# **Performing Arts Center Policies**

# Contents

Scheduling	2
Ingram Hall	2
Steve and Judy Turner Recital Hall	3
Choral Hall	3
Receptions	3
Recitals	4
Faculty Recitals	4
Rehearsal Time	4
Concert Time	4
Deadlines	4
Guest Artist Recitals	4
Location	4
Scheduling	4
Fees	4
Services Included	5
Blair Academy Honor Scholarship Recitals	5
Recital Management	5
Participation	5
Attendance	5
Recital Programs	5
Student Recitals MUSO 1000, Fridays 12:20-1:10p	5
Recital Management	
Student Request Emails	
Performing	5

Attendance	5
Recital Programs	6
Student Solo Recitals	6
Location	6
Scheduling	6
Services Included	6
Deadlines	6
Recital Hearing	6
Rescheduling	7
Studio Recitals	7
Location	7
Scheduling	7
Faculty Recordings	7
Scheduling	7
Student Recordings	7
Scheduling	7
Publicity and Marketing	8
Biographical Information	8
Marketing	8
Calls for News	8
The Media	8
Professional Photography	8
Operations and Facility Management	9
Building Hours	9
EMS Scheduling (Master Calendar)	9
Harpsichords and Organs	9
Dobson Organ, Opus 92 Use Policy	9
Harpsichords	9
Schedule Use of the Harpsichords	10
Continuo Organ	10
Piano Tuning	10
Practice Rooms	10
Instrument Loans	10
Links	11
Priority Booking Order	11

# Scheduling

Starting in the Spring, halls may be booked for the following academic year. Bookings are accepted according to the **Priority Booking Order**. The Operations Supervisor will send notifications regarding the opening of each booking period. Rehearsals must be booked at the same time as the concert, otherwise rehearsal time is not guaranteed. Each concert performance is allowed a total of two hours rehearsal time, except for pianists who may book up to four hours of rehearsal time.

After Priority Order booking has concluded, if EMS shows availability, additional time in the halls may be requested. All concerts, recitals, recordings, and one-off classes must be booked at least 30 days in advance. Additional use, including but not limited to lessons, graduate school application or audition self-recordings, or practice time, may be booked no more than 14 days in advance if the hall is available. Dates requested more than 14 days prior will be cancelled. If still available, you may request these dates within the 14-day booking window. EMS requests are typically approved within seven days.

Any Guest Artist performances open to the general public must be approved by the Dean of the Blair School of Music. Unless expressly approved by the Dean, non-curricular activities and events will be billed at the internal Vanderbilt Rate. Events and activities presented by non-Vanderbilt groups, including groups whose members are Vanderbilt University Faculty may request time in Blair Halls at the regular rental rates—subject to availability. Contact the Operations Supervisor for pricing and availability.

Event requests made in EMS **must** state the event type, title of event, whether or not the event is curricular in nature, and if there are any additional organizations or departments co-producing the event. If there is no specific concert or event listed in the request, it will not be considered a legitimate request and will be sent back to the sender for clarification. Disputes concerning performance halls will be directed to Seth Soloway, Associate Dean of Presenting and External Relations.

Release of Bookings - To ensure the accuracy and integrity of this process, bookings in any venue may only be cancelled or altered by the person who made the original reservation. The request and confirmation **must** be made with the Operations Supervisor. Requests from parties other than the original reservation will NOT be honored under any circumstance.

Rental fees are waived for one event per faculty member per academic year. For the purpose of this policy, the event will be credited to the faculty member who books the performance

#### Ingram Hall

As the largest venue at Blair, Ingram Hall is the primary venue for Academy and University large ensemble concerts, Blair Concert Series, PAC presented events, and other premier special event productions. As such, those events receive priority booking. Additional use of Ingram Hall may be booked by contacting the Operations Supervisor, who will provide availability for consideration and pricing for approval of non-curricular events. Event staff will be assigned at the discretion of the office of the Associate Dean of Presenting and External Relations based on the stated performance needs. At a minimum there must be one tech staff present when the hall is in use. For performances, a minimum of four tech staff and two front of house staff is required, but more may be assigned based on expected attendance.

Ingram Hall Specifications:

• Capacity: 551 without pit seats, 609 with pit seats

• Stage size: 40' proscenium width

31' proscenium height

29' 5" depth from plaster line

8'4" depth apron to plaster line 20' stage right wing space 16' stage left wing space

- Food and beverage are not permitted in the hall
- If food and beverage are served in the lobby, there may be a housekeeping charge.

#### Steve and Judy Turner Recital Hall

Turner Hall is the primary venue for smaller concerts, guest artists, faculty recitals, ensemble concerts, studio recitals, Academy certificate recitals, required junior and senior degree recitals, masterclasses, auditions, daytime classes, and rehearsals. Additional use of Turner Hall may be booked by contacting the Operations Supervisor, who will provide availability for consideration and pricing for approval of non-curricular events. Event staff will be assigned at the discretion of the office of the Presenting and External Relations Associate Dean based on the stated performance needs. For performances, a minimum of one tech staff and one front of house staff is required. More staff may be assigned based on stated performance needs and attendance.

Typically, performances are scheduled weekdays after 8pm and weekends after 1pm.

**Turner Hall Specifications:** 

Capacity: 272 seats

• Stage size: 46' proscenium width

26' proscenium height

20'6" depth from plaster line depth apron to plaster line 6'6" x 7' stage right wing space

6'6" x 7' stage left wing space

- Food and beverage are not permitted in the hall
- If food and beverage are served, there may be a housekeeping charge.
- Dobson Organ Policy: <a href="http://blair.vanderbilt.edu/events/pipeorgan.php">http://blair.vanderbilt.edu/events/pipeorgan.php</a>

#### Choral Hall

Choral Hall is the primary venue for Academy student recitals, non-required collegiate recitals, and small ensemble recitals. This multi-purpose facility is also ideal for master classes, choral rehearsals and large classes. It is equipped with easy-to-use, full-service recording technologies beyond the standard AV equipment found in other Blair classrooms. It is available at the discretion of the office of the Presenting and External Relations Associate Dean based on the stated performance needs.

**Choral Hall Specifications:** 

Capacity: 75 seats

• Stage size: 23' stage width

11' 6" stage depth at the deepest point

• Food and beverage are not permitted in the hall

#### Receptions

Any student or faculty hosting a reception must comply with the Vanderbilt Undergraduate Alcohol Policy. In summary, students under the age of 21 may not purchase, possess, or consume alcoholic beverages. No alcohol may be served at any student recital reception.

The designated reception area for events in Turner Hall and Choral Hall is the "family seating area" near the elevator. Please consult the EMS schedule for the day of your event to see if other receptions will precede or follow your event and plan accordingly so that no recitals are disturbed.

# Recitals

## **Faculty Recitals**

Faculty may book a recital in Turner Recital Hall, pending availability. All Faculty requests to hold a recital in Ingram Hall must be expressly approved by the Dean in writing. Faculty members with an approved recital request may submit a scheduling request via the EMS reservation system. Rental fees are waived for one event per faculty member per academic year. For the purpose of this section, the event will be credited to the faculty member who books the performance

#### Rehearsal Time

- Two hours hall time for rehearsal and preparation
- Rehearsals in Turner Hall must be scheduled at least two weeks in advance. Rehearsals in Ingram Hall require at least four weeks advance scheduling. Rehearsals will be accommodated as the calendar permits, but preference is that rehearsals be booked at the same time the performance is booked.
- No technical personnel are provided for rehearsals in Turner Hall **except** by special request at the time of booking.

#### Concert Time

- Two hours concert time
- 30 minutes setup and 30 minutes breakdown
- Concert Program\* (see Concert Program Policies)
  Recital audio/video copies may be obtained by visiting the Music Library <u>Blair Performance Archive</u>.
  Staff in the Music Library provide copies of recitals and concerts to performers as requested through an online form.

#### Deadlines

- **Promotional materials:** Due <u>at least</u> 45 days prior to concert. If promotional materials are not submitted 45 days in advance, faculty are responsible for their own promotions. <u>Materials should be submitted online</u>.
- Technical Request Form: Due <u>at least</u> 30 days prior to concert. <u>Forms should be submitted online.</u>

If a tech form is not submitted 30 days in advance, the following will apply:

White area light on stage

1 chair and 1 stand will be set center stage

No stage moves will be accommodated

The recital will not be live streamed

An archival recording will be made

A piano may not be available. You are welcome to use a piano if one has been left on stage though a tuning will not have been scheduled for your recital date.

• **Concert Program:** Due <u>at least</u> 21 days prior to the concert. <u>Programs should be submitted online</u>. If a program is not submitted 21 days in advance, faculty are responsible for their own programs.

We are unable to accommodate late requests and appreciate your cooperation in the continued success of Blair School of Music.

#### **Guest Artist Recitals**

#### Location

 $\hbox{All Guest Artist Recitals and choice of venue must have approval from the Dean before booking.} \\$ 

# Scheduling

Submit written request via EMS, including Dean's approval, to Operations Supervisor. Once dates have been approved complete the Guest Artist Redcap to begin the process of contracting and paying your artist.

#### Fees

Funding must be approved prior to booking your guest artist.

#### Services Included

- Four hours rehearsal time in hall (as calendar permits)
- Stage manager during rehearsal and concert.
- Recital audio/video copies may be obtained by visiting the Music Library Blair Performance Archive. Staff in the Music Library provide copies of recitals and concerts to performers as requested through an online form.
- Online Concert program (if guest artist recital is approved by Dean)
- Specially requested piano tunings will be billed at the current tuner's rate.

# Blair Academy Honor Scholarship Recitals

## Recital Management

Blair Academy Director Mary Biddlecombe coordinates the Honor Scholarships. Sign-up forms are sent to faculty and students in mid-semester, and the faculty member is responsible for turning in their student's program and collaborative pianist information. Ideal length of piece performed is 5-8 minutes. Students are responsible for requesting a collaborative pianist. Teachers are responsible for instructing students in proper stage deportment.

#### Participation

Myra Jackson Blair Scholarship recipients are expected to perform each semester on one of the three scholarship recitals held at semester end in the fall. The recital may serve as the student jury. In the spring, graduating high school seniors perform on a special recital; all MJB scholars are expected to attend. This recital is not graded.

#### Attendance

**Students:** All students and families performing are expected and should plan to attend the entire recital. MJB Junior students are expected to attend one Scholarship Recital per semester.

**Faculty members** with students performing are expected to be present at recital to grade all students who perform.

#### **Recital Programs**

Programs are generated by Mary Biddlecombe, the Blair Academy Director.

#### Student Recitals MUSO 1000, Fridays 12:20-1:10p

#### Recital Management

Associate Dean Seth Soloway serves as Instructor of Record for this required course. The Operations Supervisor, Heather White, manages and coordinates these recitals and their programs.

#### Student Request Emails

Following approval by the major professor, students should complete the Friday Performance Request form no later than 14 days prior to the requested recital date. The following information should be included: title, composer, composer dates, all performer names and instruments in score order. Performances who do not submit the request form 14 days prior to the concert will not be listed in the program.

A confirmation of performance date is distributed to both student and the major professor within one week of the performance request submission.

# Performing

There is a 13-minute limit on each student performance. Extended works may, due to program length, be required to be shortened by the omission of a section or movement. Teachers are responsible for instructing students in proper stage deportment.

# Attendance

Students: Music majors, excepting final semester seniors, are required to register for MUSO 1000, Recital Attendance, and must sign in (swipe their card) to verify their attendance.

Faculty: Faculty attendance is encouraged at student recitals. When their own students perform, the faculty are expected to be present.

#### **Recital Programs**

Programs are sent out by email on Wednesdays to all faculty and staff by Operations Supervisor Heather White.

#### Student Solo Recitals

Requests for hearing, dress rehearsal, and recital bookings must have the approval of the student's major professor before booking.

#### Location

Steve and Judy Turner Recital Hall or Choral Hall

All Senior, Junior degree required recitals, and Academy Certificate Program Recitals Choral Hall

Junior, Sophomore, First-Year, Academy Recitals (not required for degree or Academy certificate)

#### Scheduling

During their allotted booking period, students must check the available time slots and submit a Recital Request Form approved and signed by their major professor. Request forms and a list of available time slots can be found on the Blair School website or from Operations Supervisor Heather White in Room 1113.

#### Services Included

- Two hours rehearsal time (as the calendar allows)
- 70 minutes concert time
- 30 minutes setup and 20 minutes breakdown
- Creation of Recital Program for senior recitals and required junior recitals. All other recitals may submit a completed program to be distributed if they so choose.
- Concert recordings may be obtained by visiting the Wilson Music Library <u>Blair Performance Archive</u>. Staff in the Music Library provide copies of recitals and concerts to performers as requested through an <u>online form</u>.

#### Deadlines

**Concert Program:** Due <u>at least</u> 21 days prior to the concert. <u>Programs should be submitted online</u>. If a program is not submitted 21 days in advance, students are responsible for their own programs.

**Technical Request Form**: Due <u>at least</u> 30 days prior to concert. <u>Forms should be submitted online.</u> If a tech form is not submitted 30 days in advance, the following will apply:

White area light on stage

1 chair and 1 stand will be set center stage

No stage moves will be accommodated

The recital will not be live streamed

An archival recording will be made

A piano may not be available. You are welcome to use a piano if one has been left on stage though a tuning will not have been scheduled for your recital date.

We are unable to accommodate late requests and appreciate your cooperation in the continued success of Blair School of Music.

#### **Recital Hearing**

Hearings should take place and be passed at least 21 days prior to recital. Consult faculty adviser. Hearing form available on the Blair website must be filled out by faculty panel and turned in to Assistant Registrar Rachel Hobbs following hearing. Failure to submit these materials by the deadline will result in the cancellation of the recital.

## Rescheduling

Students are permitted ONE rescheduling of recital, rehearsal, or hearing. The request for rescheduling must come from the professor.

No change of the hearing/dress rehearsal/recital schedule will be accommodated within three weeks prior to a scheduled recital, except for cancellation of the event. All changes will be accommodated as the calendar permits.

#### Studio Recitals

#### Location

Turner Recital Hall or Choral Hall

#### Scheduling

Submit request via the EMS reservation system.

# **Faculty Recordings**

Faculty are welcome to use Turner Recital Hall for various recording projects. Information about the equipment is available from the Supervisor of Technical Services. Projects in Ingram Hall or more than six hours in length must be approved by the Dean. Rental fees are waived for one, six-hour session per faculty member per academic year. Recording engineer fees will not be waived and will be billed at the Vanderbilt rate. Students or faculty who want to hire an independent recording engineer will be charged for a Blair technical staff member to be present during the hours reserved for the recording. The Operations Supervisor will be able to provide a total cost estimate.

Recording sessions should be scheduled no earlier than four weeks ahead, which helps avoid late cancellations. They should be scheduled no later than two weeks ahead if a Vanderbilt engineer is to be used.

# Scheduling

- 1. Consult EMS about possible dates.
- 2. Faculty ensures all musicians are available for the target date. Arranging a second-choice date is a good idea, just in case.
- 3. Faculty contacts John Sevier, Director of Technical Services, to arrange for a Vanderbilt recording engineer
- 4. Having secured agreements with all the necessary parties if the desired date is still available, it may be booked through EMS.
- 5. One week prior to recording, Faculty double-checks all arrangements

# **Student Recordings**

Undergraduate and Academy students will be limited to two recording sessions (including Blair engineer) of two hours each per academic year in Turner Hall. Exceptions may only be made by the Dean, through a special recommendation by a faculty member. The Dean's exception must be in writing. Academy and collegiate alumni may record in Choral Hall at the Vanderbilt rental rate if the room is available.

Recording sessions should be scheduled no earlier than four weeks ahead, which helps avoid late cancellations. They should be scheduled no later than two weeks ahead if a Vanderbilt engineer is to be used.

#### Scheduling

- 1. Consult EMS about possible dates.
- Student makes sure accompanist is available for the target date. Arranging a second-choice date is a good idea, just in case.
- 3. Student contacts John Sevier, Director of Technical Services, to arrange for a Vanderbilt recording

- engineer.
- 4. Having secured agreements with all the necessary parties if the desired date is still available, it may be booked through EMS.
- 5. One week prior to recording, student double-checks all arrangements

# **Publicity and Marketing**

# **Biographical Information**

Faculty members should submit their personal bios for concert programs and their individual webpages on the Blair website and in the public relations files. Bios for concert programs should be **no longer than 300 words total**. (You may provide a longer bio for use on your individual webpage if you wish.) Updates to bios may be submitted at any time via the <u>online submission form</u> and revisions are made on a first-come, first-served basis.

# Marketing

To allow the External Relations team to properly market events, each event will need its own Marketing Submission form. All marketing materials are due 45 days prior to the event. For inclusion in the brochure, marketing submission forms must be submitted by the end of the semester. For example, events in the Spring 2023 brochure must have their marketing submission form completed by the last day of the Fall 2022 semester. Events for the Fall 2023 brochure must have their marketing submission form completed by the last day of the Spring 2023 semester. Any promotional materials printed about Blair must be approved by the office of Presenting and External Relations.

#### Calls for News

To allow the External Relations team to curate important news and publicize in real time we are moving to a submission-based system in lieu of periodic calls for news. When you have news to share, complete the Faculty News & Achievements form.

#### The Media

The Director of Marketing and Communications will submit material suitable for the news media to all newspapers, magazines, journals, community calendars, and radio stations within a 100-mile radius of Nashville, and to Vanderbilt publications as appropriate, but coverage cannot be guaranteed. *Faculty are asked not to independently contact the media or Vanderbilt Central Communications.* 

## Professional Photography

Faculty members should have three to five photographs for publicity purposes in their public relations files, maintained by the Director of Marketing and Communications. Faculty should submit high-resolution (300 dpi or above) electronic photos (color and/or black and white) online. To have photos taken, faculty should contact the Vanderbilt University Visual Media Team. Please submit copies of photos you receive from your portrait session via the online submission form. Should faculty use these photos for non-Blair purposes, full credit must be given: "Photo courtesy of Vanderbilt Photographic Services, copyright."

September 2022

# **Operations and Facility Management**

#### **Building Hours**

When the building is locked, Blair faculty, staff, and university students may use their Vanderbilt ID card to access the building at the main Blair entrance on Children's Way, and the doors on the 24th and 25th Avenue side of the building.

# EMS Scheduling (Master Calendar)

Blair uses <u>EMS</u> for management of its facility scheduling, including classrooms, performance spaces, rehearsal halls. EMS is the official source for confirming room availability. With EMS, faculty and students can:

- Check availability
- Make reservation requests for Blair activities
- Check status of requests
- Check event dates/times

To accommodate the Schedule of Courses and Registration timelines, all regularly scheduled classroom bookings are reserved several months in advance by Senior Associate Dean for Academic Affairs Melissa Rose and the Office of Academic Services. Booking for the upcoming academic year begins in January. For example, January-February 2023 booking is open for September 2023-May 2024.

With the Dean's approval Blair faculty members may sponsor one outside organization's use of the facility per academic year. A fee schedule and information are available from the Operations Supervisor Heather White.

Outside organizations make reservations directly with the Operations Supervisor.

Because demand for use of these facilities is so great, faculty canceling reservations (either for themselves or their students) should immediately notify the Operations Supervisor in writing or by email.

# Harpsichords and Organs

#### Dobson Organ, Opus 92 Use Policy

The Dobson organ in Steve & Judy Turner Recital Hall is understood to be for use primarily by the Blair School faculty and by Blair students who are currently studying (or have previously studied) organ. Special provision will be made to accommodate the needs of guest organists formally invited by the Blair School to perform on the organ.

When a Blair School conductor or performer wishes to use an organist from outside Blair as a collaborator or as a member of an ensemble performing on a program in Turner Hall, the Blair faculty member extending the invitation should send an email to Associate Dean Seth Soloway, copied to Malcolm Matthews, requesting approval for use of the organ. Once the request has been approved, the host faculty member should communicate with Operations Supervisor Heather White for all scheduling matters, and with the tech crew to coordinate rehearsal and concert technical needs. All requests for practice time and technical services should be made by the host faculty member, not by the guest organist.

# Harpsichords

Blair is fortunate to have several fine harpsichords among its musical resources. Harpsichord technique is

unlike that for other keyboards. Accordingly, use of Blair's instruments is reserved for those with specific training in playing the harpsichord. Blair's instruments are available for use by the following musicians: Blair keyboard faculty, students who are studying (or have previously studied) harpsichord, and guest harpsichordists performing at Blair. Blair students interested in requesting permission to use the instruments should contact Malcolm Matthews. Blair's harpsichords are not available for rental and may not be taken from the building at any time. Under no circumstances should any player attempt repairs or adjustments to an instrument or try to tune it. Problems should be reported to Malcolm Matthews and will be attended to as soon as possible.

## Schedule Use of the Harpsichords

The Giuttari is our normal continuo instrument. Use of the harpsichords for performances and dress rehearsals at Blair requiring the moving of an instrument from its usual location is scheduled through Malcolm Matthews. Harpsichord request forms can be downloaded from the Blair website. If the harpsichord is available, the Director of Technical Services will schedule moving and tuning of the instrument as required. Requests for use of the instruments for required recitals (junior, senior, etc.) should come from the performer's studio teacher.

Rehearsals involving the Giuttari harpsichord may take place during a harpsichord student's regular reserved practice time. Rehearsals, especially those involving guest performers or upcoming recitals by Blair students (or faculty) should be scheduled through the Operations Supervisor. A move to the performance venue should take place as close to the time of dress rehearsal and performance as possible. When the dress rehearsal and performance are several days apart, the harpsichord must be moved back to its room in the interim. It may not always be possible to provide a harpsichord for every rehearsal requested. Moving is handled exclusively by the assigned tech crew. Untrained faculty, staff, and students must not try to move an on-stage harpsichord.

# Continuo Organ

Use of the Bennett-Giuttari continuo organ is also scheduled by Malcolm Matthews; **requests should be made via e-mail**. The instrument does not leave the building and is to be moved only by the technical crew.

## Piano Tuning

Blair School of Music technicians/tuners are coordinated by Jeff Stevens, head piano technician. Pianos are tuned and maintained regularly. Requests for tuning or other problems should be submitted to the head piano technician via the online <u>Piano Service Request form</u>.

#### **Practice Rooms**

Practice room sign-up is available the second full week of classes each semester and is coordinated by the Assistant Registrar Rachel Hobbs. Performance majors may reserve up to three hours per day; musical arts majors two hours per day. Blair majors are not charged for the use of practice rooms. Reservation schedules are posted on practice room doors. Unreserved rooms are available on a first come, first served basis. If reserved rooms are not claimed in the first fifteen minutes of the hour, they, too, are available on a first come, first served basis. Practicing is not permitted in the hallways, stairwells, or atrium.

#### Instrument Loans

The Administrative Specialist in the Blair main office maintains inventory of all Blair-owned instruments. These instruments may be loaned only to Blair Faculty, who may in turn loan the instruments to their students. The faculty of record for the loan is responsible for the instrument.

#### Links

Bio and Photograph Updates: <a href="https://forms.office.com/r/agBctehsJC">https://forms.office.com/r/agBctehsJC</a>

Marketing Submission: <a href="https://forms.office.com/r/LjtRFOMJsd">https://forms.office.com/r/LjtRFOMJsd</a>

Faculty News & Achievements: <a href="https://forms.office.com/r/yuNM0hTKbS">https://forms.office.com/r/yuNM0hTKbS</a> Vanderbilt Photo Studio: <a href="https://www.vanderbilt.edu/photoscheduler/">https://www.vanderbilt.edu/photoscheduler/</a>

Piano Service Request: https://redcap.vanderbilt.edu/surveys/?s=873XWXXHKPPXETLR

Dobson Organ Use Policy: <a href="http://blair.vanderbilt.edu/events/pipeorgan.php">http://blair.vanderbilt.edu/events/pipeorgan.php</a>

EMS: https://emscampus.app.vanderbilt.edu/VirtualEMS/

Recital Hearing Form: https://blair.vanderbilt.edu/pdfs/recital-hearing-0321.pdf

Concert Program Submission: <a href="https://forms.office.com/r/UsvJaZZqH0">https://forms.office.com/r/UsvJaZZqH0</a>

Blair Performance Archive: <a href="https://diglib.library.vanderbilt.edu//bpa-browse.pl">https://diglib.library.vanderbilt.edu//bpa-browse.pl</a> Recital Request Form: <a href="https://blair.vanderbilt.edu/pdfs/2022-recital-form.pdf">https://blair.vanderbilt.edu/pdfs/2022-recital-form.pdf</a>

Blair Website: <a href="https://blair.vanderbilt.edu/">https://blair.vanderbilt.edu/</a>

Student Recitals: https://blair.vanderbilt.edu/academics/student-bookings.php

Library Archive: Recital Request Form: https://www.library.vanderbilt.edu/forms/recital-request.php

Guest Artist Redcap: <a href="https://redcap.link/BlairGuestArtistEventForm">https://redcap.link/BlairGuestArtistEventForm</a>

# **Priority Booking Order**

- 1. Curricular collegiate (central to our educational mission)
  - 1.1. Large student ensembles (in no particular order)
    - 1.1.1. Collegiate large ensembles (orchestra, wind ensemble, choirs, opera, Big Band)
    - 1.1.2. Voice collaborative residency (spring semester)
    - 1.1.3. Chamber Music (last week of classes both semesters)
    - 1.1.4. Faculty/student side-by-side concert (spring semester)
    - 1.1.5. Contemporary Music Ensemble (spring semester)
    - 1.1.6. Concerto Competition (January/early February)
    - 1.1.7. Student Showcase (January/February audition weekend)
  - 1.2. Small student ensembles (in no particular order)
    - 1.2.1. Percussion Ensemble
    - 1.2.2. Sankofa
    - 1.2.3. Steel Drum
    - 1.2.4. Jazz Combos
    - 1.2.5.Jazz Choir
    - 1.2.6.Living Sounds
    - 1.2.7. Vanderbilt Community Chorus
  - 1.3. Studio recitals
  - 1.4. Required student recitals
    - 1.4.1. Senior recognition and Senior Showcase
- 2. Faculty
  - 2.1. Faculty signature ensembles
    - 2.1.1.Blair String Quintet
    - 2.1.2.Blair Woodwind Quintet
    - 2.1.3.Blair Brass Quintet
    - 2.1.4.Blakemore Trio
    - 2.1.5. Departmental concerts for Voice, Piano, Composition, and Jazz
- 2.2. Faculty Recitals
- 3. Performing Arts Center
  - 3.1. Guest Artists

## 4. Blair Academy

- 4.1. Large Ensembles (in no particular order)
  - 4.1.1.Blair Children's Chorus
  - 4.1.2. Vanderbilt Curb Youth Orchestra
  - 4.1.3.Suzuki Play-ins
  - 4.1.4.Philharmonia
  - 4.1.5. Repertory Orchestra
  - 4.1.6.Reading Orchestra
  - 4.1.7. Youth Strings
- 4.2. Curricular events (in no particular order)
  - 4.2.1.VYO Concerto Competition
  - 4.2.2.Precollege piano festival
  - 4.2.3. Celtic Celebration?
  - 4.2.4.MJB recitals
- 5. Rentals
  - 5.1. External groups, like dance schools and University School
  - 5.2. Affiliated Ensembles
- 6. Student Orgs in strategic partnership with Dean of Students, includes but not limited to
  - 6.1. Vanderbilt Commodore Orchestra
  - 6.2. University Concert Band
  - 6.3. Vanderbilt Off Broadway
  - 6.4. VU Pointe
  - 6.5. Momentum
  - 6.6. Vitality
  - 6.7. Owen MMHC graduation