

UNIVERSITY OF MISSOURI SCHOOL OF MUSIC

OUTREACH & PAID PERFORMANCES

Performer/Ensemble Guidelines and Approval Form

Guidelines

MU students are expected to exhibit responsible behavior regardless of time or place, both on and off campus. Particularly with regard to outreach and paid performances, students have the opportunity to interact and enrich the lives of many community members. As such, all MU students are expected to follow the following School of Music guidelines in all interactions with MU representatives and the community at large.

Responsible behavior includes, but is not limited to, the following obligations.

Students shall:

- 1) Comply with all provisions of the University of Missouri Standard of Conduct.
- 2) Abide by any and all conduct policies of the host institution while on site for a performance or other outreach event.
- 3) Demonstrate care and respect when interacting with public school faculty, staff, students, and community members.
- 4) Dress accordingly. Unless otherwise indicated, performance dress is concert black. Ask the contact person for details on attire.
- 5) Be courteous in dealings with all community members.
- 6) Cooperate fully and honestly in any student disciplinary matter.
- 7) Arrive no later than the call time, prepared for each performance and/or presentation. It is the performer's responsibility to arrive on time, properly dressed, and rehearsed for each performance. Please note that sometimes the call time may be up to 30 minutes or more in advance of a given performance time. A "no show," frivolous cancellation, or unprepared performance is a violation of MU's outreach policy. Upon notice of the first offense the student(s) will be required to meet with the Outreach Coordinator and to his/her MU applied lesson instructor to discuss in detail the lapse of responsibility. The second offense may lead to an immediate termination of the student's participation in MU's music outreach and paid performance services, or further disciplinary action.
- 8) Students should not outsource gigs to non MU students or non student ensembles. For example, contacting the client and suggesting a different group or musician outside of the MU roster will not be allowed. Please only accept gigs that you will be playing on and complete the entire process within HireNotes and not outside entities.

Please keep in mind that each outreach event takes many hours of preparation, including coordinating the schedules of various teachers, administrators, students, and often the re-working of curricula. As such, once a performer has committed in writing to a specific event (with date, time, and location confirmed), cancellations are only acceptable in extenuating circumstances. If you or your ensemble must cancel, you must contact both the Outreach Coordinator and the host institution by phone and e-mail **at least 24-hours in advance**.

In order to be eligible to participate in any MU outreach and paid performances, students must complete the following request for approval form, have it signed by their faculty mentor, and return it to: Coordinator of Outreach & Community Programs (202 SMC; E-mail: communitymusic@missouri.edu; Phone: (573) 882-9472.

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TO BE COMPLETED BY STUDENT:

I/we are requesting approval as a: Student Ensemble (check one box)

Student(s) Name(s) & Instrument(s):

Name: _____	Student ID Number: _____	Instrument: _____
Name: _____	Student ID Number: _____	Instrument: _____
Name: _____	Student ID Number: _____	Instrument: _____
Name: _____	Student ID Number: _____	Instrument: _____
Name: _____	Student ID Number: _____	Instrument: _____
Name: _____	Student ID Number: _____	Instrument: _____

(Ensembles should fill out *one form per ensemble*, and include all names of current student members/instruments)

Student/Ensemble Contact E-mail: _____

Student Contact Phone: _____
This is a: Dorm # Cell # Other #

By signing here, I understand the rules listed above, agree to abide by them and also by the conduct rules and regulations of the University of Missouri.

Student Signature: _____ Date: _____

TO BE COMPLETED BY FACULTY MENTOR:

Faculty Name: _____ Faculty Contact E-mail: _____

Please indicate any special considerations, limitations, or recommendations regarding this student/ensemble and his/her readiness to perform (e.g., indicate a student's capabilities as a jazz or classical performer, chamber musician, or with particular ensembles, etc.):

By signing below, I certify that the student or ensemble listed above is prepared to perform in the performance opportunities as indicated above, approve their participation in such performance opportunities, and, as stewards of the University of Missouri, to act in accordance with University standards of conduct in all professional engagements (both paid and non-paid).

This form will be kept on file, and any addendums or revisions to the comments above may be submitted, along with another approval form, at any time.

Faculty Signature: _____ Date: _____