



# DEPAUL UNIVERSITY

## SCHOOL OF MUSIC

### Jazz 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

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 three types of degree recitals: **Junior, Senior, and Graduate**  
-Graduate students are required to present a degree recital each of their two years in residence

### 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

**Jazz Studies Recitals** will be given priority to use Dempsey Corboy Jazz Hall, adhering to the following schedule:

Monday-Thursday	8:30PM
Friday	4:30 PM, 8:30 PM
Saturday-Sunday	12:30PM, 4:30PM, 8:30PM

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

## Speaking to Your Audience

Written program notes will not generally be required of Jazz Studies students, as the tradition of presenting information verbally from the stage is a learning experience. Therefore, students will be expected to present program information and introduce members of the groups verbally, as they would in professional jazz concerts and events. Individual applied instructors may require written notes. Please notify Genevieve Beaulieu if you need to include program notes.

## Grading Policy for Applied Music Degree Recitals

Your applied teacher will issue the performance grade. It 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:**

If program notes are required by your applied faculty, they are due 4 weeks before your performance. Jazz Studies Recital programs without program notes are due 3 weeks before your performance. 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
- If required, add program notes for each piece on your recital
- Failure to meet your program notes deadline will result in a recital grade reduction

**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

## **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

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