



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

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 WEEKS before recital date:

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

- Bookings open 4 weeks ahead of desired rehearsal date and close 1 week ahead of desired rehearsal date.
- **Students may only sign up for one (1) 2-hour dress rehearsal per recital. No exceptions will be made.**
 - If you sign-up for more than one dress rehearsal, your first rehearsal will remain, and your subsequent rehearsals will be deleted.

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.

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.