

**SIU School of Music**  
**Accompanying and Recital Scheduling Policy Handbook**  
**2017-2018**

**Accompanying Coordinator: Dr. Kato**  
**Office: Altgeld 206**  
**Email: yukokato@siu.edu**

**General Accompanying Policy:**

The goal of these policies is to provide music students with school-provided (free) accompanists for their degree recitals, upper divisional juries and semester juries while spreading the workload for the Staff Pianist and Piano Graduate Assistants as evenly and appropriately as possible throughout the academic year.

**This Handbook outlines the following information:**

- 1) Requesting a Pianist for Juries, Convocations, Concerto Competitions and Studio Recitals
- 2) Requesting a Pianist for a Degree Recital
- 3) Student Recital Scheduling Process
- 4) Accompanying Hours for Recitals, Lessons, Convocation and Juries
- 5) Guidelines for a Professional Collaborative Relationship
- 6) Accompanying Timesheets for Pianists
- 7) Recording Service Policies

**Accompanying Priority List**

The Accompanying assignments are made based on the following priority ranking:

- Graduate Degree Recitals
- Senior Degree Recitals
- Choral Ensembles
- Junior Performance Degree Recitals
- Upper Divisional Juries
- Opera/Musical Theater Productions
- Juries other than Upper Divisionals
- Faculty Recitals
- Non-degree student recitals

## **I. REQUESTING A PIANIST for juries, convocations, concerto competitions and studio recitals**

### **Due at least 5 week prior to the performance**

If you would like an pianist to be assigned to you for any of the performing situations listed above, an **Accompanying Request Form** should be filled out and turned in to Dr. Kato's mailbox at least 5 weeks prior to the performance – more if the difficulty of the piece requires additional prep time for the pianist. Forms are available at the Music Office and outside Altgeld 206. Please note that **your music must be included with this form**, and you must have a regular scheduled lesson time with your applied teacher. Incomplete Requests will be returned to the Teacher's mailbox.

After submitting your Accompanying Request and along with your music, Dr. Kato will assign a pianist to work with you. The student, teacher, and assigned pianist will receive an email including the assignment and the total amount of time the student has with the pianist for lessons, rehearsals, and performances. This number varies due to the difficulty of the repertoire.

## **II. REQUESTING A PIANST for a degree recital**

### **Due at least 6 weeks prior to the performance.**

**All Requests must go through the Accompanying Coordinator. Do not make arrangements with the Staff Accompanist or GA on your own.**

If you would like an accompanist to be assigned to your recital, an **Accompanying Request Form** should be filled out and turned in to Dr. Kato as part of the Recital Scheduling Process at least 6 weeks in advance. At the time of request, a recital date must have been selected, repertoire selected, paperwork filled out, **and music submitted** with the Accompanying Request Form. Incomplete Requests will be returned to the Teacher's mailbox. **Please see the Student Recital Scheduling Process section below for full details in this process.**

After submitting your Accompanying Request and along with your music, Dr. Kato will assign a pianist to work with you. The student, teacher, and assigned pianist will receive an email including the assignment and the total amount of time the student has with the pianist for lessons, rehearsals, and performances. This number varies due to the difficulty of the repertoire.

Forms are available at the Music Office and outside Altgeld 206.

### **III. STUDENT RECITAL SCHEDULING PROCESS**

- 1) Student recitals should not be scheduled during exam week in either semester.
- 2) Recitals should not be scheduled opposite large ensemble concerts or dress rehearsals.
- 3) All non-degree recitals that need a School Accompanist must occur prior to March 24, 2018.
- 4) There are THREE times each year when student recitals can be scheduled:**
  - a) Students wishing to perform their recital in the Fall semester will be able to sign-up beginning **Monday September 11, 2017 at 1:00pm**.
  - b) Students wishing to perform their recital in the Spring semester prior to Spring Break (before March 10) can sign-up starting on **Monday Nov. 20, 2017 at 1:00pm**.
  - c) Students wishing to perform their recital in the Spring semester after Spring Break can sign-up starting **Monday January 22, 2018 at 1:00 pm**.
- 5) Check the School of Music Calendar**
  - Students should find possible dates with their Applied Teacher (online master schedule)
  - Avoid large ensemble concerts and dress rehearsals.
  - If you are already working with an accompanist, check his/her availability for those dates.
  - Take your possible dates and go to the Music Office to reserve a tentative date and time
- 6) Fill out the blue recital form** and have your Applied Teacher sign it. Return the completed form to the Music Office. *Your date is not official until you return your form.*
- 7) If you need an accompanist**, after doing all of the above, complete an Accompanying Request Form (including the proposed recital date) and turn it in along with your music to Dr. Kato's mailbox.
- 8) No changes in repertoire will be allowed once the Accompanying Request Form has been submitted** and an accompanist assigned. Be sure to have all of your music in hand prior to filling out the accompanying request.
- 9) Students doing half-recitals** (Music Ed., Junior Performance, etc.) **must pair up with another student doing a half-recital** to make a full recital.
- 10) Recital previews** will be held 2 – 3 weeks prior to the recital date based on the policy within each Area of the School of Music (Brass, Percussion, Winds, Voice, Strings, and Piano).
- 10) Students who postpone or cancel their degree recitals** must pay a **Recital Cancellation Fee of \$75** except in cases of special circumstances such as a death in the family, serious illness, etc. In such cases, a written appeal to the Accompanying Coordinator and the Director of the School of Music is required to have the fee waived.
- 11) If your recital date cannot be covered with a school accompanist**, you can make your own arrangements for an outside accompanist who is not being paid by the School of Music and take any date that is available on the School of Music calendar.

#### **IV. ACCOMPANYING HOURS**

The total hours listed below is the **maximum** allowed for recitals, convocations and juries, and lessons. The total hours listed can be exceeded if the Accompanist, Instructor, or Student feels that the repertoire requires more rehearsal or lesson time and communicates this in advance to the Accompanying Coordinator.

#### **RECITALS:**

Graduate Voice	18 hours
Undergraduate Voice (Full recital)	15 hours
Undergraduate Voice (Half recital)	10 hours
Graduate Instrumental	15 hours
Undergrad Instrumental (Full recital)	12 hours
Undergraduate Instrumental (Half recital)	8 hours
Instrumental Upper Divisional Juries	4 hours
Instrumental Convocations and Juries (140-540)	3 hours

#### **VOCAL LESSONS:**

Students with 60-min lessons:

- 45 minutes/week for lessons
- 40 minutes/week for rehearsals

Students with 30-min lessons:

- 20 minutes/week for lessons
- 20 minutes/week for rehearsals

Pianists meet with vocalists each week for 11-12 weeks of the semester. Because of this, there will be **no additional rehearsals or lessons** other than the weekly assignment outlined above. Singers should not request additional rehearsal time with pianists before juries. If a singer cancels his/her scheduled rehearsal time and is unable to reschedule that time with the pianist during the same week, that time will not be made up by the pianist.

**Graduate Accompanists** are assigned with both the previous priority list in mind as well as the educational needs of those involved in the partnership.

**Undergraduate Piano Majors** who are required to accompany as part of their degree requirements – all BM degrees, including those enrolled in MUS 341, Collaborative Piano Ensemble - will be assigned by the Accompanying Coordinator and must meet with their partners at least 12 times each semester – no fewer than 6 lessons and 6 rehearsals. It is expected that this is a regular on-going commitment and process.

## **V. GUIDELINES FOR A PROFESSIONAL COLLABORATIVE RELATIONSHIP**

### **VOCALIST/INSTRUMENTALIST RESPONSIBILITIES**

*The accompanist should be able to expect the following from his/her partner:*

- 1) Music (real parts (preferred) or copies) will be provided at least 1 week before the first rehearsal. All copies will be readable and should be placed double-sided in a three-hole binder.
- 2) There should be adequate notice of the accompanist's need to be in a lesson – at least 3 days in advance.
- 3) The collaborative partner will arrange and schedule rehearsal times with the accompanist and will show up on time and prepared. Rehearsal time with a pianist is not practice time – it is rehearsal time. Both parties should prepare their part on their own outside of rehearsals.
- 4) The Pianist will be given at least 24-hours notice if a lesson or rehearsal needs to be cancelled. Less than 24 hours notice will result in the missed time not being made up; the pianist will receive credit for the time.
- 5) It is extremely unprofessional to not show up for a rehearsal or lesson without any notice. Should this happen more than twice, the pianist will be excused from the accompanying assignment and the partner will become responsible for making his own accompanying arrangements.

### **ACCOMPANIST RESPONSIBILITIES**

*The vocalist or instrumentalist should be able to expect the following from their pianist:*

- 1) The pianist will have prepared the music prior to the first rehearsal.
- 2) The pianist will show up for lessons and rehearsals on time. Rehearsal and lesson time with a partner is not personal practice time – it is rehearsal time to make better music and art together.
- 3) The pianist will be equally involved in scheduling and arranging rehearsal times. BOTH parties should be proactive regarding the scheduling of rehearsals and lessons.
- 4) Any cancellation of a rehearsal and lesson by the pianist will be made with at least 24 hours notice. Less than 24 hours notice will result in the missed time being made up with the pianist at the earliest possible time.
- 5) The pianist will be dressed appropriately for your performance, matching the level of dress worn by the performer. This should be discussed prior to the performance.
- 6) The accompanist will make arrangements for a page-turner as needed.

## **VI. ACCOMPANYING TIME SHEETS FOR PIANISTS (available outside Altgeld 206)**

Pianists should keep a time sheet for each student they accompany. Time sheets must be filled out by all student accompanists (including Graduate Assistants) and should be signed by the collaborative partner at each rehearsal and by their teacher at each lesson. This is to help keep track of all accompanying work for the semester. At the end of the semester, turn in all timesheets to the Accompanying Coordinator.

Accompanying GAs must also fill out a **GA timesheet** and return it to the GA Timesheet mailbox every Monday.

## **VII. RECORDING SERVICE POLICIES**

1. Undergraduate recitals are not recorded automatically. If you wish to contract with Recording Services the fee must be paid at the time your scheduling request is received. All fees go towards maintaining and purchasing equipment.
2. Scheduling requests made less than two weeks before recital date may not be recorded due to conflicts. Fees are reimbursed if recording or recital does not take place.
3. Graduate recitals are recorded automatically if part of the degree requirement.
4. University Ensembles and faculty recitals are recorded automatically.
5. Visiting artist recitals are recorded only with the permission of the performer.
6. Masters of all recordings are kept on file by the Recording Service.
7. Each performer will receive one copy of the recording free of charge. Larger ensemble performers need to pay for copies.
8. Copies of recordings are available by request to the School of Music Main Office. Some recordings of faculty and guest artists may not be available if the performers do not give permission to copy. All copies must adhere to Copyright Law.
9. Master recordings are made using a selection of high-quality microphones and recording equipment. It is up to the discretion of the Recording Engineer as to the setup of the recording.
10. Recording sessions for the making of contest and audition recordings are possible. Please contact the Recording Service as soon as possible to make arrangements, as the facilities are often difficult to schedule. A deposit may be required.