



DEPAUL UNIVERSITY

SCHOOL OF MUSIC

Classical Non-Degree Recitals

Important information on page 1, detailed timeline on pages 2-3

Facilities Manager: **Julia Miller** - 773.325.4469 - JMILL170@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

Locations, Times, and Durations of Recitals

Graduate/Certificate Recitals will be given priority to use Allen Recital Hall

Undergraduate Recitals will be primarily booked in Brennan Recital Hall

All classical recitals in Allen and Brennan 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

Any classical recitals in the Choral Rehearsal Hall 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

Please note in your contract if you anticipate your recital will be longer than 60 minutes. Your event, including 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 during University holidays or during exam weeks.

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.

Unexcused cancellations may impact your final Applied Lesson grade.

Booking Your Recital and Program Information

AT LEAST 3 WEEKS before desired recital date, but after the registration deadline:

- Look at the [Non-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 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

PUT ALL IMPORTANT DATES IN YOUR CALENDAR!

3 CLASS WEEKS before recital date:

- Recital program due
 - Use the [Google Doc template](#). File>Make a copy>Save as>“Last Name_Degree type”
 - Share 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
 - See [Here](#) for help and information on text and translation
 - Use the [Text & Translations template](#) as necessary. File>Make a copy>Save as>“Last Name_Text”
 - Share document with somrecitals@gmail.com and allow access to edit
- **Optional:** Submit a headshot to 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 Julia Miller 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.

