Guidelines for Pianist and Vocalist 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 accompanying pool
☐ Download the forms at the website: [http://www.cal.nau.edu/music/student-resources.asp](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.
☐ If continuing with an accompanist, check their availability before signing up for a lesson time.

Week 2: Application Deadline
☐ Did you turn in your request form? DEADLINE: Wednesday, January 27, 2016; 5 pm

Week 3: February 1: Accompanist assignments posted outside Room 168
☐ Contact your assigned accompanist by the end of this week.
☐ Confirm contact information: phone and email
☐ Set-up regular rehearsal time.
☐ Leave copies of the music that you plan to sing in the first three lessons. Get remainder of music to pianist as soon as it is assigned.

Voice Divisional Recitals and Master Class Performances
● Please follow the VDR/Master Class rotation schedule posted on the Voice Area Bulletin Board
● A minimum of 2 week notice is required for all VDR and Master Class performances
● Confirm accompanist’s availability before scheduling performances in VDR and master classes.

Week 8 (Mar. 7-11): All music to accompanist
☐ Your pianist should have all of your music by the 9th week (before spring break). All changes in repertoire by the voice teacher past the 9th week of the semester should be approved by the accompanist’s studio teacher or by the assigned staff accompanist.

Failure to meet this deadline can result in the pianist not being available to perform all of your music

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 week 16 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.

Last Week
☐ Confirm jury repertoire
☐ Confirm reserved recital date and dress rehearsal with studio teacher, accompanist and Ardrey/Ashurst calendar.

Contact Rita Borden ([Rita.Borden@nau.edu](mailto:Rita.Borden@nau.edu)) with any concerns regarding assigned accompanists.