Drake University Vocal Accompanist Policy, FALL 2015

ATTENDANCE

1. **Vocal Music Majors:** During the 14-week semester, the accompanist will be present for half of the student’s lesson time (30 minutes/week), rehearse with the student outside of the lesson time (30 minutes/week), and accompany the student during studio classes and departmental recitals as scheduled.

2. **Musical Theatre Majors:** During the 14-week semester, each student receives accompanist time for a total of 30 minutes/week, either in lessons, rehearsals, or both.

3. **All other voice students** (including Music Minors, Musical Theatre Minors, and Non-major Participants): Non-major voice students are not required to meet weekly with their accompanists, unless specific scheduling preferences are requested by individual instructors, accompanists, and/or students. At minimum, however, the instructor will assist in securing an accompanist to play for the final jury, and the student must contact and schedule 2-3 rehearsals with the accompanist prior to the jury.

4. Attendance is mandatory. Voice instructors will be notified of unsatisfactory attendance.

5. Prior to scheduling any events, the student must consult with both the instructor and the accompanist. *Accompanists reserve the right to decline requests made later than 4 weeks prior to event, including ‘last minute’ substitute requests.*

6. In the case of an instructor or accompanist taking a sabbatical/leave of absence, scheduling and policies will be discussed prior to the absence.

STUDENT CANCELLATIONS

1. Students must provide advanced written notice to both the instructor and the accompanist regarding cancellations/illness.

2. Please note that students must consult both the instructors’ and the accompanists’ syllabi for details and policies regarding cancellations; a written notice does not equate an excused absence. Not adhering to the cancellations policy may result in forfeiting the time.

3. Students are responsible for payment for all forfeited time.

INSTRUCTOR CANCELLATIONS

If an instructor cancels a lesson for which the accompanist is scheduled, the student is expected to rehearse with the accompanist during the lesson time and will be billed as usual.

ACCOMPANIST CANCELLATIONS

If an accompanist cancels, the accompanist will provide makeup options. Students should consult individual accompanists’ policies.

CAMPUS CANCELLATIONS (weather, emergency)

Students must contact accompanist within 7 days to schedule a makeup time.

PROVIDING MUSIC

1. Photocopied music, in the correct key, should be provided within 7 days of its assignment. All lesson music, with rare exception, must be photocopied and provided before the midterm break. Students must own the original score.

2. The title and all parts of the score must be clearly visible.

3. Minimize page turns. For example, copy a 2-page piece on 2 pages and a 4-page piece on 3 pages.

4. Alterations in repertoire will be in consultation with the accompanist and the instructor.
RECITALS
1. Students should discuss recital preparations and timelines with their instructors at least one semester in advance.
2. Students must confirm accompanist's availability before scheduling any recitals, hearings, and/or dress rehearsals.
3. As soon as recital date is set, students should immediately schedule any necessary hearings and/or dress rehearsals.
4. The accompanist will provide the student with an invoice regarding recital payment. Unless other arrangements have been made (i.e. a payment plan), full payment is due at the dress rehearsal or on the day of the recital. Additionally, unless the individual accompanist has a differing policy, an accompanist will not play a recital without prepayment.
5. Given an instructor’s consent, should a student opt to miss the next scheduled lesson or rehearsal time after the recital, either A) it is the student’s responsibility to reschedule the time as a pre-recital rehearsal prior to the recital date, or B) the time is forfeited. Attendance is still mandatory at all other regularly scheduled times, and the student will be billed as usual. All cancellation policies apply.

PAYMENT
1. Vocal Music Majors prepay, via tuition, for 14 hours of regularly scheduled lesson/rehearsal time per semester. Additional time is optional and will be billed individually.
2. Musical Theatre Majors prepay, via tuition, for 7 hours of regularly scheduled lesson/rehearsal time per semester. Additional time is optional and will be billed individually.
3. Accompanists will provide invoices for all other fees, including associated fees for music minors/others. Payment must be made within 7 days of invoice receipt.
4. Invoice frequency and acceptable payment methods vary among accompanists; discuss individual accompanist expectations upon first meeting.
5. Full payment is due at the final accompanist meeting, be it lesson or rehearsal, or prior to the final jury performance. An accompanist will not play a jury until all outstanding fees are paid, including the jury fee.
6. Failure to compensate in a timely manner will result in an “academic hold” on the student’s account until payment is made.

FALL 2015 VOCAL ACCOMPANIST FEES
Lesson/Rehearsal/Recording: $40/hour
Jury for Vocal Music, Music Education, or Musical Theatre Major: $15/student
Jury for Music Minor; Musical Theatre Minor; or Non-major Participant: $20/student
Departmental Recital: $15/student
Studio Class: $15/student
Honors Recital Audition: $25/student
Honors Recital: $30/student
Mastercise: $25/student
Pre-Recital Hearing: $20/student
Student Half Recital: $90
Student Full Recital: $150
Faculty Recital: negotiable
Guest Recital: negotiable
State/Regional NATS Competition:
  · First round: $40
  · Semifinals: $25
  · Finals: $20
State MTNA Competition: $100/student
Mileage/Hotel/Per Diem: divided equally among participants