



## HOW TO GET ALONG WITH YOUR PIANIST

As collaborative pianists, we love making music with you. This is a performance for both of us, and we are juggling lots of repertoire and rehearsals. You can help us be able to bring our very best to our performance by following the guidelines below.

*Failure to abide by these guidelines may result in the cancellation of your performance or loss of the privilege of collaborating with a pianist.*

### ***What can I expect from my applied teacher?***

- Applied voice teachers will assign their students to a pianist within the first two weeks of school. This pianist will play for you during studio class, recital hour, and voice juries.
- **All applied professors** are responsible for signing students up for their student recitals (minimum of 6 weeks in advance of performance). All information (student name, instrument, composer, title, need for accompanist, etc.) needs to be complete at this time.

### ***When should I send music to my pianist?***

- For **student recitals/studio classes/juries**:
  - Please get music to your pianist **6 weeks** in advance of your performance date.
  - This allows your first rehearsal to happen **2 weeks** before the performance.
- For **junior/senior recitals**:
  - Please get music to your pianist **8 weeks** in advance of your performance date.

### ***How do I secure a pianist for my junior/senior instrumental recital?***

- A minimum of **12 weeks** before your desired recital date, please send an email to Dr. Smith which contains the following:
  - Name, Instrument, and Type of recital (junior/senior)
  - Date of recital
  - List of **accompanied** recital repertoire
- This information will allow us to assign you a pianist in time for you to send your music to meet the 8 week deadline (as outlined above).

### ***How do I get music to my pianist?***

- Dr. Trotter and Dr. Smith both prefer **electronic copies** of your music.
- Please send **PDF (no jpg or picture/image files)** copies of your music through your **ATU email** (to ensure it doesn't get sent to spam quarantine). Please do not use gmail or other personal email to send music.
- Make sure your scans are good quality, meaning:
  - No notes cut off in either part
  - Clear copy without the music or text blurred or obscured by other markings
  - If the copy is from a book, make sure to flatten it as much as possible

- SINGERS - if you are singing a song in a foreign language, please have a literal translation written below or above the original text
- Some apps you can use to scan directly to your phone or tablet in PDF include [TurboScan](#) or [Scannable](#)

#### ***How do I know who to send my music to?***

- **All instrumental music for student recitals** should be sent to Dr. Smith ([tsmith@atu.edu](mailto:tsmith@atu.edu)) to be assigned to a pianist.
- **All Junior and Senior recital music** should go directly to your assigned pianist.
- **VOICE STUDENTS ONLY:** your voice teacher will assign you to a collaborative pianist within the first 2 weeks of the semester. Once you are assigned a pianist, you can send your music for all performances directly to that pianist.

#### ***How do I sign up for a rehearsal?***

- Dr. Smith and Dr. Trotter both have QR codes posted on their office doors. Please use these to sign up for rehearsals.
- **If you are unable to make a scheduled rehearsal**, you can cancel and reschedule the Calendly meeting through your confirmation email you receive. Please do this no less than **24 hours in advance of your rehearsal**.
- If you miss a rehearsal without a reasonable effort to communicate with your pianist, the rehearsal will not be made up.
- Please communicate with your pianist through your ATU email account as other accounts sometimes go to quarantine/junk/spam/clutter.