**Drake Uni Drake University Department of Theatre Arts**

 **Vocal Accompanist Policy**

 **FALL 2023**

**ATTENDANCE**

1.      **Musical Theatre and BFA Majors:** Recurring weekly lessons/rehearsals are scheduled at the beginning of the semester. During the 14-week semester, the pianist will be present for half of the student’s lesson time (30 minutes/week) OR rehearse with students outside of the lesson time (30 minutes/week). This is to be determined by the voice instructor and accompanist. This does not include recital rehearsals. You receive 14 accompanist meetings for each semester. You voice instructor might choose to have the accompanist not come to the first lesson in which case you will have 1 makeup lesson in the term. The department is currently covering one (1) studio class. You will be required to pay for your jury performance out of pocket. See the fee structure below.

2.     **Musical Theatre Minors and Acting BFAs:** Accompanists will attend the 30 minutes weekly lessons following the same expectations as stated above.

3.     Weekly attendance is mandatory. Voice instructors will be notified of unsatisfactory attendance.

4.     Prior toscheduling any events, you must consult with your instructor and 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 pianist taking a sabbatical/leave of absence, scheduling and policies will be discussed prior to the absence.

**Please note: Students should make every effort to attend their scheduled rehearsal and lesson time according to the policies below in** **order to respect the accompanists valuable time. It also is in accordance with Drake policies for the accompanists to be compensated for their time and important work.**

**STUDENT CANCELLATIONS**

1.      Students must provide advanced written notice to both the instructor and the accompanist regarding cancellations/illness. A make-up time will be provided if more than 24-hour notice of a cancellation is given (in writing via email or cell phone message/text), solely at the accompanist’s availability. It must be made up within 2 weeks, or the time is forfeited.

2. Any rehearsal /lesson/etc. missed with less than 24-hour notice for any reason including illness, is forfeited.

3.   If you are cancelling a lesson for which both your instructor and your accompanist are scheduled, the student must also notify the accompanist at least 24 hours in advance (in writing via email and/or phone text).

4. Students should consult both the *instructor* and accompanist’s syllabi for details and policies regarding cancellations; a written notice does not equate to an excused absence. Not adhering to the cancellations policy may result in forfeiting your time.

**INSTRUCTOR CANCELLATIONS**

1. If Instructors cancel a lesson for which the accompanist is scheduled, the student must rehearse with your accompanist in their studio during your lesson time.

**ACCOMPANIST CANCELLATIONS**

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

**CAMPUS CANCELLATIONS (weather, emergency)**

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

**PROVIDING MUSIC**

**COVID-19 protocol:**

All music should be sent to pianists electronically. You must own an original copy of the music.

**Non-COVID-19 semesters:**

1.     Photocopied music, in the correct key, should be provided within a week of its assignment. All lesson music, with rare exception, must be photocopied and provided before the midterm break. You must own the original score and comply with any copyright guidelines.

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 2 pages.

4. If you are performing a recital, please also provide a black 3-ring binder.

5.     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 availability before scheduling any recitals, hearings, and dress rehearsals.

3.     Accompanists will provide the student with an invoice regarding recital payment. Unless other arrangements have been made (i.e. payment plan), full payment is due at the dress rehearsal or on the day of the recital. *An accompanist will not play a recital without pre-payment.*

4.     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.

5. <https://www.drake.edu/music/currentstudentresources/recitalpolicies/>

**PAYMENT**

1.      All students enrolled in THEA 026/126 prepay an accompanist fee for 14 half-hours ($315) of weekly lesson/rehearsal accompaniment each semester.

Note: Complete list of Tuition and Fees: [https://www.drake.edu/finaid/tuition/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.drake.edu%2Ffinaid%2Ftuition%2F&data=05%7C01%7Cann.cravero%40drake.edu%7C3888864700e342b118e108dba7fdef69%7C6f028129009c4b33b633bbfc58bbd960%7C0%7C0%7C638288481303942470%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3oDN3g%2Fx54G93A%2BBhNlkieTVTQWlZA3zEtJSKzSewm0%3D&reserved=0)

2.     Accompanists will provide invoices for all other fees as appropriate. Payment must be made within 7 days of invoice receipt.

3.      Invoice frequency and acceptable payment methods vary among accompanists; discuss individual accompanist expectations upon first meeting.

4.      Full payment is due at the final rehearsal with the accompanist, or prior to the final jury performance. *An accompanist will not play a jury until all outstanding fees are paid, including the jury fee.*

5.      Failure to compensate in a timely manner will result in an “academic hold” on the student’s account until payment is made.

**FALL 2023 VOCAL ACCOMPANIST FEES**

**Lesson/Rehearsal:** $41/hour

**Recordings:** $15-30 (depending on difficulty)

**Jury:** $20/student

**Studio class:** $15/student (the first studio performance is covered by the department. Any additional performances need to be paid directly to the accompanist.)

**Honors Recital:** $30

**Masterclass:** $25/student

**Honors Recital:** $30

**State/Regional NATS competition:**

·         First round: $40

·         Semifinals: $25

·         Finals: $20

**State MTNA competition:** $75 +Mileage/lodging

**Mileage/Hotel/Per Diem:** divided equally among participants

Note: Complete list of Tuition and Fees: [https://www.drake.edu/finaid/tuition/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.drake.edu%2Ffinaid%2Ftuition%2F&data=05%7C01%7Cann.cravero%40drake.edu%7C3888864700e342b118e108dba7fdef69%7C6f028129009c4b33b633bbfc58bbd960%7C0%7C0%7C638288481303942470%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3oDN3g%2Fx54G93A%2BBhNlkieTVTQWlZA3zEtJSKzSewm0%3D&reserved=0)

Updated: 11/2/23 JK