

DEPARTMENTAL ACCOMPANYING POLICY

Updated: Spring 2024

All Students Enrolled in an Applied Lesson at Any Level: All applied students are entitled each semester enrolled to two departmentally funded rehearsals or lessons and one mini-performance (e.g., Music Forum Studio Class or Student Recital, applied instructor's studio class, end-of-term jury) with a departmentally contracted Approved Accompanist. All services beyond these three departmentally-funded services will be at the student's expense at the fixed rate of \$20 per half hour for similar services and/or at the published rate for Recitals and Recital Juries.

In an effort to ensure an educational and collaborative experience for both students and accompanists, the following policies have been enacted, effective March 5, 2018:

1. Please adhere to the following deadlines for providing accompanists with parts:
 - a. Instrumentalists – parts must be given to accompanists no less than one month in advance of the first rehearsal.
 - b. Singers – scores must be given to accompanists at the beginning of the semester or no later than one week prior to the accompanist's attendance at the first lesson.
2. Voice students must provide at least 2 selections to their accompanists within the first six weeks of the term. The remaining repertoire selections must be submitted by the aforementioned deadline.
3. Adhere to the following deadlines about scheduling departmentally-funded rehearsals:
 - a. Instrumentalists must schedule the first of the two departmentally-funded jury rehearsals no later than November 7 or April 7. The second rehearsal may happen at any point prior to the jury.
 - b. As per the accompanying policy, singers must have an accompanist in attendance at a minimum of six (6) lessons during the course of the semester.

4. Students that choose to collaborate with the staff accompanist for a Forum Student Recital will receive a fifteen (15) minute rehearsal and performance at the expense of the department. Students that choose to collaborate with a contracted accompanist will be charged the contracted \$20 per half hour rate.

Voice Students Enrolled in an Applied Lesson at Any Level: Students enrolled in applied voice lessons are subject to the Departmental Accompanying Policy stated above.

Additionally, as singers must rely much more heavily upon pianistic collaborators than students in other disciplines, all applied voice students are required to arrange approved accompanist services for 30 minutes at a MINIMUM of six (6) lessons throughout the semester at the departmental rate of \$20 per half hour. Once the two rehearsal/lesson services and mini-performance provided by the Department have been credited, these additional accompanying services are to be paid for by the voice student, directly to the accompanist.

Accompanists: Contact information for all Approved Accompanists is available in the Music Office. Please note that each accompanist has a maximum load of 10 students per semester.

Accompanist Invoicing: Accompanists shall submit to Michele Pullum, Senior Staff Assistant, a completed copy of the attached Accompanist Invoice, detailing every transaction in which accompanying services are provided and/or monies are exchanged.

Cancellation policy: Students are required to give 24 hours' notice to the accompanist and instructor of any necessary absence for scheduled rehearsals or performances. In the event that sufficient advanced notice is not given, the student will be charged \$20 per half hour for the missed service. Departmental funds may not be used to cover this expense.

Department Sponsored Performances and Special Events: The Department of Music hosts various events throughout the semester that present students in performance (e.g., Honors Recital, CAHS Honor's Day, donor events, etc.) Any accompaniment fees for performances and related rehearsals that fall under this category will be paid for by the Department, as coordinated by the Music Office, the performer's instructor, and the accompanist. Accompanists will charge the Department \$33 per rehearsal session for 1 rehearsal per special event, unless additional rehearsals are pre-approved. Special event performances will be charged to the Department at a rate of \$34 per service.

COVID-19 Addendum: In response to the COVID-19 pandemic, the Department of Music will comply with the UAH COVID-19 Campus Guidelines, as posted online at uah.edu/covid-19.

Recording Waiver: All recordings made by the Department of Music and/or the Departmental Accompanists are for the exclusive, private use by students as a means to facilitate their remote instruction in applied music lessons. Any public use of these recordings, including posting on social media and third party media platforms such as YouTube, is strictly prohibited.

Contracted Accompanist List: The Contracted Accompanist List is compiled by the Department Staff Accompanist and approved by the Accompanist Committee. The list should contain between four and six (4-6) departmentally-contracted accompanists, and an additional two (2) accompanists that are departmentally-approved in the event no contracted accompanist is available.

By utilizing this policy, you are agreeing to adhere to the policy in its entirety and have read and understand your duties as a recipient of the services provided.



ACCOMPANIST INVOICE

Student: _____

Accompanist: _____

Billing Date: _____

Student Payment Due: _____

DEPARTMENTAL RATES:

30-minute Lesson/Rehearsal (Limit 2): \$33

Mini-Performance (Limit 1): \$34

Faculty/Departmental Event: \$20/half hour

STUDENT RATES:

30-minute Lesson/Rehearsal: \$20

Mini-Performance: \$20

Pre-Recital Jury: \$40

Recital Performance: \$75

Date	Type of service	Departmental service	Student-Payed service	Fee
DEPARTMENTAL TOTAL:				
STUDENT TOTAL:				