



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 – HPC C139

Primary point of contact for recital scheduling

Performance Coordinator: **Ava Neal** – aneal10@depaul.edu – SOM 212

Primary point of contact for recital programs and design

Production Office: **Michael Sportiello & Payton Kaye** – somproduction@depaul.edu – HPC C139

Primary points of contact for stage and tech needs for recital

Program Notes Coordinator: **Jason Moy** – jmoy12@epaul.edu

Reads, edits, and grades program notes for student recitals

Performance Chair: **Michael Lewanski** – mlewansk@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	2:30 PM, 6:30 PM
Sunday	2:30 PM, 6:30 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.

Cancellation/Rescheduling Policy

If you need to cancel your recital, please “reply all” to your recital confirmation email or fill out the [Recital Cancellation Form](#) at least 48 hours ahead of your scheduled recital time, after receiving approval from your applied lessons faculty. Rescheduling your recital will follow the same timeline as requesting a new recital and may not be possible depending on timing.

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.

4 CLASS WEEKS before the recital date (IF your instructor requires program notes):

- Submit the Recital [Program and Production Form](#).
- [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.

3 WEEKS before recital date (IF your instructor does not require program notes):

- Submit the Recital [Program and Production Form](#).

Optional: Email a headshot to your Janice Hay (janice.hay@depaul.edu) to advertise your recital.

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

- The booking window is 3-1 weeks ahead of your preferred dress rehearsal date.
- Harpsichord will not be available for dress rehearsals. You should utilize the Baroque Room (C127) to rehearse with harpsichord. These instruments will be moved to 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.

6 BUSINESS DAYS 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. Please review and contact 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. Venue staff cannot provide a table for your reception and no alcoholic beverages may be served.