

**Morehead State University
School of Creative Arts
Department of Music, Theatre and Dance**

ACCOMPANIST REQUEST FORM AND CONTRACT
All Fields MUST Be Completed. Contract MUST be signed for Request Confirmation.

Name: _____

Major/year: _____ E-mail address: _____

Instrument: _____ Applied Teacher: _____

Today's Date: _____ Harpsichord needed? (circle) Y N

Event, Date, Time and Location:

*A NEW form must be filled out for EACH NEW EVENT.

Due dates for requesting a departmental collaborator:

*Student Degree Recital for Fall 2019 – By **September 16**

*Juries (also Student Recital, Studio Class, Smaller Performances) – **One Month** before scheduled event
- exceptions made for performances in the first month of Semester
- Juries, Performance Class and Student Recital will be on a first come, first served basis.

*Weekly lesson – At the discretion of the accompanist and weekly availability.

*Recitals and performances outside of degree requirements: To be discussed with collaborator on a separate basis.

REPERTOIRE – Please include optional pieces that may or may not be performed. Also, include estimated performance time of each piece. (If more space is needed, include on a separate sheet of paper.)

***Please return this form WITH your piano scores (refer to no. 2 on reverse) to the mailbox of Mr. Murphy.
No request form shall be processed without PIANO SCORES or CONTRACT SIGNATURE!***

Questions to:

William A. Murphy
305 Baird Music Hall
wamurphy@moreheadstate.edu
606-783-9496

(Terms of Agreement on Reverse)

1. Accompanists are, in fact, pianists (or harpsichordists or organists). In addition to mastering their own instrument, they have to listen to you and “save” you, if necessary. If you would like to be courteous, please address them as your **collaborative pianist, harpsichordist or organist**. In any event, scores should be received at least *ONE MONTH* prior to the first performance (that includes hearings, studio classes, etc.), regardless of how *easy* you think the piano part is. The decision of what a pianist can or cannot do lies with him/her and not with you.
2. As a courtesy to your pianist, please provide original scores **OR** Xerox copies, **as it looks from the original: double-sided, hole-punched, AND in a three-ring binder**. Make sure the entire music made it on the Xerox copies. If any music is cut off, it will be given back to the performer for recopying.
3. Be certain to clearly state your expectations to your pianist: tempo markings, inclusion or exclusion of orchestra interludes in piano reductions, inclusion or exclusion of piano solo variations in variation sets, etc.
4. **Contract inclusions:**
 - a. **Degree Recitals:** 4 – 1-hour Rehearsals, 1 – 30-minute Hearing, 1 Dress Rehearsal, and 1 Recital. The attendance of the applied professor is needed for one rehearsal, at minimum, for degree recitals. Rehearsals may be divided into smaller segments at the performer’s discretion and availability of the accompanist.
 - b. **Juries:** 2 30-minute rehearsals. 1 jury.
 - c. **Student Recital/Performance Class:** 1 30-minute rehearsal. 1 performance.
5. It is your responsibility to schedule your rehearsals with the pianist, not your teacher’s and not the pianist’s. Rehearsals must be made with a minimum of 48-hours’ notice. Please be proactive, face-to-face or use of the MSU email system is acceptable. Answer emails from your pianist promptly. **NO TEXT OR FACEBOOK** messages will be answered regarding rehearsals. Once a rehearsal is scheduled, keep that appointment. Rescheduling will only happen if there is a doctor’s excuse, or emergency that prevents from appearing at the scheduled time. Please **DO NOT** attend a rehearsal if you are sick. Do not waste your time or the accompanist’s by not being prepared/warmed up for your rehearsal. If it is evident you are not prepared, you will be asked to leave and the rehearsal **WILL NOT** be rescheduled. *****A minimum of 1 rehearsal must be scheduled and attended for a performance to occur.**
6. Excessive rehearsing should be avoided. Please be considerate and limit your rehearsal requests beyond those mentioned above. Additional rehearsal requests beyond this contract will be charged to the student. Be aware that rehearsals during breaks (that includes Fall, Thanksgiving and Spring breaks) are invasive and cut into your collaborator’s other professional obligations and private life.
7. Please note that a maximum of TWO recitals will be performed on any given day. Make sure that when you are scheduling your recital to check the accompanist is not already performing the allocated recitals.
8. When advertising your performance, please mention the names of all performers. Keyboardists do not simply provide a service to you—they have artistic standards for their own playing and feel just as much pressure and excitement as you during the performance.
9. When a pianist agrees to play with you, he/she agrees to the given repertoire, as well. If you choose to change your program, especially repeatedly or on short notice, there is no obligation for the pianist to honor the commitment since you have changed the conditions.

I hereby agree and understand the terms mentioned above. Failure to comply to any/all of the above terms, will result in breach of contract, and will be terminated.

SIGNED: _____