



DEPAUL UNIVERSITY

SCHOOL OF MUSIC

Classical 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

Locations, Times, and Durations of Recitals

Classical recitals are held in Allen Recital Hall or Brennan Recital Hall, and 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, 7:00 PM

If you are having trouble finding a time that works for all parties in the recital hall, email Julia Miller (jmill170@depaul.edu) to inquire about other options.

Your recital, including an optional 10-minute 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 on university holidays, during exam weeks, or over winter, spring, or summer class breaks.

Cancellation Policy

- Cancellations must be approved by the Chair of Performance, Prof. Lewanski. Approval will only be given in extreme circumstances (illness, injury, family emergency).
- Please notify Julia Miller (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.

3 WEEKS before recital date:

- **Recital program and program notes due** – submit the [Recital Program and Production Form](#).
- Use the Text & Translations option as necessary for your program.

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 and 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.
- **Classical Piano students booking a dress rehearsal in Allen:** reach out to Julia Miller **at least 1 week in advance** to ensure the Hamburg can be available for your dress rehearsal. *Please note, Classical Piano students may only use the Hamburg for rehearsals and recordings 2 hours per quarter.*

2 WEEKS before recital date:

You and your applied teacher will be emailed a draft of your program with edits made by Prof. Moy. 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. 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
- You will be given the green room backstage to safely store your belongings
- 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.