Guidelines for Pianist and Instrumentalist 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 Accompanist pool (optional).
☐ 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.

Week 2: Application Deadline
☐ Did you turn in your request form? DEADLINE: Wednesday, January 27, 2016 by 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 pianist by the end of this week.
☐ Confirm contact information: phone numbers and emails and discuss all performance dates.
☐ Concerto Competition assignments; give accompanist your music and set up rehearsals
Failure to contact your pianist by this deadline can result in forfeiting your assignment.

Week 4-5 (Feb. 8-19): Drop off music
☐ Contact your pianist and arrange to leave your music. Pianist should be given all scores by the end of week 5
☐ Discuss which movement/work pianist should prepare first.
Note: if any performance is scheduled before week 6 and your pianist has not been given notice or received the music four weeks in advance, your pianist may not be available to play for you.

Week 6 (Feb. 22-26): Set up rehearsals
☐ Contact your pianist to set up rehearsal times that will accommodate both of your schedules.
Degree Recitals: plan to begin rehearsals with your pianist 3-4 weeks before your hearing date, which is usually two weeks before your recital date.
Juries/Studio Recitals: plan to begin rehearsals with your pianist at least 3-4 weeks before the studio recital/jury
Failure to provide scores and set rehearsals by the deadline, may result in forfeiting your assignment

Week 8 (Mar. 7-11): Confirm pianist’s availability for all upcoming performances
☐ Last week to confirm your pianist’s availability regarding any performances including studio recital, honor recital, master classes and jury.
☐ Confirm repertoire including specific movement.

Week 10-11 (Mar. 21-Apr. 1): Set up rehearsals and lessons for remainder of semester
☐ Last week to set up all the rehearsals and lessons with your pianist for your jury.

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 this week 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.

Contact Rita Borden (Rita.Borden@nau.edu) with any concerns regarding assigned accompanists.