



# DEPAUL UNIVERSITY

## SCHOOL OF MUSIC

### Jazz Degree Recitals

*Important information on pages 1-2, detailed timeline on pages 3-4*

Facilities Manager: **Aidan Kranz** - 773.325.4469 - aidan.kranz@depaul.edu - HPC139

- Schedules recital dates and hires crew to work student recitals

Performance Coordinator: **Genevieve Beaulieu** - 773.325.1298 - gbeaulie@depaul.edu - SOM North 304

- Designs recital programs

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

- Instructor of record for Applied Music Recitals

Technical Director: **Michael Sportiello** - msportie@depaul.edu - HPC139

- Collects recording request forms and hires tech crew to work student recitals

### Important Deadlines

#### Fall Quarter Degree Recital Registration

Opens: Wednesday, June 30, 2021

Closes: Tuesday, September 14, 2021

#### Winter Quarter Degree Recital Registration

Opens: Monday, October 25, 2021

Closes: Sunday, January 9, 2022

#### Spring Quarter Degree Recital Registration

Opens: Monday, January 17, 2022

Closes: Friday, April 1, 2022

### Types of Degree Recitals

- There are four 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
- 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 should be enrolled for 0 credits
  - Undergraduate students who began their program Fall 2018 or later should be enrolled for 2 credits
  - Graduate students should enroll for 0 credits
  - The College Office registers degree recital credits for you

## Location, Duration, and Times of Recitals

**Jazz Studies Recitals** will be given priority to use Dempsey Corboy Jazz Hall

Please note in your contract if you anticipate your recital will be longer than 60 minutes

Recitals may not take place during University holidays or during exam weeks

## 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 the Aidan Kranz as soon as possible in the event of a date change or cancellation.
- Unexcused cancellations may impact your final Applied Lesson grade

# 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 more than one desired date and time 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 Aidan Kranz. You will receive email confirmation
- Program information will follow in an e-mail from Genevieve Beaulieu
  - This includes program and printing deadlines

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

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

- If program notes are required by your applied faculty, they are due 6 weeks before your performance
  - Use the [Google Doc template](#). File>Make a copy>Save as>“Last Name\_Degree type”
  - Share document with [somrecitals@gmail.com](mailto:somrecitals@gmail.com) and allow access to edit
  - See [Here](#) for help and information on program notes
  - Fill in repertoire details and copy and paste for the number of pieces you are performing
  - Add program notes after repertoire for each piece on your recital
  - Failure to meet your program notes deadline will result in a recital grade reduction

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

- Recital information due for those who are not required to write program notes
  - Use the [Google Doc template](#). File>Make a copy>Save as>“Last Name\_Degree type”
  - Share document with [somrecitals@gmail.com](mailto:somrecitals@gmail.com) and allow access to edit
  - Fill in repertoire details and copy and paste for the number of pieces you are performing
- **Optional:** Submit a headshot to [somrecitals@gmail.com](mailto:somrecitals@gmail.com) to advertise your recital
- **Optional:** Request a recording of your 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
  - You are permitted to use your own audio/video equipment to record for non-commercial use, free of charge

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

- You and your applied teacher will be emailed a draft of your program
  - Respond with any additional 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
- **Optional:** Booking your dress rehearsal
  - If possible, your dress rehearsal will be scheduled in the performance hall of your recital.
  - Contact Aidan Kranz to schedule a dress rehearsal either in person or via e-mail

**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\***

**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 Blue Demon Dining, the exclusive caterer of DePaul University. No alcoholic beverages may be served at student recital receptions

