

Policies Regarding Accompanying Services

1. The primary role of the **staff accompanists** is to play for degree recitals, both graduate and undergraduate.

Other requests may be considered, but are secondary to the above. These may include:

- Faculty recitals
- Guest artist recitals
- Guest artist masterclasses
- Prospective faculty auditions
- Special requests for performances of significant ensemble works
- Texas Tech Symphony concerto competition
- Audition recordings
- Miscellaneous

2. **Student accompanists** shall play for guest artist masterclasses, degree recitals, studio classes, area recitals, master classes, diction classes, ensembles, lessons, composition premiere, and the Texas Tech University concerto competition. Other requests may be considered, but are secondary to the activities listed above.

3. To submit a request for accompanying services, fill out the Request for Accompanying Services form located on the School of Music website (see “Faculty and Staff Resources” or “Current Students”). Students should email the forms to their supervising professors for approval before mailing them to the Accompanying Coordinator. The completed forms should then be emailed to the Accompanying Coordinator by the deadlines that are posted on the Request for Accompanying Services form.

Incomplete forms will be returned. There is no guarantee that a request will be filled. All requests should be submitted **as soon as possible**; any requests submitted after the deadlines will be filled according to availability.

4. Dates and times for hearings and dress rehearsals must be scheduled only in consultation with the accompanist.

5. It is the responsibility of the instrumentalist/vocalist/conductor to provide music (scores) and an audio recording (or internet link) to the student or staff accompanist as far in advance as possible. For a student accompanist, the material should be received no less than 6 weeks ahead of the recital hearing or other performance and at least 3 weeks before the pianist has any playing responsibilities (e.g., rehearsals). For a staff accompanist, the materials should be received no less than 6 weeks ahead of the recital hearing or other performance and at least 2 weeks before the pianist has any playing responsibilities. In addition, the Coordinator(s) of Accompanying may request students and faculty members to provide scores at the time of request in order to evaluate the difficulty of the assignment.

6. The Coordinator(s) of Accompanying, Senior Staff Accompanists, and piano faculty together

will consider the requests carefully and distribute the assignments among the staff and student accompanists. There is no guarantee that all requests will be filled.

7. The maximum amount of time allotted for rehearsals, lessons, and performances (e.g., studio class, area recitals, etc.) pertaining to a full-length recital **should not exceed 15 hours**. Appearances in studio classes and area recitals will normally count for 30 minutes of accompanist time. The pianist's time commitment for other recitals or assignments will be proportionally determined by the Coordinator(s) of Accompanying. Student accompanists will be furnished with a log to keep track of services provided. If the student instrumentalist/vocalist or faculty member requests more time, the pianist is at liberty to decline or to charge the student for the extra time. A reasonable expectation of the pianist is attendance at one rehearsal and one lesson per week.
8. Accompanists are responsible for a maximum of 25 minutes of music on a junior recital and 55 minutes on a senior or graduate recital. These limits take into account the required length of degree recitals, with a time allowance for stage entrances, exits, and changes to the setup.
9. If the instrumentalist/vocalist/conductor wishes to have the pianist accompany out-of-town performances, the pianist can decide whether or not to travel. If the pianist agrees to do so, it is the responsibility of the instrumentalist/vocalist/conductor to pay the expenses of the pianist and to remunerate him or her at an agreed-upon rate.
10. Frequent postponements of recitals wreak havoc with the pianist's schedule. If extenuating circumstances require a change of date, inform the Coordinator of Accompanying and pianist **immediately** and consult with him/her before rescheduling the recital. Postponement of a recital for any reason may result in cancellation of accompanying services for that recital.