

**Northern Arizona University-School of Music
Policies and Procedures for Requesting an Accompanist
Fall Semester 2019
Rita Borden, Accompanying Coordinator
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The School of Music provides an optional service to vocal and instrumental students in need of an accompanist. If an accompanist assignment is made, there is a required fee. The pool of accompanists to be assigned includes staff accompanists, graduate assistants, piano scholarship students, piano and accompanying majors, based on availability.

TO APPLY:

- Download the *Request Form* and *Policies and Procedures* document from the School of Music website/student resource link
- Read the *Policies and Procedures for Requesting an Accompanist* and save for further reference
- Fill out the request form completely (Incomplete forms will not be considered in making assignments)
- Submit form to envelop outside Room 168
- **DEADLINE to submit: Wednesday, September 11 by 5 pm**
- Assignments will be posted and begin **Monday, September 16**

Assignments are made for one semester. Requests forms and fees must be submitted every semester. Students preparing a degree recital should apply for an accompanist the semester before the scheduled recital.

PAYMENT OF FEE:

- If assigned an accompanist, the fee will be posted on the student's LOUIE account
- Payment may be made online with a credit card or at the Bursar's office with a check or cash. **Payments made by credit card will be applied to the highest priority if a student has an outstanding balance (i.e tuition, housing, dining). If you have an outstanding balance, you can pay in person at the Bursars office and request the payment be applied to the accompanist fee instead of the highest priority.**
- **DEADLINE to pay fee: Friday, September 27;**
- **Late fee of \$25.00 will be added to fees not paid by deadline stated above**

FAILURE TO PAY ALL FEES BY October 4 WILL FORFEIT THE ASSIGNMENT

SERVICE FEE STRUCTURE/per Semester

VOCAL:	<u>Student Accompanists</u>	<u>Staff Accompanists</u>
1 hour lesson:	\$150.00 (12 hours max)	\$210.00 (12 hrs max)
½ hour lesson:	\$110.00 (9 hours max)	\$170.00 (9 hrs max)
1 hour lesson with degree recital:	\$200.00	\$260.00
	(12 hours plus dress rehearsal and recital)	

Vocal fee covers: 30 minute rehearsals/weekly, ½ of lesson time, 2 Voice Divisional Recitals and 3 master classes. **The fee does not cover Diction class, NATS, auditions, recordings, etc**

INSTRUMENTAL	<u>Student Accompanist</u>	<u>Staff Accompanist</u>
Jury and/or studio recital	\$75.00	\$100.00
	1 movement or piece (or 2 short movements or contrasting works up to 8 min)	
Upper division jury & studio recital	\$90.00, two pieces	\$125.00, 2 pieces
Concerto Competition only	\$80.00, specify which movement	\$115.00, specify movement
Jury, studio and concerto comp	\$100.00, 2 pieces	\$145.00, 2 pieces
UD jury, studio recital & Concerto	\$120.00, 2-3 pieces	\$165.00, 2-3 pieces
Junior Recital	\$125.00	\$180.00 (max 12 hours)
Senior Recital	\$150.00	\$230.00 (max 14 hours)
Graduate Recital	\$ 175.00	\$260.00 (max 15 hours)

The fee covers rehearsals, lessons, master classes, dress rehearsals and recitals. **The fee does not cover extra performances other than degree and studio recitals.**

If more time is needed beyond the maximum hours stated above, it will be the student's responsibility to discuss availability and fee with Rita Borden or the assigned staff accompanist.

Students requesting an accompanist should take responsibility to make the initial appointment to meet and discuss the following items with assigned accompanist no later than one week following the posted assignment: Failure to follow this deadline can result in forfeiting the assignment.

- Confirm phone numbers and email addresses
- Discuss dates of all performances for the semester
- Set regular rehearsal time (vocalists)
- Discuss date to begin rehearsing (instrumentalists)
- Discuss time schedule for getting music to the accompanist, (see guidelines below)

Please note and follow these policies:

- A minimum of 1 weeks' notice is required for any performance in a Voice Divisional Recital, master class or instrumental lessons.
- Instrumentalists must have rehearsed at least once with their accompanist before asking the accompanist to attend a lesson.
- **Cancellations:** A minimum of 24 hours' notice is required for the cancellation of a scheduled rehearsal. Accompanists are not required to make up rehearsals or lessons if canceled without notification. Any scheduled rehearsal missed by the assigned accompanist must be made up.

Forms to help follow the policies:

- Accompanists will record the number of hours used in rehearsals and performances on the *Accompanist Time Sheet*. Soloists are encouraged to keep a record as well.

REQUIRED TIME FRAME FOR SCORES AND REHEARSALS:

Students are responsible for getting music to the accompanists as early as possible, but no later than the following: (Notify your accompanist by email or phone that music has been left in a specific place)

Vocalists:

- As soon as music is assigned at the beginning of the semester, no later than 1 week after assigned.
- Week 7 of the semester is the latest date to give accompanists all music for the semester

Instrumentalists:

- Concerto competition, juries, general or studio recital; music should be given to the accompanist 6-8 weeks in advance and **begin rehearsals at least 3-4 weeks** before the performance.
- Degree recitals: music should be given to accompanist 2-3 months in advance (depending on the difficulty of the repertoire) plan to **begin rehearsals 7-8 weeks** before the recital to prepare for lessons and pre-recital jury.

Failure to follow these guidelines can result in forfeiting the accompanist assignment without a refund.

RECITAL SCHEDULING:

Students who are planning a degree recital during the following semester should begin the process of scheduling a recital date by week 6 of the current semester:

- Discuss preferred recital date(s) with your professor. Look at multiple dates.
- Check your pianist's availability for the potential dates.
- Reserve date with Auditoria staff, according to office procedure.
- Before you attempt a change of a recital date, you **MUST** consult with your private teacher and your accompanist.

Any changes of repertoire or dates of service from those listed on the request form must be discussed with assigned accompanist immediately and are subject to approval by the accompanist and accompanist coordinator for the assignment to remain valid. Possibility of a refund of the accompanist fee may be discussed with Rita Borden.

