

## Guidelines for Pianist and Vocalist 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 accompanying pool

- 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.
- If continuing with an accompanist, check their availability **before** signing up for a lesson time.

### Week 2: Application Deadline

- Did you turn in your request form? **DEADLINE: Wednesday, January 27, 2016; 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 assigned accompanist by the end of this week.
- Confirm contact information: phone and email
- Set-up regular rehearsal time.
- Leave copies of the music that you plan to sing in the first three lessons. Get remainder of music to pianist as soon as it is assigned.

**Failure to meet this deadline can result in forfeiting your accompanist assignment and the re-assignment of your accompanist to another student.**

### Voice Divisional Recitals and Master Class Performances

- Please follow the VDR/Master Class rotation schedule posted on the Voice Area Bulletin Board
- A minimum of 2 week notice is required for all VDR and Master Class performances
- Confirm accompanist's availability before scheduling performances in VDR and master classes.

### Week 8 (Mar. 7-11): All music to accompanist

- Your pianist should have all of your music by the 9<sup>th</sup> week (before spring break). All changes in repertoire by the voice teacher past the 9<sup>th</sup> week of the semester should be approved by the accompanist's studio teacher or by the assigned staff accompanist.

**Failure to meet this deadline can result in the pianist not being available to perform all of your music**

### 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 week 16 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.**

#### Last Week

- Confirm jury repertoire
- Confirm reserved recital date and dress rehearsal with studio teacher, accompanist and Ardrey/Ashurst calendar.

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