

**CSUSB DEPARTMENT OF MUSIC
COLLABORATIVE PIANIST POLICY, SPRING 2024**

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Office Hours: by appointment, please email

**PLEASE READ THE FOLLOWING CAREFULLY. IT CONTAINS
IMPORTANT INFORMATION**

YOUR MUSIC

Please read carefully as I have changed the system from previous years in order to minimize wasteful paper copies.

Step 1:

After consulting with your teacher regarding your assigned repertoire for the semester, send an email to me at alastair.edmonstone@csusb.edu informing me of the music you intend to perform. Make sure to include all pertinent details, i.e. title/composer/opus/edition/key (if applicable).

Step 2:

If I have a copy of your repertoire, I will inform you that you do not need to take any further action. You are all set. Happy practicing!

If I **do not** have a copy, you must provide me with one.

You have two options;

You can choose to make copies of your scores. When making copies, ensure that they are **double-sided and hole-punched**. If they are not, they will not be accepted. Please ensure that there are no sections of the music missing due to poor copying.

OR:

Turn in a hard copy of your music. I will return it to you at the end of the semester.

The deadline to submit/confirm music for this semester is **Friday, February 2nd at 5pm**. Please make sure to hand in ALL your music for any repertoire classes AND music major Recital AND juries by this date. If you are working on repertoire from a previous quarter, please let me know.

You can either slide your music under the office door, or pin it to the pinboard outside the office. Please make sure to include your name and contact information. **My office is PA 211 (upstairs by the tables).**

It is your responsibility to communicate with your studio instructor in a timely manner to finalize repertoire. **Music handed in after February 2nd at 5pm will not be accepted. No exceptions.**

A NOTE ON EDITIONS

Please consult with your studio teacher regarding appropriate editions. Please note that non-professionally published editions downloaded from websites such as IMSLP are usually not acceptable. If you have questions, please feel free to reach out to me.

SCHEDULING REHEARSALS

Students who are music majors and enrolled in private lesson instruction should schedule a rehearsal time by using the sign-up sheet on the door of PA 211. Please only sign up for one slot.

The sign-up sheet is posted by 230pm on the Friday before the forthcoming week. Example: *For the week beginning Monday September 25 the sign up will be posted on Friday September 22.*

Sign-ups are first come first served, and the sign-up sheet will remain available until all slots are taken. I do not accept rehearsal requests by email.

Please make sure you sign up for a rehearsal well in advance of any performances. Otherwise, you will have to perform without a pianist. **It is your responsibility to plan accordingly.**

LOCATION OF REHEARSALS

Rehearsals will be in my studio, PA 211.

FEES

There is no cost to you for regular department activities i.e. rehearsals, juries, repertoire classes, music major recitals etc.

However certain recitals are subject to fees. It is your responsibility to plan accordingly. Please see the next section for detailed information regarding recitals.

JUNIOR AND SENIOR RECITALS

Any student choosing to use the staff Collaborative Pianist must confirm their availability at least six weeks prior to the recital. Do not schedule a recital until you have discussed the date with both your pianist and your teacher.

The following fees apply for the 2023-24 Academic Year.

Junior Recital: **NO FEE if the recital is scheduled during regular business hours.**

If a junior recital is scheduled for an evening or weekend, the cost is \$200 per student.

Senior Recital: **NO FEE if the recital is scheduled during regular business hours.**

If a senior recital is scheduled for an evening or weekend, the cost is \$350 per student.

All fees must be paid in full by the recital date and are per person regardless of whether the recital is a solo or joint recital.

These fees include a dress rehearsal in addition to the recital. Rehearsals need to be conducted during the Collaborative Pianist's regularly scheduled hours.

The dress rehearsal shall not exceed 45 minutes for a junior recital or 60 minutes for a senior recital.