

## KEYBOARD USE POLICY FOR RECITALS

### PIANO

ESBER RECITAL HALL and 122 Music Building II

The Steinway concert grand may be used for

1. Faculty and guest artist recitals
2. Piano major recitals
3. Other special requests to use the Steinway must be made to Sue Haug.
4. All other recitals are to use the Bosendorfer grand piano which will be left out on stage.

We will no longer have a monthly default piano. The Steinway will be the selection for #1 and #2 above. The Bosendorfer will be the selection for all the rest. You will still need to submit the Keyboard Request Form which has replaced the Tuning Request Form to let us know if you intend on using piano or not. For 122 MB II, the Steinway piano will be out for general use. The 122 MB II Bosendorfer piano should be the protected piano.

\*Note: The piano for your performance will be decided upon and appear on the Music Event Planner. You will need to check the planner. If we strongly feel that you would be using piano, then the name of a piano may already appear under “piano”, then you will not receive an email prompting you to fill out the on line form although we would appreciate knowing if you are not using piano. The form should be submitted anyway.

In general, the Bosendorfer piano will always be on stage. The Steinway piano will be placed on stage if it is going to be used that particular day in rehearsal or performance. Greg Herrold will handle the piano moves during his tuning time. Outside of this, there should be no moving of the pianos in and out of the piano storage room. Exception: If a faculty member or guest artist would rather the Bosendorfer piano be moved to the storage room for their performance, then that faculty member or their grad assistant would need to assist the stagehand person in moving the piano. The stagehand is present 1 hour prior to any performance they are scheduled for. If there is no one to assist the stagehand, then the piano will remain on stage. Daily piano use in the hall will be planned on each Monday for one week out and posted inside Esber Recital Hall. If the Steinway piano is not planned for any particular day, then the Steinway will be in the storage room with the Steinway key not being available.

### HARPSICHORD

ESBER RECITAL HALL

1. The Dowd harpsichord will only be available for faculty, guest artist and Baroque Ensemble recitals. All harpsichord requests for rehearsals or recitals are to be made known at least one month in advance to Greg Herrold, piano technician.
2. All other recitals are to use the Herz harpsichord which is housed in Esber Recital Hall.
3. For your accompanist, you are to choose only from the approved list of harpsichord accompanists listed on the Keyboard Request Form. Also inform us of the date and time of your rehearsal.

EISENHOWER CHAPEL AND OTHER VENUES

1. If a faculty member requests a harpsichord, the SOM budget will pay the costs for a CPA staff person(s) to assist Greg Herrold in moving the instrument to the Eis. Chapel..

Please keep in mind that each call bears a three hour minimum charge per person.

(continue on to page 2)

2. For the Baroque Ensemble, one or two string bass TAs will have within their responsibilities the moving of the Dowd harpsichord to the chapel. The names of those two persons, need to be shared with Greg Herrold, who will contact the TAs to coordinate the moves.
3. If ensembles are requesting the use of the Dowd, then you would need to use the money from your budget if CPA staff are involved, but you all have TAs who could have this assignment.
4. If a student is requesting the use of a harpsichord in Eisenhower Chapel or another venue, then that person or a TA would need to assist in the move to the chapel and back. If this cannot be arranged then the person will be responsible for any charges for those moves if a CPA staff person is involved.

As far as insurance coverage, any faculty, staff person or performing person of that particular recital, may assist in moving the harpsichord.

\*NOTE – If no one shows to assist in moving the harpsichord at a designated time, whether it is a performing person or TA, then the harpsichord will not be moved.

\*\*NOTE – The Tuning Request Form has been changed to the Keyboard Request Form. This form needs to be filled out for each performance.

### **ORGAN**

#### FOR ALL VENUES

1. All organ requests for rehearsals or recitals are to be made known at least one month in advance to Greg Herrold, the piano technician.
2. Submit the request through the on line Keyboard Request Form.
3. Choose your accompanist from the approved list of organ accompanists listed on the Keyboard Request Form and inform us of the date and time of your rehearsal.

Adopted - July 15, 2009