



School of Music
University of Missouri

PIANO AREA FACULTY RESOURCES 2023-2024

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Use of MU School of Music Pianos

Revised 8/7/23

Use of Extended Techniques on MU Pianos

Use of extended techniques (use of foreign objects or non-traditional use of the instrument) on any MU piano is forbidden without prior approval by the keyboard area. To request approval for extended technique use on a piano, please fill out the Piano Extended Technique form (found on page 4) and leave in Dr. Peter Miyamoto's Faculty Mailbox, or email ALL the requested information from the form to MiyamotoP@missouri.edu.

Extended Technique Guidelines.

Requests will likely be denied if proposed techniques violate any of the following guidelines:

1. No displacement of strings should ever take place while dampers are in contact with the strings. This includes strumming of strings without the damper pedal employed in sections of the piano with dampers. This includes insertion of any objects that will displace the piano strings when the damper pedal is not employed.
2. If you plan to touch strings (harmonics, plucking, rubbing), you must wash your hands first.
3. Screws, bolts, or other materials inserted into the strings must be placed with the damper pedal employed. Any materials should be relatively clean and must never come into contact with the soundboard. Again, no items should be large enough to displace the strings from their usual resting point when in touch with the dampers. You will likely need to meet with the keyboard area coordinator or the piano technician, to ensure you have been trained in the placement of foreign objects.
4. No marking inside the piano (particularly strings or damper heads) with chalk, grease pencils, or any other writing utensil. If you need to mark strings, please label the bridge pins (rear of strings), the agraffe (near tuning pins) or the damper with a mild sticker like a Post-it note, preferably tabbing so that only the smallest section of the adhesive sticks to the piano. When affixing a label to a damper, raise the damper first by depressing the key or the damper pedal. Failure to do so will push the damper into the string, compressing the felt and hindering its ability to damp.
5. The piano strings should never be struck, plucked or rubbed with any object that has potential to scratch, ding or dent a string. This is especially true of the copper bass strings, and is especially true if the technique results in the strings ringing in sympathetic vibration.
6. You are expected to clean up after yourself and leave the piano in the same condition you found it each time that you use it – please budget enough time at the beginning and ending of any extended technique use to do so carefully. Note: serious damage can result from trying to clean up or retrieve an item that has fallen under the strings. Please contact the piano technician or a piano faculty member if you need assistance.
7. Please fill out a form if you plan to take off the lid off of any piano.

Any costs associated with damage resulting from non-traditional use of a piano will be the responsibility of the individual or group using the instrument.

Piano Tuning and Repair

The School of Music establishes a regular piano tuning schedule for all school instruments. This includes approximately biweekly tuning of the concert instruments in Whitmore Recital Hall and Sheryl Crow Hall, and less frequent tuning for those instruments in classrooms, studios, and practice rooms.

When tuning or repair becomes necessary outside of this standard schedule, the services are to be requested by completing a form and leaving it in the mailbox of Lucy Urlacher, the School of Music's Tuner-Technician. Blank forms may also be found in her mailbox.

If a piano string breaks, a piano needs tuning, or if you notice any damage to a SOM piano, please do not hesitate to complete a Piano Tuning and Repair Request form. Blank forms are available in the Lucy Urlacher's mailbox bin in the Fine Arts Building office. You may also contact our piano technician directly at UrlacherL@missouri.edu.

Use of the Bösendorfer Piano

I. Members of the piano faculty are authorized to play the Bösendorfer piano. Its use shall be limited to conventional pianoforte literature, i.e., no "prepared piano, or such action as plucking strings, or hammering strings with foreign objects." All requests for the use of the Bösendorfer shall be subject to final approval by the keyboard area coordinator.

II. Guest Artist Pianist and Faculty performances using the Bösendorfer: The Bösendorfer may be used for Whitmore Recital Hall performances at the discretion of the sponsoring faculty member, pending approval of the keyboard area coordinator.

III. Applied Piano Students currently studying with MU Faculty may use Bösendorfer piano with approval of their applied professor for:

- MM Performance Degree Hearings and Recitals
- BM Performance Degree Hearings and Recitals
- Graduate accompanying degree programs
- Piano Performance Classes and Master Classes
- Applied piano exams for Piano Majors and Concentrations

III. Special Circumstances:

- State Music Teachers Conventions
- Guest Master Classes as approved by the piano faculty
- Duo Piano Recitals or works that require the use of two pianos

IV. Additional Provisions and Responsibilities

The sponsoring faculty member will be responsible for training students and guest artists in the transport (on and off stage) of the instrument in Whitmore Recital Hall. The extent of rehearsal hours shall follow the traditional guidelines currently in operation for Whitmore Recital Hall.

Reservation and Use of Second Piano in Sheryl Crow Hall

The use of a second piano for dress rehearsals and performances in Sheryl Crow Hall may be possible. Notice must be given to Dr. Peter Miyamoto and Lucy Urlacher at least four weeks in advance of the date(s) the instrument is required. Additionally, both Sheryl Crow Hall and SMC 130 must be reserved concurrently for all rehearsals and a logical buffer time to move the Yamaha Gaston Piano into Crow Hall.

Those requiring the use of two pianos for performances are encouraged to consider holding events in Whitmore Recital Hall (Steinway D Concert Grand and Bösendorfer Grand). Please see above for information about requesting the use of the Bösendorfer.

Reservation and Use of the School's Harpsichord

Faculty members may reserve the Martin harpsichord for their own and their students' recitals and associated practice time. See Piano Area Instrument Request Form on page 5.

Notice must be given to Dr. Peter Miyamoto and Lucy Urlacher at least four weeks in advance of the date the instrument is required. If this deadline is met, the instrument will be moved to Whitmore Recital Hall at an appropriate time, tuned once before the rehearsals begin, and tuned again just before the recital. Note: the preferred location for events involving the harpsichord is Whitmore Recital Hall. Sheryl Crow Hall and SMC 130 may be considered pending moving and scheduling considerations. Use of MU harpsichords and historical instruments is restricted to MU personnel. The historic instruments will not generally be loaned out to outside entities.

Requests to use the instrument in early fall may be limited due to use for the Piano Literature class.

Use of the School's McNulty Fortepiano

The performance use of the school's McNulty fortepiano is limited to piano faculty and for special projects under the supervision of piano faculty. All pianists taking applied piano lessons with piano faculty members are encouraged to try the fortepiano under the supervision of their professor or the piano technician. Reservations can be made with an email to the keyboard area coordinator.

This year, special events utilizing the fortepiano will offer piano students and faculty the chance to perform stylistically appropriate solo and collaborative works by Classical and Early Romantic composers on the fortepiano. The events will take place on October 15, 2023 in Whitmore Recital Hall, with a rehearsal period of October 9-15.

Non-Compensated Accompanying Information Sheet

August 1, 2023

Free (non-compensated) accompanying may be available for MU students (instrumental or vocal) who make an application by the deadlines for each semester:

September 1, 2023 for all projects taking place in the Fall 2023 semester

January 19, 2024 for all taking place in the Spring 2024 semester

These projects will be fulfilled by Faculty Pianists, graduate research assistants, or undergraduate scholarship accompanying students based on applications received by these deadlines. Many of the accompanying assignments are repertoire based, so it will help to know what repertoire is anticipated on the application forms.

Assignments will not necessarily roll over into the next semester (students wanting non-compensated accompanying should apply each semester by the due date), but the piano area will make every effort to ensure continuity of collaborations when logical.

Please communicate with collaborative pianists when scheduling lessons and all performances (including convocation, studio class, studio recital and master class performances, dress rehearsals, mock juries, and jury or recital performances), and let pianists know as early as possible about repertoire changes and additional performances, auditions or recordings. No pianist (faculty, graduate assistant or scholarship accompanist) is required to accompany additional performances if they were not communicated on the original application.

The piano area will try to accommodate as many projects as possible, but placement is not guaranteed. Once an assignment of pianist is made, students and teachers will be notified via email. It is the responsibility of each student to contact the collaborative pianist within 5 days of receiving this notification. **Failure to do so may result in termination of the project.** Contact Dr. Peter Miyamoto at MiyamotoP@missouri.edu immediately if there is a problem contacting a pianist.

Scores for each piece in the program must be provided by October 1 for Fall 2023 projects, and February 1 for Spring 2024 projects. **Failure to do so may result in termination of the project.** If repertoire must change, please let the pianist know as soon as possible. In the case of scholarship pianist projects, please notify Dr. Miyamoto as well (MiyamotoP@missouri.edu).

The non-compensated accompanying loads of Faculty Pianists will be project based, prioritizing (in descending order):

Graduate, Senior and Junior Recitals required by degrees

Juries/Recitals used to audition for upper-level status

Juries (especially of more difficult repertoire)

Auditions at competitions internal competitions (Emerging Artist or Concerto Competition, preliminary and finals auditions)

Convocation and studio class performances

Free accompanying by Faculty Pianists does not include

Auditions at external competitions (including MMTA/MTNA and NATS)

External audition tape performances (graduate auditions or outside competitions)

These should be negotiated with Faculty Pianists and are usually available at the following rate:

\$60 one rehearsal and performance, additional rehearsals at \$60/hour

When a student is paired with a faculty accompanist, the total number of hours for all services will be assigned according to repertoire difficulty, student level, and other considerations. A project plan including estimated schedule, total hours and break down of activities including rehearsals, lessons, and performances (including convocation, studio class, studio recital, master class, dress rehearsal, mock jury, jury or recital performances) will be determined. The plan and submission of all scores should take place by October 1,

2023 for Fall 2023 projects, and by February 1, 2024 for Spring 2024 projects. Services such as rehearsals or lessons may be divided into half-hour increments. Events such as recital hearings and studio class performances count as an hour even if the pianist is only required for part of the period. The assigned maximum number of hours in a project must not be exceeded without consulting the piano area coordinator.

Non-compensated accompanying of juries and recitals may be assigned to undergraduate scholarship accompanying pianists. The expectation of scholarship pianist projects is 15 contact hours per semester, which equates to a half-hour rehearsal and a half-hour section of a lesson weekly or the equivalent. Some projects for more advanced students may be for less contact hours in consultation with the piano area coordinator. Music should be given to assigned scholarship pianists no later than October 1, 2023 for Fall 2023 and February 1, 2024 for Spring 2024. Individual practice time of the pianist is not generally included but may be considered in cases of more difficult repertoire.

Scholarship pianists will keep track of time spent in activities in a report submitted to the accompanying supervisor at the end of the semester. Services such as rehearsals or lessons should be counted in half-hour increments and count waiting time. Within the confines of the maximum hours, student convocation recitals, studio classes, mock juries, and internal competition performances such as for the MU Emerging Artist and MU Concerto Competitions may count towards the total 15 hours of accompaniment. Any time over the 15 hours, any off-campus auditions (NATS or MTNA/MMTA) and any recording sessions should be remunerated as negotiated directly with the pianist.

Suggested Guidelines for Accompanying Services

1. Pianists should be given enough advanced notice of the first rehearsal. Both pianist and student should be given sufficient time to learn their parts before coming together.
2. Pianists should not be expected to sightread in lessons or rehearsals.
3. Any missed rehearsals or lessons will be counted against the project's time allotment unless 24-hour notice is given.
4. No activities (including studio classes and juries) should be scheduled without consulting the pianist. Clear and timely communication of all scheduling is an expected courtesy.

Please notify Dr. Peter Miyamoto (MiyamotoP@missouri.edu) with any piano area questions or concerns.

Piano Extended Technique Request Form

Use of Extended Techniques on MU Pianos

Use of extended techniques (use of foreign objects or non-traditional use of the instrument) on any MU piano is forbidden without prior approval by the keyboard area coordinator. To request approval for extended technique use on a piano, please fill out the Piano Extended Technique form and leave in Dr. Peter Miyamoto's Faculty Mailbox, or email ALL the requested information from the form to MiyamotoP@missouri.edu.

Name:

Email:

Cell Number (optional):

Work(s) Being Performed:

Venue:

Requested Piano (location):

Date of Event:

Please describe what extended techniques you plan to employ, including as much as detail as possible. Please include what materials will be used, how they will be used, and in what part of the piano they will be used. Please include a copy of the pertinent section of the score if applicable.

I have read and understand the guidelines and agree to comply with all the Extended Technique Guidelines (page 1):

Signature or E-signature

MU School of Music Piano Area Instrument Request Form

Reservation and Use of Second Piano in Sheryl Crow Hall

The use of a second piano for dress rehearsals and performances in Sheryl Crow Hall may be possible. Notice must be given to Dr. Peter Miyamoto and Lucy Urlacher at least four weeks in advance of the date(s) the instrument is required. Additionally, both Sheryl Crow Hall and SMC 130 must be reserved concurrently for all rehearsals and a logical buffer time to move the Yamaha Gaston Piano into Crow Hall.

Those requiring the use of two pianos for performances are encouraged to consider holding events in Whitmore Recital Hall (Steinway D Concert Grand and Bösendorfer Grand).

Reservation and Use of the School's Harpsichord

Faculty members may reserve the Martin harpsichord for their own and their students' recitals and associated practice time. Notice must be given to Dr. Peter Miyamoto and Lucy Urlacher at least four weeks in advance of the date the instrument is required. If this deadline is met, the instrument will be moved to Whitmore Recital Hall at an appropriate time, tuned once before the rehearsals begin, and tuned again just before the recital. Note: the preferred location for events involving the harpsichord is Whitmore Recital Hall. Sheryl Crow Hall and SMC 130 may be considered pending moving and scheduling considerations.

To make a special request for one of our instruments for rehearsals or concerts, please fill out the Piano Area Instrument Request Form and leave it in Lucy Urlacher's Faculty Mail Bin (in the FAB 140 Music Office), or email ALL the requested information from the form to UrlahcherL@missouri.edu.

This request is for use of:

- 2nd Piano in Sheryl Crow Hall
 Harpsichord

Name:

Email:

Cell Number (optional):

Concert Title:

Requested Piano (location):

Date of Event:

Work(s) Being Performed on instrument:

Venue:

Any other information we should know:

Any costs associated with damage resulting from use of the instrument will be the responsibility of the individual or group using the instrument.

Signature or E-signature

Non-Compensated Accompanying Request Form

Please detach from Information Sheet and submit this form to the envelope on the Piano Area Board located outside FAB 138
August 1, 2023

Free (non-compensated) accompanying may be available for MU students (instrumental or vocal) who make an application by the deadlines for each semester:

September 1, 2023 for all projects taking place in the Fall 2023 semester

January 19, 2024 for all taking place in the Spring 2024 semester

Accompanying projects will be fulfilled by Faculty Pianists, graduate research assistants, or undergraduate scholarship accompanying students. These will not necessarily roll over into the next semester (students wanting non-compensated accompanying should apply each semester), but the piano area will make every effort to ensure continuity of collaborations when logical.

Please fill out a request for all activities you anticipate needing an accompanist for the Fall 2023 semester (**Deadline: September 1, 2023**). If you need a collaborative pianist for multiple activities (i.e. a degree recital and the NATS Competition), please fill out all information now. Note that collaborations do not automatically roll-over to Spring 2024, so please anticipate submitting a second request form in January.

Basic Information (required of every request):

Student's Name: _____

My instrument/voice type is:

Student's E-mail (required): _____

Student's Phone (optional): _____

Student's Year in School: _____ Music Degree sought: _____

Studio Professor: _____

Day/Time/Location of Regular Lesson (this does NOT Guarantee the collaborative pianist will be free at this time – meetings times may need to be negotiated):

1. I need a collaborative pianist for a recital:

- Master's Degree Recital
- Senior Degree Recital
- Junior Recital
- Capstone Recital

I have already scheduled my recital for (optional):

I already have a recital hearing date (optional):

My repertoire for the recital is (please fill out as much as you know):

2. I need a collaborative pianist for a:

Fall 2023 Jury

If this jury will be used as an audition for upper-level (informally called a barrier jury), please indicate that here:

Yes, this will be my upper-level audition

My repertoire for the recital is (please fill out as much as you know):

3. I need a collaborative pianist for an audition in an external competition.

I need a pianist for:

MMTA of MTNA Competition (Nov 2-5, UMKC)

NATS Competition (Oct 27-28, TBA)

Other (please indicate)

My repertoire for the audition is (please fill out as much as you know):

4. I need a collaborative pianist for a

Recording Session:

I have already scheduled the recording session for (optional): _____

My repertoire for the recital is (please fill out as much as you know):

5. I need a collaborative pianist for an:

Elective Recital

I have already scheduled the recital for (optional) _____

My repertoire for the recital is (please fill out as much as you know):

I need a collaborative pianist for something not listed above! This is what I need:
