

Concord Music Program Staff Accompanist Policies and Information

(Updated December 2016)

The Staff Accompanist is available for many of the music department's on campus needs. Below are the items and procedures for accompanying services.

Time Allotment for Rehearsals

- **Jury:** up to 8 half-hour rehearsals
- **Junior Standing Jury:** up to 10 half-hour rehearsals
- **Senior Recitals:** up to 12 half-hour rehearsals, plus dress rehearsal
- *All other recitals, at the Staff Accompanist's discretion.

Scheduling Rehearsals: Schedule rehearsals on the sign-up sheet posted on my office door (room M06). Unless specified, all rehearsals will occur in the Staff Accompanist Office. Time slots in 30 minute increments will be listed. Write your name and the piece(s) we will rehearse in ONE time slot. See format below:

10:00-10:30: Student No. 1 Name, Franck Sonata Mvt. 1

10:30-11:00: Student No. 2 Name, Alma del core and Debussy

- a) Students must sign-up for a rehearsal at least one week in advance. Sign-up sheets will be posted two weeks in advance.
- b) Students preparing a jury may sign up for **one** 30-minute rehearsal per week.
- c) Students preparing a junior standing jury or senior recital may sign up for **two** 30-minute rehearsals per week.
- d) Students preparing a senior recital may receive more than 60 minutes of rehearsal per week *only* to facilitate a coaching with the applied teacher.
- e) Students must wait
One week to schedule a rehearsal after submitting vocal repertoire.
Two weeks to schedule a rehearsal after submitting instrumental repertoire.

If the student is late for a rehearsal, the Staff Accompanist is not obligated to extend the rehearsal or make-up lost time. If the student misses a rehearsal, the rehearsal will not be made up and will be counted towards the allotted number of rehearsals for the semester. Rehearsals will not be rescheduled, please plan accordingly to avoid missing a rehearsal.

The Staff Accompanist is not responsible for teaching the music to the student. Although the Staff Accompanist is willing to help the student as needed, students should not depend on the Staff Accompanist to teach notes, rhythms, etc.

To make the most out of your rehearsal, consider the following:

1. Come ready to rehearse. Warm-up prior to rehearsal and have music in order.
2. Have a rehearsal plan. Ask the Staff Accompanist to rehearse passages that may need extra attention.
3. Have instrument out of case and assembled prior to entering the rehearsal.

Score Deadlines: Some scores are more technically difficult than others. It is imperative that students give the Staff Accompanist adequate time to prepare music for rehearsals and performances. To ensure quality of performance, please provide the Staff Accompanist with scores at the earliest opportunity. Scores may be placed in the Staff Accompanist folder located on the door of room M06.

Scores for juries and general recitals must be turned in 2 weeks prior to the scheduled performance. No music will be accepted after April 14 for these activities.

Scores for junior standing juries and senior recitals must be turned in 4 weeks prior to the scheduled performance. No music will be accepted after April 7 for junior standing juries.

Changes to Repertoire: If changes are made to performance repertoire, the Staff Accompanist must be notified and given the music immediately. If the new repertoire is extremely difficult and late notice prevents the Staff Accompanist from adequately preparing the new material in time for performance, the Staff Accompanist reserves the right to refuse new material.

Turning in Scores: Original and photo copied scores both are acceptable. Photo copied scores are to be cleanly copied. Be sure that everything that shows on the original shows on the copied page. The Staff Accompanist reserves the right to refuse scores with cut-off notes. Photo copies should be single-sided. Students do not need to hole-punched and/or placed in a binder. The Staff Accompanist will arrange music in a binder that will best facilitate page turns. When turning in scores to the Staff Accompanist, clip all music together and provide a cover sheet that details: 1) your name, 2) repertoire included (if in multiple movements, please list which movements will be performed, 3) Concord Email.

Note any information that would be helpful to the Staff Accompanist in performance preparation (e.g. tempo markings, breath markings, cuts, etc.). It is convenient to have measure numbers marked at the beginning of each line for quick starts during rehearsals.

Please be sure you own an original version of the music you are performing. In accordance to copyright laws, at the conclusion of the semester, all photo copies will be destroyed by the Staff Accompanist unless the student specifies they will be using the same music during the following semester.

Scheduling Recitals

1. Please confirm your performance on the **General Recital** at least one week before the scheduled date.
2. Please check your preferred date(s) with the Staff Accompanist before scheduling your **Senior Recital or Joint Recital**.
3. Please notify the Staff Accompanist of the dress rehearsal time at least two weeks in advance.

Failure to meet any of the above requirements or deadlines may result in the Staff Accompanist NOT accompanying the student on recital

Accompanying Request Form

Name: _____

774#: _____

Email: _____

Studio Teacher: _____

Please check the box that applies:

Jury Junior Standing Jury Senior Recital Joint recital

By signing below, the student understands the requirements and procedures of collaboration with the Staff Accompanist outlined in the Accompaniment Guidelines for Students.

Signature: _____

Date: _____

Return this form to Dr. Womack ASAP via the envelope for scores on his door.