Accompanying Handbook 2021-2022
Policies and procedures for collaborative relationships and accompanying services

Introduction

An integral part of any professional musician’s work is collaboration with other musicians — from a large symphony orchestra to an intimate duo partnership. Recognizing this, the School of Music is committed to providing pianists for all necessary services that require a pianist including:

- Pianists for large ensembles, productions, and courses
- All required juries and degree recitals
- Convocations, SOM-sponsored competitions and master classes
- Weekly lessons and studio classes for voice majors

To this end, Dr. Yuko Kato (yukokato@siu.edu) and Dr. Barbara Noyes (barbara.noyes@siu.edu) have crafted these policies and procedures to help guide instrumentalists, vocalists, and pianists in their efforts to work together in music. Our hope is that these will clarify the process and establish the foundation for successful and rewarding collaborations.

The Accompanying Request Form is available on the SOM Student Handbook webpage: https://cola.siu.edu/music/handbook.php.

This handbook outlines the following information:
I. Long-term partnerships with a pianist.................................................................2
II. Short-term partnerships with a pianist...............................................................4
III. Guidelines for successful collaborations..........................................................5
IV. Student recital scheduling processes...............................................................6
II. LONG-TERM PARTNERSHIPS WITH A PIANIST

i. Voice lessons
In consultation with the voice faculty, pianists will be assigned for weekly lessons and rehearsals. For some semesters, not all voice lessons will be accompanied regularly depending on the available staff accompanying hours.

The following is a list of voice accompanying priority:
Graduate Voice Recital (MUS 598)
Senior Voice Recital (MUS 498)
Junior Voice Recital (MUS 398)
Upper Divisional Jury (MUS 240P, 2nd semester)/BFA Barrier Jury (240x, 1st semester)
Weekly Voice lessons (MUS 140 and above)
Secondary Voice lessons and MUS 040

Students will be allotted pianist time according to the length of their weekly lessons. Should a student exceed those allotments, they will bear the responsibility of compensating the pianist accordingly.

<table>
<thead>
<tr>
<th>60 minute lesson</th>
<th>40 minutes of accompanied lesson</th>
<th>Weekly 30-minute rehearsal</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minute lesson</td>
<td>20 minutes of accompanied lesson</td>
<td>Weekly 20-minute rehearsal</td>
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</tbody>
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ii. Convocations
Vocalists who are already paired up with a pianist for their lessons should contact their pianist directly for performance requests with at least two weeks of advance notice.

iii. Voice recitals
In addition to weekly lesson and rehearsals with a pianist, students can schedule one dress rehearsal for the recital. Following the recital, the accompanying coordinator will consult your voice instructor for future accompanying needs for your lesson.

iv. Choral conducting lessons and recitals
Students will be allotted pianist time according to the length of their weekly lessons. Should a student exceed those allotments, they will bear the responsibility of compensating the pianist accordingly.

<table>
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</tr>
</tbody>
</table>
In addition to weekly lesson and rehearsals with a pianist, students can schedule one dress rehearsal prior to a degree recital.

v. **Rehearsals and cancellations**
Students are responsible for setting up rehearsals with the pianist. Please do this promptly and respectfully by giving adequate notice to the assigned pianist. If you need to cancel or reschedule, you must notify the assigned pianist at least 24 hours in advance. Failure to do so will be considered a NO-SHOW and missed time will not be made up. After consecutive no-show appointments, the accompanying coordinator may terminate the accompanying service.

vi. **Additional services**
SOM pianists are not required to accompany non-SOM competitions, auditions, or to make recordings in addition to the one recorded for live degree recitals. They are also not required to play any music outside your assigned repertoire. Should you need these services, you can either hire a non-SOM pianist on your own or ask the assigned pianist to do this for you for a fee.

-- ACCOMPANYING HANDBOOK CONTINUED ON NEXT PAGE --
II. SHORT-TERM PARTNERSHIPS WITH A PIANIST

If you would like a pianist to be assigned to you for instrumental recitals, juries, convocations, or the concerto competition, you must fill out an Accompanying Request Form, which can be accessed through the School of Music Student Handbook webpage at: https://cola.siu.edu/music/handbook.php and submit this by the deadlines listed below. SOM pianists are not required by the school to accompany students for outside competitions, auditions, or recordings. Private arrangements can be made if hiring your own non-SOM pianist.

The total hours listed below is the maximum allowed for recitals, convocations, juries, and lessons. These hours can only be exceeded if the instructor, student, or pianist feels that the repertoire requires more rehearsal time and makes a request for additional time to the Accompanying Coordinator.

<table>
<thead>
<tr>
<th>Event</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Graduate Instrumental Degree Recital</td>
<td>8</td>
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<tr>
<td>Undergraduate Instrumental Degree Recital (full recital)</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate Instrumental Degree Recital (half recital)</td>
<td>5</td>
</tr>
<tr>
<td>Concerto Competition</td>
<td>4</td>
</tr>
<tr>
<td>Juries/Upper Divisional Juries</td>
<td>3</td>
</tr>
<tr>
<td>Convocation</td>
<td>2</td>
</tr>
</tbody>
</table>

i. **Recitals** – The deadline for submission of a request for a pianist is **9 weeks** prior to the date of the recital. Copies of all repertoire must be turned into either Dr. Kato or Dr. Noyes by the deadline. Music will be accepted in the form of clean PDFs to be uploaded with the Accompanying Request Form or via email. Physical scores will also be accepted in the folder outside Dr. Noyes’s office (ALT 207).

A pianist assignment then will be made based on all information provided; students will be notified of the assignment within a week’s time, giving them 8 weeks of preparation time prior to the recital. Students will be allotted rehearsal time with the pianist as outlined by the table above as well as any necessary lessons and studio classes.

ii. **Juries** – The deadline for submission of a request for a pianist is **7 weeks** prior to the date of the jury. Copies of all repertoire must be turned into either Dr. Kato or Noyes by the deadline. Music will be accepted in the form of clean PDFs uploaded with the Accompanying Request Form or via email. Physical scores will also be accepted in the folder outside Dr. Noyes’s office (ALT 207).

A pianist assignment will then be made based on all information provided; students will be notified of the assignment within a week’s time, giving them 6 weeks of preparation time prior to the jury.

iii. **Concerto competition** – The deadline for submission of a request for a pianist **will be announced** and will be no less than **5 weeks** prior to the date of the competition. Copies of all repertoire must be turned into either Dr. Kato or Noyes by the deadline. Music will
be accepted in the form of clean PDFs uploaded with the Accompanying Request Form or via email. Physical scores will also be accepted in the folder outside Dr. Noyes’s office (ALT 207).

iv. **Guest master classes** – The deadline for submission of a request for a pianist is **5 weeks** prior to the date of the jury. Copies of all repertoire must be turned into either Dr. Kato or Noyes by the deadline. Music will be accepted in the form of clean PDFs to be uploaded with the Accompanying Request Form or via email. Physical scores will also be accepted in the folder outside Dr. Noyes’s office (ALT 207).

A pianist assignment will then be made based on all information provided; students will be notified of the assignment within a week’s time, giving them 4 weeks of preparation time prior to the master class. Students will be allotted **3 hours** of rehearsal time with the pianist as well as any necessary lessons and studio classes.

 Faculty are strongly encouraged to notify the accompanying coordinator of any scheduled master classes well in advance of the class, even if student performers and repertoire may not yet be determined. This will allow the accompanying coordinator to identify, in advance, possible pianists for the event.

v. **Rehearsals and cancellations**

Students are responsible for setting up rehearsals with the pianist. Please do this promptly and respectfully by giving adequate notice to the assigned pianist. If you need to cancel or reschedule, you must notify the assigned pianist at least 24 hours in advance. Failure to do so will be considered a NO-SHOW and missed time will not be made up. After consecutive no-show appointments, the accompanying coordinator may terminate the accompanying service.

Both you and the assigned pianist should keep record of the time spent at each rehearsal, rounded to the nearest quarter hour (15m, 30m, 45m, 60m)

If needed, you or your applied instructor can request additional rehearsal hours to the Accompanying Coordinator.

vi. **Additional services**

SOM pianists are not required to accompany non-SOM competitions, auditions, or to make recordings in addition to the one recorded for live degree recitals. They are also not required to play any music outside your assigned repertoire. Should you need these services, you can either hire a non-SOM pianist on your own or ask the assigned pianist to do this for you for a fee.
III. GUIDELINES FOR SUCCESSFUL COLLABORATIONS

All musicians engaged in collaborative music-making are equally responsible for the successful outcome of the project. A few guidelines that will help in the overall quality of the collaboration are:

a. **Respect for the music** – By agreeing to perform a work together, partners are committing to realizing the music to the best of their abilities. That means each partner must invest individual time in the practice and learning of the score before coming together and take time to understand how the various parts interact. This is will make for not only efficient rehearsals, but also rewarding ones as well.

Pianists new to their assigned repertoire are strongly encouraged to reach out to their teachers or Dr. Noyes (barbara.noyes@siu.edu) to find time to coach their collaborative repertoire. Those holding a Graduate Assistantship in accompanying are expected to accompany at a master’s level. Consecutive ill preparation and performances will negatively affect their assistantship.

b. **Respect for each other** – Collaboration implies equal contributions from all those involved. This means that rehearsals must be conducted in a professional manner, including such things as punctuality, preparedness, and listening to each other both musically and verbally.

When prompted to set up a rehearsal, partners should try to respond within 36 hours. Any continued delay in response may be communicated to the Accompanying Coordinator for an official complaint. Cancellations of rehearsals or lessons must be made with at least 24 hours' notice.

c. **Communication** – Be sure that everyone involved in a project is equally informed of all important information, such as repertoire (or repertoire changes), dates, times, and locations of rehearsals and performances, etc. It is essential that all partners maintain open communication with each other so that common goals can be established and reached.

It is expected that all instrumentalists, vocalists, and pianists will abide by these guidelines. Should there be any reports of continued inappropriate or unprofessional behavior, Dr. Kato and Dr. Noyes may, at their discretion, terminate a collaborative partnership and cease providing accompanying services through the School of Music.
IV. STUDENT RECITAL SCHEDULING PROCESSES

1. Check the School of Music Calendar
   a. Find possible dates with your applied teacher
   b. Avoid large ensemble concerts and dress rehearsals.
   c. If you are already working with an accompanist, check their availability for your proposed recital dates.
   d. If an accompanist is needed, complete an Accompanying Request Form (including the proposed recital date) and turn it in along with your music.
   e. If you choose to hire an outside pianist who is not being paid by the SOM, make arrangements directly with the accompanist to find a date available on the SOM calendar.

2. Submit your recital form. Your date is not official until you receive confirmation from Seth Kohlhaas about your recital date.

3. Student recitals cannot take place after the start of final exam week each semester.

4. Changes in repertoire will not be allowed after the accompanying request form has been submitted and a pianist assigned.

5. Recital previews will be held 2 to 3 weeks prior to the recital date based on each area’s policy in the SOM (Brass, Percussion, Winds, Voice, Strings, and Piano).