

**Northern Arizona University-School of Music  
Policies and Procedures for Requesting a Collaborative Pianist  
Fall Semester 2024**

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The School of Music provides an optional service to vocal and instrumental students in need of a collaborative pianist. If a pianist assignment is made, there is a required fee. The pool of collaborative pianists to be assigned includes staff pianists, graduate assistants, piano scholarship students, piano and collaborative piano majors, based on availability. **All students who need a pianist for any performance project must request one through this process, as paid freelance collaborative work on the NAU campus is illegal, per Arizona State law.**

**TO APPLY:**

- Read the *Policies and Procedures for Requesting a Collaborative Pianist* and save for further reference
- Fill out the request form **completely** and submit at the following link:  
<https://forms.office.com/r/5PutA4zPvy>
- You will have the option to save or print your form once it is completed.
- Incomplete forms will not be considered. If you are experiencing difficulty with submitting the form (i.e. poor internet, online system is down), please contact [Aimee.Fincher@nau.edu](mailto:Aimee.Fincher@nau.edu) to discuss an alternative submission option. Same deadlines apply.
- **DEADLINE to submit: Wednesday, September 4, 2024 at 11:59 pm (the online form will automatically close at this time and no late requests will be considered)**
- Assignments will be posted and begin **Monday, September 16, 2024**

Assignments are made for one semester. Request forms and fees must be submitted every semester.

Students preparing a degree recital should apply for a collaborative pianist the semester before the scheduled recital.

**PAYMENT OF FEE:**

- If assigned a pianist, 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 Bursar's office and request the payment be applied to the accompanist fee instead of the highest priority.**
- **DEADLINE to pay fee: October 16, 2024**
- **Late fee of \$35.00 will be added to fees not paid by November 16, 2024**

Failure to pay fees by November 16, 2024 will incur late fees.

**SERVICE FEE STRUCTURE/per Semester**

<b>VOCAL:</b>	<b>Student Pianists</b>	<b>Staff Pianists</b>	<b>Max. Hours</b>
<b>1 hour lesson:</b>	<b>\$240.00</b>	<b>\$420.00</b>	<b>12 hrs</b>
<b>½ hour lesson:</b>	<b>\$180.00</b>	<b>\$315.00</b>	<b>9 hrs</b>
<b>1 hour lesson with degree recital:</b>	<b>\$280.00</b>	<b>\$490.00</b>	<b>14 hrs</b>

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

<b>INSTRUMENTAL</b>	<b>Student Pianist</b>	<b>Staff Pianist</b>	<b>Max. Hours</b>
<b>Jury and/or studio recital</b>	<b>\$100.00</b>	<b>\$175.00</b>	<b>5 hrs</b>
<b>1 movement or piece (or 2 short movements or contrasting works up to 8 min)</b>			
<b>Upper division jury &amp; studio recital</b>	<b>\$125.00, 2 pieces</b>	<b>\$210.00</b>	<b>6 hrs</b>
<b>BA exit jury &amp; studio recital</b>	<b>\$125.00, 2 pieces</b>	<b>\$210.00</b>	<b>6 hrs</b>
<b>Concerto Competition only</b>	<b>\$115.00</b>	<b>\$192.00</b>	<b>5.5 hrs</b>
<b>Jury, studio and concerto comp</b>	<b>\$145.00, 2 pieces</b>	<b>\$245.00</b>	<b>7 hrs</b>
<b>UD jury, studio recital &amp; concerto</b>	<b>\$165.00, 2-3 pieces</b>	<b>\$280.00</b>	<b>8 hrs</b>

<b>Junior Recital</b>	<b>\$200.00</b>	<b>\$350.00</b>	<b>10 hrs</b>
<b>Senior/Graduate Recital</b>	<b>\$280.00</b>	<b>\$490.00</b>	<b>14 hrs</b>

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 Dr. Aimee Fincher and the assigned collaborative pianist.

**Students requesting a collaborative pianist should take responsibility to make the initial appointment to meet and discuss the following items with assigned pianist 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 pianist (see guidelines below)

**Please note and follow these policies:**

- All collaborative pianist assignments are established for the semester, as posted. No change in pianist assignments will be allowed.
- A minimum of 1 week's 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 pianist before asking the pianist to attend a lesson.
- **Cancellations:** A minimum of 24 hours' notice is required for the cancellation of a scheduled rehearsal. Pianists are not required to make up rehearsals or lessons if cancelled without notification. Any scheduled rehearsal missed by the assigned pianist must be made up.

**Forms to help follow the policies:**

- Collaborative pianists will record the number of hours used in rehearsals and performances on the *Collaborative Pianist 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 their pianists as early as possible, but no later than the following: (Notify your pianist 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 pianists all music for the semester

**Instrumentalists:**

- Concerto competition, juries, general or studio recital; music should be given to the pianist 6-8 weeks in advance and **begin rehearsals at least 3-4 weeks** before the performance.
- Degree recitals: music should be given to pianist 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 pianist 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 collaborative pianist.

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

