



# DEPAUL UNIVERSITY

## SCHOOL OF MUSIC

### Jazz Non-Degree Recitals

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

Facilities Manager: **Julia Miller** – [jmill170@depaul.edu](mailto:jmill170@depaul.edu) – HPC C139

*Primary point of contact for recital scheduling*

Interim Performance Coordinator: **Ava Neal** – [aneal10@depaul.edu](mailto:aneal10@depaul.edu) – SOM 212

*Primary point of contact for recital programs and design*

Production Office: **Michael Sportiello & Payton Kaye** – [somproduction@depaul.edu](mailto:somproduction@depaul.edu) – HPC C139

*Primary points of contact for stage and tech needs for recital*

Program Notes Coordinator: **Jason Moy** – [jmoy12@epaul.edu](mailto:jmoy12@epaul.edu)

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

Performance Chair: **Erica Neidlinger** – [endeidlin@depaul.edu](mailto:endeidlin@depaul.edu)

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

### Locations, Times, and Durations of Recitals

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

Monday – Friday	6:30 PM
Saturday	12:30 PM, 4:30 PM, 8:30 PM
Sunday	12:30 PM, 4:30 PM, 8:30 PM

**Your recital, including an optional 10-minute intermission, may not exceed 75 minutes.**

Non-degree recitals may take place any 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.

### 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 Ava Neal ([aneal10@depaul.edu](mailto:aneal10@depaul.edu)) if you need to include program notes.

### Cancellation Policy

- Cancellations must be approved by the Chair of Performance, Dr. Neidlinger. Approval will only be given in extreme circumstances (illness, injury, family emergency).
- Please notify Julia Miller ([jmill170@depaul.edu](mailto:jmill170@depaul.edu)) as soon as possible in the event of 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

## **6-8 CLASS WEEKS before desired recital date and before the registration deadline**

- Confer with ASIMUT, your applied lessons teacher, accompanist, assisting performers, and family to identify possible recital dates and times.
- Look at the [Non-Degree Scheduling Chart](#) to see when your booking window opens.
- Submit a [Recital Request Form](#).
- Your applied lessons teacher will be sent an email asking for approval.

Once approved by the Facilities Manager and your applied lessons teacher, you will receive a booking confirmation email. A OneDrive folder will be shared with you where all of your recital information will be submitted and shared with appropriate staff and faculty.

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

**Recital program due** – use the template found in your OneDrive folder to fill in repertoire details – copy and paste page two for the number of pieces you are performing.

**Optional:** Add a headshot to your OneDrive folder to advertise your recital.

**Optional:** Book your dress rehearsal through ASIMUT ([see this tutorial for information and help](#)).

- The booking window is 3-1 weeks ahead of your preferred dress rehearsal date.
- Organ will not be available for dress rehearsals. You should utilize the Baroque Room (C127) to rehearse with harpsichord and/or organ. These instruments will be available in the hall 1 hour prior to your performance.

## **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 OneDrive 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 60 minutes before your recital.
- Doors will open no later than 10 minutes before your recital start time.
- Ushers will bring your recital program 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.