition to staffing and scheduling performances, professionally printed programs are distributed at all concerts and events at DePaul School of Music. The designing and printing of the programs is overseen by Christina Wyrick, Coordinator of Performance Services.

Large ensemble concerts and many studio features/showcases are scheduled in advance with Performance Chair Julie DeRoche prior to the beginning of the upcoming academic year. The Performance Calendar is then handed off to Ben Rusch, and any additional concerts and recitals can be scheduled with Ben directly.

Submitting Concert Program Content

All concert programs contain a program page listing the repertoire, and biographies of conductors/soloists. Additionally, some programs require program notes, ensemble rosters, texts & translations.

Information for studio features/showcase programs is submitted by the area coordinator/ensemble director. Faculty performing solo recitals are responsible for submitting their own program information. Large ensemble conductors are responsible for submitting their program content; a few large ensembles will have additional support for program notes.

You will receive an email at the beginning of each quarter with specific deadlines pertaining to your concert(s). Programs are delivered one (1) business day prior to the concert. All deadlines are based upon the program delivery date, not the concert date itself. If you did not receive an email with your deadlines, please contact Christina.

Program Page

1. Please email the following information in a MS Word (.doc, .docx) or Pages (.pages) document to Christina at cwyrick@depaul.edu by the deadline sent to you at the beginning of the quarter. Please do not send this information in the body of an email. The text has “hidden” formatting, and copying/pasting into the design software can cause it to crash. Please include the following information:
   » Complete titles of pieces, including opus, K. BWV, etc.
   » Complete titles of movements—please indicate if not performing entire piece
   » FULL names of composers, arrangers/transcribers
   » *Year of composition* (New as of Fall 2016)
   » All assisting performers and instrument/voices types in score order and underneath each piece they are performing (* Note: this excludes large ensembles that use a Personnel List format. Christina will obtain this from music librarians*)
   » An intermission (if applicable)
   » Correct diacritical marks (é, è, ü, ř, â, ç, etc). This site is helpful: www.typeit.org
   » *Approximate duration for each piece is only required for those programs including program notes.*

Translations

Translations must include both original foreign text and translations for all songs performed. Please send the translations as a .doc, .docx, .pages file, separate from other information you are submitting. Translations should include:
   » Full composer name, dates, and title of piece as a heading above each set of translations.
   » Full name of translator (i.e. “translation by _____) at the end of the translated text
   » Websites or hyperlinks are NOT acceptable translation credit.
   » Translations must be in the same program order as the program document.
   » All information must include correct diacritical marks (é, è, ü, ř, â, etc.).
**Program Notes**

- Program notes are required for the following large ensembles: DPSO, DPCO, DPWE, DPWS, and Choirs. All other studio features/showcases and faculty recitals are strongly encouraged to write program notes, however they are not required.
- Program notes should be sent via email as a separate file attachment.
- Please include the following heading format when submitting program notes:
  
  **Complete Title (Year of Composition)**
  **Duration:** (i.e. 22 minutes)

- Please send program notes in a separate attachment from the Program Page information.
- Program notes may not exceed 1,200 words total in length.
- If another faculty member is assigned to write program notes for your ensemble, please be sure you or your music librarian provides them with all program information. (If you are unsure who is writing notes, ask Rachael).

**Biographies**

- Biographies for conductor and soloist, if applicable. (Up to 400 words for faculty member, 250 for non-DePaul guests). If a biography is not submitted for a DePaul faculty member, the biography from the School of Music website will be used.

The Performance Office must print all program material distributed at recitals. Stage Managers are instructed to not pass out any extra documents/programs/text/translations that are not printed by the School. If you have special requests, please talk to Rachael.

**Program Draft Review & Printing**

2. Once the program draft is complete, Christina will email you a PDF file of your concert program. Look over the program page, bios, program notes and rosters (if applicable) to double check spelling and accuracy of content.

3. Submit edits to Christina by provided deadline. Edits may be sent either via email, or you may print out a draft and write corrections on a hard copy.

4. After the program has been approved, programs are sent to the printer one (1) week prior to the program delivery deadline. Edits cannot be submitted once the program has been sent to the printer.

5. Programs are delivered one (1) business day prior to your concert. Stage managers will bring the programs to your concert.

**Times & Locations of Concerts**

Concerts can take place on the following days and times:

**Monday – Thursday:**
- Gannon Concert Hall at 7 p.m.
- Corboy Jazz Hall at 7 & 9 p.m.
- Allen Recital Hall at 8 p.m.
- Brennan Recital Hall at 8 p.m.

**Friday:**
- Gannon Concert Hall at 8 p.m.
- Corboy Jazz Hall at 8 & 10 p.m.
- Allen Recital Hall at 7 & 9 p.m.
- Brennan Recital Hall at 7 & 9 p.m.

**Saturday:**
- Concert Hall at 3 & 8 p.m.
- Corboy Jazz Hall at 1, 3, 5, 8 & 10 p.m.
- Allen Recital Hall at 12, 2, 4, 7 & 9 p.m.
- Brennan Recital Hall at 12, 2, 4, 7 & 9 p.m.

**Sunday:**
- Gannon Concert Hall at 2 & 6 p.m.
- Corboy Jazz Hall at 2 & 4 p.m.
- Allen Recital Hall at 1, 3 & 5 p.m.
- Brennan Recital Hall at 1, 3 & 5 p.m.

**Dress Rehearsals & Recordings**

- Usually you will have access to the performance hall about two (2) hours prior to concert time. This amount of time may be altered if there is a performance preceeding your concert time (i.e. your concert is at 3 p.m. and there is another concert at 1 p.m.). Faculty recital dress rehearsals are arranged with Facilities Manager Ben Rusch and may be scheduled in person or via email. The amount of dress rehearsal time depends on hall availability; please keep in mind scheduling can be particularly challenging in spring quarter due to the high volume of student recitals.

- All School of Music concerts & events (excluding solo student recitals) are automatically scheduled to be professionally recorded. Please contact Thomas Miller at tmiller@depaul.edu for any questions about recordings as the Performance Office is not involved with the recording process. Family or friends are permitted to use their own audio/video equipment to record for non-commercial use only.
**INSTRUMENTS AND OTHER EQUIPMENT REQUESTS**

» Hamburg Steinway piano: to use our top performing piano, you must request access by contacting Keyboard Coordinator, George Vatchnadze vatchnadze@gmail.com

» Harpsichord or Organ: to request the use and tuning of these instruments, please contact our Baroque Ensemble director, Jason Moy jmoy12@depaul.edu

» Video requests: Would you like a video recording of your performance? Please fill out a [Request Form](#) at least 2 business days in advance of your concert, and Technology Manager Brian Gier will be in touch.

» PA speaker and microphone: If you are looking to speak from the stage and would like to use a microphone, please contact Facilities Manager Ben Rusch brusch@depaul.edu

» Stage setup: If you have any special requests for stage setup, please be specific and be sure to discuss this with Ben as soon as possible.