



# DEPAUL UNIVERSITY

## SCHOOL OF MUSIC

### Classical Non-Degree Recitals

*Important information on page 1, detailed timeline on page 2*

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

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

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

### 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

Non-degree recitals may take place any class weeks in Fall or Winter quarters. Due to the number of recital requests in Spring Quarter, **non-degree recitals may only take place the first four weeks of Spring Quarter**

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

### 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

## Booking Your Recital and Program Information

### **3-6 CLASS WEEKS before desired recital date:**

Look at the [Non-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:**

**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 CLASS WEEKS before recital date:**

**Recital program 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

- Use the [Text & Translations template](#), found in your Google Folder, as necessary for your program

**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

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