Jazz Non-Degree Recital Timeline
See a more detailed timeline on pages 3 & 4

AT LEAST 3 WEEKS before desired recital date, but after the registration deadline:
  Find all deadlines & eligible recital dates on the Non-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

3 WEEKS before recital date:
  Finalized recital program information due
    - Google Doc template
    - Allow access for somrecitals@gmail.com to edit
    - You and your applied teacher will receive an e-mail from 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, dress rehearsals, and hires crew to work student recitals

Coordinator of Performance Services: Genevieve Beaulieu - 773.325.1298 - somrecitals@gmail.com; gbeaulie@depaul.edu - room 304
• Designs recital programs

Performance Chair: Harry Silverstein - hsilvers@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

Location, Duration, and Times of Recitals

Jazz Recitals take place in Dempsey Corboy Jazz Hall on the second floor of HPC

• Please tell Aidan Kranz if your recital will be longer than the times listed below or if your recital involves more than 8 performers
  - Junior recitals are 45 minutes in length
  - Senior recitals are 60 minutes in length
  - Graduate and Certificate recitals are 75 minutes in length

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**

  Monday – Friday: 7pm & 9pm
  Saturday: 1pm, 3pm, 5pm, 8pm, & 10pm
  Sunday: 2pm & 4pm

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.

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 Non-Degree Recital Scheduling Chart

**AT LEAST 3 WEEKS before desired recital date, but after 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
  - 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 Deadline
    - Program Printing Deadline

**PUT THESE IMPORTANT DATES IN YOUR CALENDAR!**

**3 WEEKS before recital date:**
- Recital information 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
  - Fill in repertoire details and copy and paste for the number of pieces you are performing
  - E-mail Genevieve Beaulieu at somrecitals@gmail.com when your program information is finalized
- 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