**Northern Arizona University-School of Music**

**Policies and Procedures for Requesting an Accompanist**

**Fall Semester 2020**

**Rita Borden, Accompanying Coordinator**

**Bldg 37; Room 168 ~ 523-2289 ~** [**rita.borden@nau.edu**](mailto:rita.borden@nau.edu)

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**.**

**Due to COVID-19 restrictions, there will be limited in-person rehearsals, attendance at lessons and special considerations regarding performances. As such, there are limited services offered this semester.**

**Priority will be given to students performing degree recitals this semester. Any assignments are subject to change or cancelation based on NAU policies and protocols.**

**TO APPLY:**

* Download the *Request Form* and *Policies and Procedures* document from the School of Music

website/student resource link.

* Fill out the request form completely (Incomplete forms will not be considered in making assignments) and return the form by email to: Rita.Borden@nau.edu
* **DEADLINE to submit: Wednesday, September 9**
* Assignments will be posted on the School of Music website by **Monday, September 14**

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: October 15.**
* **Late fee of $50.00 will be added to fees not paid by November 15 and services will be suspended until both fees are paid.**

**SERVICE FEE STRUCTURE/per Semester**

**VOCAL: Student Accompanists Staff Accompanists**

**1 hour lesson: $80.00 (8 hours max) $100.00 (4 hours max)**

**½ hour lesson: $50.00 (5 hours max) Not available**

**1 hour lesson with degree recital: $100.00 (10 hours) $150.00 (6 hours, max)**

Vocal fee covers: rehearsals and lessons; in-person and virtual.

**The fee does not cover Diction class, NATS, auditions, recordings, VDRs, masterclasses, etc**

**INSTRUMENTAL Student Accompanist Staff Accompanist**

**Graduate Recital $100.00 (10 hours max) $150.00 (6 hours max)**

**Senior Recital $100.00 (10 hours max) $150.00 (6 hours max)**

**Junior Recital $75.00 (7 hours max) $100.00 (4 hours max)**

**Upper division jury $50.00 (5 hours max) $75.00 (3 hours max)**

**Jury $40.00 (4 hours max) $50.00 (2 hours max)**

**Concerto competition $50.00 (5 hours max) \*$100.00 (4 hours max)**

**\*Daryl Shay only**

The fee covers rehearsals, lessons, dress rehearsals and recitals; in-person and virtual.

**The fee does not cover extra performances other than degree 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.

Make-up rehearsals are at the discretion of the pianist depending on availability of open times. 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.**