



## **Accompanying Handbook 2024-2025**

### **Policies and procedures for collaborative relationships and accompanying services**

#### **Introduction**

An integral part of any professional musician's work is collaboration with other musicians — from a large symphony orchestra to an intimate duo partnership. Recognizing this, the School of Music is committed to providing pianists for all *necessary services* that require a collaborative pianist including:

- Pianists for large ensembles, productions, and courses
- All required juries and degree recitals
- Convocations, SOM-sponsored competitions and master classes
- Weekly lessons and studio classes for voice majors

This handbook outlines policies and procedures to help guide instrumentalists, vocalists, and pianists in their efforts to work together and to establish the foundation for successful and rewarding collaborations.

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[\*\*Link to Collaborative Pianist Request Form\*\*](#)

## **II. LONG-TERM PARTNERSHIPS WITH A PIANIST**

### **i. Voice lessons**

In consultation with the voice faculty, pianists will be assigned for weekly lessons and rehearsals. For some semesters, not all voice lessons will be accompanied regularly depending on the available staff accompanying hours.

The following is a list of voice accompanying priority:

Graduate Voice Recital (MUS 598)

Senior Voice Recital (MUS 498)

Junior Voice Recital (MUS 398)

Upper Divisional Jury (MUS 240P, 2nd semester)/BFA Barrier Jury (240X, 1st semester)

Weekly Voice lessons (MUS 140 and above)

Secondary Voice lessons and MUS 040

Students will be allotted pianist time according to the length of their weekly lessons. Should a student exceed those allotments, they will bear the responsibility of compensating the pianist accordingly.

<b>60-minute lesson</b>	40 minutes of accompanied lesson	Weekly 30-minute rehearsal
<b>30-minute lesson</b>	20 minutes of accompanied lesson	Weekly 20-minute rehearsal

### **ii. Convocations**

**Vocalists** who are already paired up with a pianist for their lessons should contact their pianist directly for performance requests with at least two (2) weeks of advance notice.

**Instrumentalists** - refer to Section III: Short-term Partnerships with a Pianist

### **iii. Voice recitals**

In addition to weekly lessons and rehearsals with a pianist, students can schedule one dress rehearsal for the recital. Following the recital, the accompanying coordinator will consult your voice instructor for future accompanying needs for your lesson.

### **iv. Choral Conducting lessons**

Students will be allotted pianist time according to the length of their weekly lessons. Should a student exceed those allotments, they will bear the responsibility of compensating the pianist accordingly.

<b>60-minute lesson</b>	40 minutes of accompanied lesson	Weekly 30-minute rehearsal
<b>30-minute lesson</b>	20 minutes of accompanied lesson	Weekly 20-minute rehearsal

**v. Choral Conducting recitals**

In addition to weekly lessons and rehearsals with a pianist, students can schedule one dress rehearsal prior to a degree recital. Following the recital, the accompanying coordinator will consult your instructor for future accompanying needs for your lesson.

**vi. Music**

Students are responsible for getting copies of their music to their pianist. This should be done promptly after receiving your pianist assignment. Your pianist must have your music a minimum of two (2) weeks before beginning rehearsals and lessons. Pianists will not begin coming to lessons or rehearsals until they have received your music. Music will be accepted as PDFs or physical copies. Please consult your pianist for their preference. Physical copies should be double-sided unless the piece is three (3) pages long or less.

**vii. Rehearsals and cancellations**

Students are responsible for contacting and setting up rehearsals with their pianist. Please do this promptly and respectfully by giving adequate notice to the assigned pianist. All rehearsals must be scheduled a minimum of seven (7) days in advance. If you need to cancel or reschedule, you must notify the assigned pianist at least 24 hours in advance. Failure to do so will be considered a NO-SHOW and missed time will not be made up. After consecutive no-show appointments, the accompanying coordinator may terminate the accompanying service.

**viii. Additional services**

SOM pianists are not required to accompany non-SOM competitions, non-degree recitals, auditions, or to make recordings in addition to the one recorded for live degree recitals. They are also not required to play any music outside your assigned repertoire. Should you need these services, you can either hire a non-SOM pianist on your own or ask the assigned pianist to do this for you for a fee.

## **II. SHORT-TERM PARTNERSHIPS WITH A PIANIST**

If you need a pianist to be assigned to you for **instrumental recitals, juries, convocations, or concerto competition**, you must fill out a [Collaborative Pianist Request Form](#) by the deadlines listed below. SOM pianists are not required by the school to accompany students for outside competitions, auditions, or recordings. Private arrangements can be made if you hire your own non-SOM pianist.

Convocation	4 weeks prior to the performance
Degree Recitals	9 weeks prior to the performance
Juries	7 weeks prior to the performance
Concerto Competition	4 weeks prior to the performance
Guest Master Classes	4 weeks prior to the performance

After submitting your request, you will receive a Collaborative Pianist Assignment by email within one (1) week. This email will confirm the information you submitted on your request and inform you of your pianist assignment and the number of hours allotted as detailed in the table below. The total hours listed below are the maximum allowed for degree recitals, convocations, juries, and lessons. These hours can only be exceeded if the instructor, student, or pianist feels that the repertoire requires more rehearsal time and makes a request for additional time to the Accompanying Coordinator.

<b>Graduate Instrumental Degree Recital</b>	10 hours
<b>Undergraduate Instrumental Degree Recital</b> (full recital)	8 hours
<b>Undergraduate Instrumental Degree Recital</b> (half recital)	6 hours
<b>Concerto Competition</b>	3 hours
<b>Juries/Upper Divisional Juries</b>	2 hours
<b>Convocation</b>	2 hours

### **i. Music**

All music must be received by the deadlines listed above or your collaborative pianist request will not be processed. Music submitted after the deadline, regardless of when the request was submitted, will be considered late and a pianist will not be provided.

Changes in repertoire will not be allowed after the accompanying request form has been submitted and a pianist assigned.

Music will be accepted in the form of clean PDFs to be uploaded with the Collaborative Pianist Request Form or via email. Physical scores will also be accepted on the board outside Dr. Gray's office (ALT 207). Physical copies should be double-sided unless the piece is three (3) pages long or less.

**ii. Rehearsals and cancellations**

Students are responsible for contacting and setting up rehearsals with their pianist. Students should contact their pianist promptly after receiving the Collaborative Pianist Assignment. All rehearsals must be scheduled a minimum of seven (7) days in advance. If you need to cancel or reschedule, you must notify the assigned pianist at least 24 hours in advance. Failure to do so will be considered a NO-SHOW and missed time will not be made up. After consecutive no-show appointments, the accompanying coordinator may terminate the accompanying service.

Both you and the assigned pianist should keep record of the time spent at each rehearsal, rounded to the nearest quarter hour (15m, 30m, 45m, 60m)

If needed, you or your applied instructor can request additional rehearsal hours from the Accompanying Coordinator.

**iii. Additional services**

SOM pianists are not required to accompany non-SOM competitions, non-degree recitals, auditions, or to make recordings in addition to the one recorded for live degree recitals. They are also not required to play any music outside your assigned repertoire. Should you need these services, you can either hire a non-SOM pianist on your own or ask the assigned pianist to do this for you for a fee.

### **III. GUIDELINES FOR SUCCESSFUL COLLABORATIONS**

All musicians engaged in collaborative music-making are equally responsible for the successful outcome of the project. A few guidelines that will help in the overall quality of the collaboration are:

- a. ***Respect for the music*** – By agreeing to perform a work together, partners are committing to realizing the music to the best of their abilities. That means each partner must invest individual time in the practice and learning of the score before coming together and take time to understand how the various parts interact. This will make for not only efficient rehearsals, but also rewarding ones as well.

Pianists new to their assigned repertoire are strongly encouraged to reach out to their applied teachers or to Dr. Gray to find time to coach their collaborative repertoire. Those holding a Graduate Assistantship in accompanying are expected to accompany at a master's level. Consecutive ill preparation and performance will negatively affect their assistantship.

- b. ***Respect for each other*** – Collaboration implies equal contributions from all those involved. This means that rehearsals must be conducted in a professional manner, including such things as punctuality, preparedness, and listening to each other both musically and verbally.
- c. ***Communication*** – Be sure that everyone involved in a project is equally informed of all important information, such as repertoire, dates, times, and locations of rehearsals and performances, etc. It is essential that all partners maintain open communication with each other so that common goals can be established and reached. All communication should be answered within 48 hours. Any continued delay in response may be communicated to the Accompanying Coordinator for an official complaint.

It is expected that all instrumentalists, vocalists, and pianists will abide by these guidelines. Should there be any reports of continued inappropriate or unprofessional behavior, Dr. Kato and Dr. Gray may, at their discretion, terminate a collaborative partnership and cease providing accompanying services through the School of Music.

– – ACCOMPANYING HANDBOOK CONTINUED ON NEXT PAGE – –

#### **IV. STUDENT RECITAL SCHEDULING PROCESSES**

1. Check the School of Music Calendar
  - a. Find possible dates with your applied teacher
  - b. Avoid large ensemble concerts and dress rehearsals.
  - c. If you are already working with an accompanist, check their availability for your proposed recital dates.
  - d. If an accompanist is needed, complete an Accompanying Request Form (including the proposed recital date) and turn it in along with your music.
  - e. If you choose to hire an outside pianist who is not being paid by the SOM, make arrangements directly with the accompanist to find a date available on the SOM calendar.
2. Submit your recital form. *Your date is not official until you receive confirmation from Seth Kohlhaas about your recital date.*
3. Student recitals **cannot** take place after the start of final exam week each semester.
4. Changes in repertoire will not be allowed after the accompanying request form has been submitted and a pianist assigned.
5. Recital previews will be held **2 to 3 weeks** prior to the recital date based on each area's policy in the SOM (Brass, Percussion, Winds, Voice, Strings, and Piano).