



# DEPAUL UNIVERSITY

## SCHOOL OF MUSIC

### Classical Degree Recitals

*Important information on pages 1-2, detailed timeline on page 3*

Facilities Manager: **Julia Miller** - JMILL170@depaul.edu - HPC139

- Schedules recital dates

Performance Coordinator: **Genevieve Beaulieu** - gbeaulie@depaul.edu - SOM North 304

- Main point of contact for student recitals; designs recital programs

Production Office: **Michael Sportiello & Payton Kaye** - somproduction@depaul.edu - HPC139

- Hires stage and tech crews for recitals

Program Notes Coordinator: **Jason Moy** - jmoy12@depaul.edu

- Reads, edits, and grades program notes for student recitals

Performance Chair: **Erica Neidlinger** - ENEIDLIN@depaul.edu

- Instructor of Record for Applied Music Recitals; submits all degree recital grades

### Important Deadlines

#### Fall Quarter Degree Recital Registration

Opens: Wednesday, June 28, 2023

Closes: Tuesday, September 12, 2023

#### Winter Quarter Degree Recital Registration

Opens: Saturday, October 28, 2023

Closes: Saturday, January 13, 2024

#### Spring Quarter Degree Recital Registration

Opens: Monday, January 22, 2024

Closes: Monday, April 8, 2024

### 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 complete a contract for a degree recital in the correct quarter

## 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 for that quarter
- 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 will be enrolled for 0 credits
  - Undergraduate students who began their program Fall 2018 or later will be enrolled for 2 credits
  - Graduate students will be enrolled for 0 credits

Once your contract is approved by applied faculty, your information the Performance Office and College Office will enroll you. You cannot enroll yourself for Degree Recitals

## Locations, Times, and Durations of Recitals

Classical recitals are primarily held in Allen Recital Hall or Brennan Recital Hall, and will be booked adhering to the following schedule:

Monday-Thursday	7:00 PM
Friday	6:00 PM, 9:00 PM
Saturday	12:00 PM, 3:00 PM, 6:00 PM, 9:00 PM
Sunday	12:00 PM, 3:00 PM, 6:00 PM

In the event a classical recital is held in the Choral Rehearsal Hall, it will be booked adhering to the following schedule:

Monday-Friday	7:00 PM
Saturday	1:00 PM, 4:00 PM, 7:00 PM
Sunday	1:00 PM, 4:00 PM

Your event, including an optional 10 minute intermission, may not exceed 75 minutes

Recitals may not take place on University holidays, during exam weeks, or over winter, spring, or summer class breaks

## 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
- Program Notes will be graded according to the [Degree Recital Program Notes Rubric: 2023-24 Academic Year](#)
- Program notes submitted more than 6 days late will automatically receive a 0. If your program notes are submitted more than 6 days late, Prof. Moy will determine if there is enough time to proofread the notes and include them in your printed program. Students that neglect to turn in program notes will also receive a 0.
- Your applied teacher will issue the performance grade and Professor Moy will issue the program notes grade. Everything is then submitted to Dr. Neidlinger, 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, Dr. Neidlinger. Please notify Julia Miller as soon as possible in the event of a date change or cancellation
- While recital grades and applied lesson grades are separate, an unexcused recital cancellation may impact your final Applied Lesson grade

# Timeline for 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 three desired dates and times 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 Julia Miller. You will receive email confirmation

Program information will follow in an e-mail from Genevieve Beaulieu

- This includes program notes and printing deadlines, as well as a Google Folder where all of your recital information will be submitted and shared with appropriate staff and faculty

## **4 CLASS WEEKS before recital date:**

**Recital program and program notes due** - Use the [Google Doc Template](#) found in your Google Folder to fill in repertoire details - copy and paste page two for the number of pieces you are performing

- See [Here](#) for help and information on program notes. Total program notes should be between 400-1000 words
- Add program notes 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](#), found in your Google Folder, as necessary for your program

**Optional:** Book your dress rehearsal between 4-1 weeks ahead of your recital

- If possible, your dress rehearsal will be scheduled in the performance hall of your recital
- Sign up for your dress rehearsal using [ASIMUT](#) and email Julia Miller with any questions
  - **For Classical Piano students giving recitals in Allen:** reach out to Julia Miller once your dress rehearsal is reserved to make sure the Hamburg piano is available

## **3 WEEKS before recital date:**

**Optional:** Add a headshot to your Google Folder to advertise your recital

## **2 WEEKS before recital date:**

You and your applied teacher will be emailed a draft of your program with edits made by Prof. Moy

Both applied faculty and student should respond with any additional edits and/or approval to print

## **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\***

## **1-2 DAYS before recital date:**

Show Advance will be created by the Production Office, emailed to you, and put into your Google Folder. Please review and contact [somproduction@depaul.edu](mailto:somproduction@depaul.edu) right away if any information is incorrect

## **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 will open no later than 10 minutes before recital start time
- Ushers will bring your recital programs to hand out to audience members
- Students wishing to have receptions following their recital may utilize the HPC Café or Music North Student Lounge on a first come, first served basis. No alcoholic beverages may be served at these receptions