

## Guidelines for Pianist and Instrumentalist Collaboration (Spring 2016)

This form is intended to provide a guideline to assist in establishing a professional partnership with your pianist. Please read document thoroughly to be prepared for all deadlines.

### Week 1: Apply through the School of Music Accompanist pool (optional).

- Download the forms at the website: <http://www.cal.nau.edu/music/student-resources.asp>
- Read the *Policies and Procedures for Requesting an Accompanist* document for information regarding the application process, policies and deadlines.

### Week 2: Application Deadline

- Did you turn in your request form? **DEADLINE: Wednesday, January 27, 2016 by 5 pm**

### Week 3: February 1: Accompanist assignments posted outside Room 168

**DEADLINE to pay accompanist fee is Friday, February 12; 5 pm**

**\*Late fee of \$25.00 will be added to fees not paid by deadline stated above**

**FAILURE TO PAY ALL FEES BY FEBRUARY 19, 2016 WILL FORFEIT THE ASSIGNMENT**

- Contact your pianist by the end of this week.
- Confirm contact information: phone numbers and emails and discuss all performance dates.
- Concerto Competition assignments; give accompanist your music and set up rehearsals

**Failure to contact your pianist by this deadline can result in forfeiting your assignment.**

### Week 4-5 (Feb. 8-19): Drop off music

- Contact your pianist and arrange to leave your music. Pianist should be given all scores by the end of **week 5**
- Discuss which movement/work pianist should prepare first.

**Note: if any performance is scheduled before week 6 and your pianist has not been given notice or received the music **four weeks** in advance, your pianist may not be available to play for you.**

### Week 6 (Feb. 22-26): Set up rehearsals

- Contact your pianist to set up rehearsal times that will accommodate both of your schedules.

Degree Recitals: plan to begin rehearsals with your pianist 3-4 weeks before your **hearing date**, which is usually two weeks before your recital date.

Juries/Studio Recitals: plan to begin rehearsals with your pianist at least 3-4 weeks before the studio recital/jury

**Failure to provide scores and set rehearsals by the deadline, may result in forfeiting your assignment**

### Week 8 (Mar. 7-11): Confirm pianist's availability for all upcoming performances

- Last week to confirm your pianist's availability regarding any performances including studio recital, honor recital, master classes and jury.
- Confirm repertoire including specific movement.

### Week 10-11 (Mar. 21-Apr. 1): Set up rehearsals and lessons for remainder of semester

- Last week to set up all the rehearsals and lessons with your pianist for your jury.

### Week 16 (May 2-6): Schedule Degree Recitals for next semester by May 6.

Students who plan to perform a degree recital next semester should set a recital date by this week and are strongly recommended to do so if you would like to work with the same pianist.

- Discuss your preferred recital date with your professor. Look at multiple dates.
- Check your pianist's availability on the possible dates
- Reserve date with Ardrey staff, according to office procedure.

Before attempting to change a recital date, the student **MUST** consult with their private teacher and pianist.

### REMINDERS:

**Jury Sign-Ups:** Check your pianist's availability **BEFORE** signing up for a jury time slot.

**Failure to discuss pianist's availability before signing up for a time slot may result in the pianist not being available to play your jury. If this occurs, it will be your responsibility to secure and pay for an alternate pianist.**

Contact Rita Borden ([Rita.Borden@nau.edu](mailto:Rita.Borden@nau.edu)) with any concerns regarding assigned accompanists.