

Northern Arizona University
School of Music

**Policies and Procedures for Requesting an Accompanist
Fall Semester 2007**

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The School of Music provides an optional service to vocal and instrumental students in need of an accompanist. Students may apply for the assignment of an accompanist by submitting a request form. The pool of accompanists includes staff accompanists, graduate assistants, piano scholarship students, piano and accompanying majors.

If the student chooses to use this optional service there is a required fee which must be paid before submitting the request form. After payment is made to Alison Ragan in the Music Office, your completed form will be stamped "paid" and ready to submit. Payment by check or cash is required, check is preferred. If an assignment is not made, the fee will be refunded.

Forms must be filled out completely, fee paid and submitted (Ardrey 168) by the deadline posted:

VOCAL August 31; 5:00 pm (Instrumentalists may apply at this deadline, highly recommended for students entering the Concerto Competition and Fall Semester Degree Recitals)

INSTRUMENTAL: Friday September 21; 5:00

Assignments will be posted on Sept 4 for the first deadline and Sept 28 for the second.

The Assignment is for this semester only; requests for accompanists must be completed each semester. Incomplete forms (without payment stamp) will not be considered in making accompanist assignments.

SERVICE FEE STRUCTURE

VOCAL:

1 hour lesson: \$120.00

½ hour lesson: \$90.00

1 hour lesson with degree recital: \$170.00

Includes 30 minute rehearsals/weekly, ½ of lesson time, 2 Voice Divisional Recitals and master classes.

INSTRUMENTAL

Jury and studio recital: \$45.00

Jury, studio and concerto competition: \$70.00

Upper division jury: \$60.00

Concerto Competition: \$60.00

Upper division jury and Concerto Competition: \$75.00

Junior Recital: \$90.00

Senior and Graduate Recital: \$120.00

Includes rehearsals, lessons, master classes and performances.

Good communication between the student and accompanist will influence the quality of the working relationship. Students should take responsibility to make the initial appointment to meet and discuss the following:

- Confirm phone numbers and email addresses
- Set regular rehearsal time (vocalists)
- Agree on policy for canceling a rehearsal (minimum of 24hrs notice) and for rescheduling rehearsals. **Accompanists are not required to make-up rehearsals or lessons if cancelled without notification. Any scheduled rehearsal missed by the accompanist must be made up.**
- Agree on how much notice an accompanist needs to play in a Voice Divisional Recital, Master Class, or an instrumental lesson. A minimum of 1 week notice is required.
- Time schedule for getting music to the accompanist and specific dates to begin rehearsing.

SUGGESTED TIME FRAME FOR SCORES AND REHEARSALS

Students are responsible for getting music to the accompanists as early as possible.

- **Vocalists** as soon as music is assigned at the beginning of the semester, no longer than 1 week after assigned.
- **Instrumentalists:** for concerto competition, juries, general or studio recital, music should be given to the accompanist 6-8 weeks prior to performance begin rehearsals at least 4 weeks before the performance.
- **Degree recitals,** music should be given to accompanist 2-3 months (depending on the difficulty of the repertoire) plan to begin rehearsals 6-8 weeks prior to be ready for lessons and pre-recital jury.

NAU SCHOOL OF MUSIC

REQUEST FOR ACCOMPANIST INSTRUMENTAL FORM

Student name **phone number** **e mail address**

Instrument **teacher**

Service (Jury, Studio recital, Concerto Competition, Upper division jury, Junior, Senior, Graduate Recitals)

Repertoire, include all

Date(s) for service **location of service**

Accompanist requested (assignment made based on availability of the accompanist)

FEE MUST BE PAID BEFORE SUBMITTING REQUEST FORM:
Check one fee and pay that amount to Alison Ragan in the Music Office.
If an assignment is not made your fee will be refunded.

- _____ **\$45.00** **Jury and studio recital**
- _____ **\$70.00** **Jury, studio recital and concerto competition**
- _____ **\$60.00** **Upper division jury**
- _____ **\$60.00** **Concerto competition**
- _____ **\$75.00** **Upper division jury, studio and concerto competition**
- _____ **\$90.00** **Junior Recital**
- _____ **\$120.00** **Senior or Graduate Recital**

Leave completed form stamped paid in folder posted outside Ardrey 168

**Questions? Contact Rita Borden at
(928) 523-2289 or email: Rita.Borden@nau.edu**