

**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? (check) Y      N

Event, Date, Time and Location:

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

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***Due dates for requesting a departmental collaborator:***

\*Student Degree Recital for Fall 2021 – By **September 10**; Spring 2022 – By **February 11**

\*Gallaher Scholarship Competition Spring 2022 – By **February 11**

\*Juries, 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 school and degree requirements – To be discussed with collaborator on a separate basis

\*\*\*Please email all scores in .pdf format. If this is not available, a double-sided copy may be left in the mailbox of Mr. Murphy (Please refer to Term No. 2 of the agreement on the following page for further instructions regarding scores). Please sign and email the form back to the address listed below.

Please include your repertoire list in this email also.

*Questions:*

wamurphy@moreheadstate.edu

606-783-9496

251 Baird Music Hall

**(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 **collaborator, 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 a .pdf copy of your scores. Email those scores to Mr. Murphy. If a .pdf cannot be made, please provide an original copy/xerox copy (double-sided pages and in a three-ring binder). Make sure the entire music is copied and nothing is cutoff in the margins. If any music is cut off, an email will be sent to the performer to rescan or recopy.
3. Be certain to clearly state your expectations to your pianist: tempo markings, inclusion or exclusion of orchestral 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
  - d. **Gallaher:** 3 30-minute rehearsals for semi-final round. 3 additional rehearsals for finals.  
All performances will be covered if student is selected as winner.
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 MSU email is acceptable. Answer emails from your pianist promptly. **NO TEXT OR FACEBOOK** messages will be answered regarding rehearsals/performances. If you are scheduling for a recital, it is best to schedule *ALL* rehearsals at one time. Once a rehearsal is scheduled, keep that appointment. Rescheduling will only happen if there is a doctor’s excuse, or emergency that prevents the performer from appearing at the scheduled time. Please do not appear to 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 for your rehearsal(s), you will be asked to leave and the rehearsal *WILL NOT* be rescheduled.  
**\*\*\*A minimum of 1 rehearsal must be scheduled and met for a performance to occur.**
6. Please note that a maximum of THREE 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. No Recitals *before* 3:00 on Sunday afternoon.
7. 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.
8. When a pianist agrees to play with you, he/she agrees to a certain 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: \_\_\_\_\_