2015 - 2016
STUDENT GUIDE TO THE CONCERT OFFICE

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ATTACHMENT:
Recording Release Form

PLEASE NOTE: The Recording Release on the last page of this Guide must be signed and returned by Friday, September 18, 2015.
I. Overview Of The Concert Office

What we do:

• Book concerts and events in Longy’s concert spaces (Pickman Hall, Wolfinson Room and Recital Room N-1)
• Stage manage all performances and rehearsals in Pickman Hall
• Record concerts
• Offer video and audio editing services
• Assist with technical needs

Important rules of thumb:

• All events in Pickman Hall are booked through the Concert Office.
• Please contact Cassandra McBride, Production and Recording Services Manager, for any Concert Hall needs.
• We rely on you to be proactive with your concert information! The sooner we get your concert information, the better we can serve you.

How to get in touch with us:

Production and Recording Services Manager: Cassandra McBride; cassandra.mcbride@longy.edu (ext. 1765)

Office Hours:

• Mondays 3 – 4pm
• Wednesdays 2 – 3:30pm
• Thursdays 11am – 12pm

Don’t hesitate to contact the concert office with any questions - please feel free to stop by the Concert Office. Knock on the door located in the balcony of Pickman Hall! (But please do try to come during Office Hours.)

II. Student Recitals

Fall 2015 required recitals may be booked immediately.
Spring 2016 required recitals may be booked beginning Monday, November 2nd.
Fall 2016 required recitals may be booked at the end of the Spring 2016 semester.

 Shortly before November 2nd, the Concert office will issue a list of possible graduating recital dates. The graduating student recital registration form and instructions on how to register will be emailed to your longy.edu address. You will also be able to obtain a recital registration form from the Concert Office. The form must be filled out in its entirety, with the following information included on it for the form to be accepted:

• Your top 5 date/location choices
• Your Teacher and Department Chair’s initials approving the dates
• Your proposed recital program

Things to address before coming to the Concert Office to book a required recital:

• When registering for Spring 2016 classes, be sure to register for a recital!
• Discuss the dates (Jury, Dress Rehearsals, Recital, Reception) with your teacher and collaborators. Be prepared to have several options in case your preferred date is unavailable.
• Generally, recital juries take place at least 4 weeks prior to the recital date. Jury requirements vary by department. Please consult your department chair for details.
Non-Required Recitals are optional performances that any student, not just those completing their degree requirements, can book in conjunction with their academic program. Non-Required Recitals can take place in N1 or Wolfinsohn. Each student is entitled to one non-required recital per academic year. Non-required recitals will only be booked upon availability with first priority going to all required Longy events. These can be booked by contacting the Concert Office.

**Time allotments for concerts and dress rehearsals:** Student recitals are scheduled as three-hour blocks of time (e.g. 7-10pm). Concert preparations and breakdown must take place in this allotted time. The actual concert should start an hour after your block of time begins and end at least half an hour before the block expires so you have ample time to load out of the hall.

You may book a dress rehearsal up to two hours long in the hall. It is possible to split your dress rehearsal into two separate one-hour slots depending on hall availability.

**Student Hours in Pickman:** Every academic year each student is allowed four hours in Pickman Hall for rehearsing or recording in addition to dress rehearsals and concerts. The four hours may be split into four one-hour sessions. Loading in and out of equipment must be done within the allotted time. Students may also book time in Pickman Hall beyond their four hours at an hourly charge. For more information regarding rental rates, please contact the Concert Office.

**Receptions:** Recital Receptions are booked exclusively through the Concert Office. If you would like to have a reception in conjunction with your recital, it will be booked for the same time that your booking in the hall begins. (e.g. for an 8pm recital, you will have access to both the hall and your reception room beginning at 7pm.) If your recital is in Pickman you may book Wolfinsohn or Room 4 for your reception. If your recital is in Wolfinsohn or N1, you may extend the three hours of your concert block by an hour. You must clean and pack up your reception before the end of your scheduled time. Please note that due to fire code regulation, receptions cannot occur in any hallway or lobby and under no circumstances may your reception move into Pickman Hall.

**Cancelling and Rescheduling:** Please contact the Production Manager as soon as possible to cancel or reschedule a reservation. You can cancel or reschedule by emailing, calling or just stopping by. If you do have to reschedule your recital the Concert Office will do everything possible to help you find a time, but can not guarantee that there will always be one available.

### III. Concert Production

Prior to your concert, you will be asked to fill out a production form. The production form is designed to help both you and the Concert Office better prepare for your concert. It allows you to request equipment and production services as well as outline your staging needs. The production form is due to the Concert Office **2 weeks before the date of your concert.** Last minute production/equipment requests will not be accepted.

For all concerts in Pickman Hall, a stage manager will be on hand to take care of all stage changes and the various needs of the performers. As scheduling permits, a stage manager will also be on hand at the dress rehearsal to help with your stage set-ups. Graduating Recitals in N1 and Wolfinsohn are automatically staffed with a stage manager from the Concert Office. However, Non-Required Recitals in N1 and Wolfinsohn will not have a stage manager unless explicitly requested by the performers.
IV. **Pickman Hall Pianos**

Pickman Hall has two concert grand pianos, both Steinways. These pianos are locked when not scheduled for use and are to be moved **only** by a member of the Concert Office staff. If you are planning on using a prepared piano or would like to have the lid removed you must inform the Concert Office of this when you turn in your production form. Only the older Steinway may be prepared or have the lid taken off. Any repairs that the piano requires after being prepared will be the financial burden of the performer who prepared it. The pianos in the hall are routinely tuned. If you have a problem with one of Longy’s pianos, contact the Production Manager for the pianos in Pickman Hall and the Facilities Manager for all other pianos.

**The following are the approved uses of the newer Steinway:**

- **Piano Faculty (Piano, Collaborative Piano, MAM):**
  - Faculty Artist Recitals (soloist or accompanist)
  - Recording sessions
  - Department Seminars
- **Piano Majors (Piano, Collaborative Piano, MAM):**
  - Required recitals
  - All Artist Diploma recitals
  - Promotional juries
  - Honors or Concerto Competition
  - Performances by winners of above competitions
  - Recording sessions
- **Non-Affiliates (Renters):**
  - Performances
  - Recording Sessions
- **Longy Concert Series:**
  - Celebrity Series Debut Series
  - SeptemberFest
  - Gessner-Schocken series
  - Faculty Artist recitals
  - Faculty Debut Recitals
  - Side by Side at Seven concerts
  - MAM series
  - Alumni Voices series
- **Other guests upon approval by Piano Committee**

**Under NO circumstances may this piano be prepared or have its lid removed!**
V. **Programs and Publicity**

Programs are the jurisdiction of the Concert Office. The Concert Office generates programs for all Graduating Student recitals, and for many other concerts that occur in Pickman Hall. For inquiries regarding programs, please contact the Program Assistant, at program.assistant@longy.edu.

**Requirements for printed programs:**
If you are graduating this year, you are **required** to have programs produced by the Concert Office. Graduating students are **not** permitted to design their own program.

Longy’s Program Assistant will issue a request for your program information via email approximately 4 – 6 weeks before your recital. All of your program information **must be submitted 2 weeks prior to the date of your recital.** If you miss this deadline, the Concert Office will not be able to generate programs for you.

The Program Assistant will print text and translations for you, however they will not edit or proofread them for you. These must be submitted **at the same time** as your program information. If these are late, the Concert Office will under no circumstances print them for you. The Concert Office will not provide performer biographies or program notes. If you wish to have these, you will be responsible for providing them (writing, printing, and bringing them to your performance).

*Please note:* Stage Managers are not able to insert pages into programs for you.

The online concert calendar, found on Longy’s website at [http://www.longy.edu/about/events/](http://www.longy.edu/about/events/), is a joint effort maintained by both the Concert Office and the Communications office. Questions and inquiries regarding the online concert calendar may be addressed to cassandra.mcbride@longy.edu.

**Your concert listing on Longy’s website and other promotional materials:**
Web listing for student recitals will include name, instrument or voice, and the time and location of your concert. If livestreaming for your performance has been requested, there will also be a link on your listing to the livestream page.
VI. Recording Services and Live Streaming

If you would like to have your concert recorded, there are several options available.

- **Backstage Recording** – Located backstage is a simple-to-use recording system that consists of a professional grade stereo microphone, which records directly onto a CD, or can connect to the performers own recording device. Posted on the side of the recording system are detailed instructions on its use. There is no charge for using this system, but your recording will not be edited or broken down into tracks. The Stage Manager on duty is not responsible for helping you record.

- **Hire a Longy Engineer (Audio)** – For a fee of $75 you may book a Longy Engineer to record your recital. This option is a fraction of the cost of hiring an outside engineer. You will receive an edited audio recording, broken into tracks.

- **Hire a Longy Engineer (Video & Audio)** – For a fee of $125 you will receive the same audio service as listed above as well as a video of your concert as an .MP4 file.

- **Hire an Outside Engineer** – You may hire a non-Longy engineer to record your recital. They will not be permitted to use any of Longy’s equipment, such as mic lines, microphones, recording booth, etc.

Requests to have your graduating recital recorded must be made by the deadline stated by the Production Manager closer to your recital date. Dependent on the schedule of other simultaneous events, the Concert Office also has the ability to record concerts outside of Pickman. If you wish to have your concerts in Wolfinsohn or N1 recorded, a request must be made three weeks prior to your concert.

**Livestreaming:** All events in Pickman Hall can be streamed via the web. Please contact the Concert Office at least one week prior to your recital to request that it be livestreamed. Signed release forms must be submitted for all participants, including guest artists, appearing in the concert. The burden of obtaining these releases is that of the student giving the recital. Release forms can be picked up in the concert office or emailed as a PDF upon request. All release forms must be submitted three days prior to the performance.

Concerts can be viewed live on [http://www.longy.edu/about/events/](http://www.longy.edu/about/events/) by clicking on the Livestream button under the concert listing. The video stream is not recorded or saved.
The following Longy concerts are automatically recorded:

- Artist Diploma Recitals
- Celebrity Series
- Commencement
- Convocation
- EM Opera
- Faculty Debut Recitals
- Gessner-Schocken Series
- Honors Concert
- IBIL
- IS/VP Chamber Ensembles
- Longy Conservatory Orchestra
- Listening In
- Longitude
- MAM Chamber Ensembles
- MAM Series
- New Music of Longy Composers
- Opera (fully-staged)
- Opera Gala
- Opera Scenes
- Radius Ensemble
- SeptemberFest
- Student Voices

Performers in the above concerts may request a copy of the recording from the concert. To cover the cost of discs and labeling there is a $3 fee for each CD, and a $5 fee for each .MP4. Composers of pieces performed in NMLC and Listening In performances are automatically entitled to a free copy of the recording from that concert. Upon request, the Concert Office can share audio or video files smaller than 250MB at no charge using Dropbox.com. Performers are also welcome to arrange a time to come to the Concert Office to copy audio or video files to their own computers, external hard drives, memory sticks, etc.
The Longy School of Music of Bard College

RECORDING RELEASE

Academic Year 2015 - 2016

Except as cited below, all Faculty, Staff, and Conservatory Students authorize the Longy School of Music of Bard College and those acting on its behalf to, free of charge, for archival purposes only:

- Record participation and appearance in any official Longy school recitals, concerts and performances on video media, audio media, film, photograph or any other medium
- Record work, including musical compositions on video media, audio media, film, photograph or any other medium
- Exhibit or distribute such archival recordings exclusively for self-study purposes

I agree that, for any concert that is recorded, aside from Faculty Artist recitals and Graduating Student recitals:

- One copy of the recording will be archived in the Concert Office
- One copy of the recording will be given to performers (upon request and following the appropriate payment) with the understanding that the recording may be used only for self-study purposes and UNDER NO CIRCUMSTANCES DUPLICATED
- At the discretion of the school, excerpts of concerts can be posted and archived on the website.
- Longy retains the right to use recorded media for commercial and non-educational purposes (promotional, ect.)

In the case of faculty artist recitals and student recitals, any recording made in Longy’s venues are the sole responsibility of that faculty member or student and they are responsible for any compensation or considerations that are required by the AFM.

The Longy School of Music recognizes many of its Faculty, Staff and Students are Members in good standing of the American Federation of Musicians. Longy respects the integrity of the intellectual property of its member musicians.

In agreement with the spirit of these unique protections, Longy agrees to abide by the following conditions applicable to AFM members:

With the exception of the specific limited uses stipulated in the foregoing, no service or any part thereof shall be recorded, reproduced or transmitted in any manner or by any means, in the absence of a specific written agreement with the AFM or Local relating to and permitting such recordings.

In the event Longy releases materials to me pursuant to the terms of this form, and as a result of the actions it is determined that an unauthorized use has occurred, Longy may hold me liable for wages and benefits to which AFM musicians participating in said electronic media product are entitled under terms of the appropriate AFM Electronic Media Agreement

By signing the following recording release, you not only agree to the terms of the Recording Release Form, but you acknowledge that you have read and understand all of the Concert Office policies laid out in the Student Guide to the Concert Office.
The Longy School of Music of Bard College
STUDENT RECORDING RELEASE FORM
Academic Year 2015 - 2016

I am aware of and agree to be bound by Longy’s recording policies as set forth in the Guide to the Concert Office’s Recording Services section. I understand that these policies may be updated from time to time at the sole discretion of the Longy School of Music of Bard College.

In addition to the terms set forth in the recording release for 2015 - 2016, I give Longy permission to stream via the web any school-sponsored concerts and events, as determined by administration or faculty, in which I perform.

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This form must be submitted to the Concert Office no later than Friday, September 18th, 2015.