



# 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](mailto:jmill170@depaul.edu) – HPC C139

*Primary point of contact for recital scheduling*

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: **Michael Lewanski** – [mlewansk@depaul.edu](mailto: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](mailto: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

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.

## **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](mailto: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](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
- 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.