



STUDENT HANDBOOK

FOR THE **2024–2025** ACADEMIC YEAR

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OPERATIONS

ABOUT THE OMAHA CONSERVATORY

Omaha Conservatory of Music is a nonprofit 501(c)3 school that builds a diverse musical community to enrich lives through education and performance.

VISION STATEMENT

Creating access to musical excellence for anyone.

BREAKS

The Omaha Conservatory is closed various times throughout the year. Please refer to the Academic Calendar on our website for the most up-to-date information regarding these breaks!

BUILDING HOURS, LOCATION AND CONTACT INFORMATION

Omaha Conservatory of Music is located near 72nd and Cass Street next door to the Omaha Community Playhouse.

- **PHONE:** (402) 932-4978
- **LOCATION:** 7023 Cass Street
Omaha, NE 68132
- **FRONT DESK HOURS:** Monday–Friday: 10 a.m.–9 p.m.
Saturday: 8 a.m.–6 p.m.
Sunday: 11 a.m.–6 p.m.

CULTURE AND INCLUSION

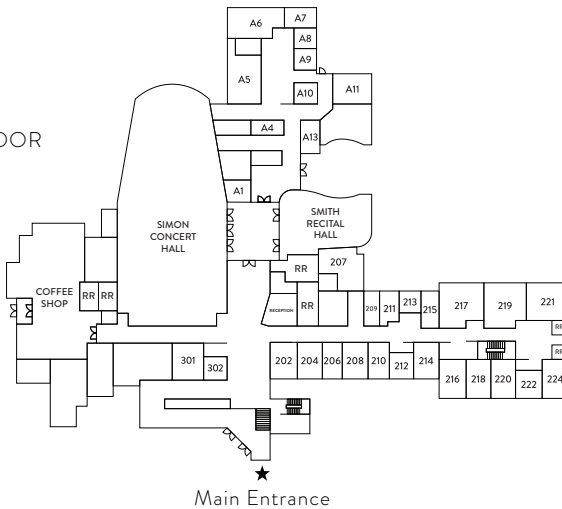
Omaha Conservatory of Music commits to becoming a diverse, equitable, inclusive, and anti-racist institution where music education is made as accessible as possible for all members of the community.

- **DIVERSITY** — The Omaha Conservatory believes that music is valued in every culture; in turn, we value every culture through music. We strive to provide musical experiences representative of the world and the interests of our students, faculty and community. We want you to bring your full self to contribute to our community. Creating spaces where people can be their best creative selves is just the right thing to do.
- **EQUITY** — We strive to be equitable by providing programming opportunities to everyone. We provide classes in area neighborhoods, bringing musical education to those who cannot come to OCoM. We provide financial aid to families to make music education available for anyone's budget. We provide select classes and concerts at no or low cost to allow everyone the opportunity to enrich their lives with music.

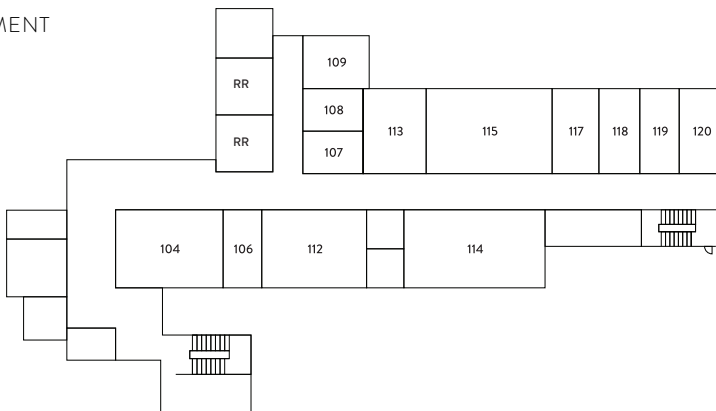
- **INCLUSIVITY** – The Omaha Conservatory accepts everyone regardless of their age, gender, race, sex, creed, religion, culture, nationality, sexual orientation, political affiliations and/or disability (visible and invisible). We do not tolerate hate speech, racism, violence, bigotry, harassment, bullying or any abusive actions, including threats. We are here to have an open conversation to build an inclusive community where we can learn to understand one another better through musical education and appreciation.
- **ACCESSIBILITY** – We want our musical community to be accessible to the widest possible audience, regardless of technology or ability. We continue to take steps to increase the accessibility and usability of our campus with the goal that we never turn away a student from musical education due to ability or financial and transportation constraints.

BUILDING MAP

GROUND FLOOR



BASEMENT



POLICIES

All policies can be found on our website (omahacm.org). The website will always feature the most up-to-date information regarding policies and procedures. If updates are made to policies, families will be notified via Opus1.

PRACTICE ROOMS

Practice rooms are reserved for current OCoM students only. They will operate on a first-come, first-served basis as room availability allows.

Rooms may not be reserved in advance for practice, unless it is with a specific group (e.g. chamber ensemble) or with an instructor.

The Percussion Suite will operate with the same sign-in procedure as our other practice rooms. Because there is only one percussion room, calling ahead to see if it is available is helpful and preferable.

Upon arrival, you will check in at the front desk to inquire about availability and sign in. There is no time limit, but we ask that you be mindful of your time in the room, especially during peak hours (M–F 4–8 p.m. and weekends), as others may be waiting to use the space. You will then sign out at the front desk after your practice.

Please be respectful of the space and replace items when finished: put stands away, push in benches, turn off lights, and close the door. No food is allowed. Drinks are allowed in closed containers only.

Studio spaces are not available for student practice.

RENTALS

Students of OCoM can use the facility for educational purposes during normal business hours at no cost so long as additional staff is not required. Use is subject to approval by administration. To inquire, email rentals@omahacm.org.



SCHOLARSHIP/FINANCIAL AID OVERVIEW

It is our goal that money is never a barrier to outstanding musical education. Omaha Conservatory of Music has numerous generous donors who provide funds for financial assistance. Financial aid is awarded on a rolling basis as funds are available.

If you are interested in applying for financial aid, please see the financial aid portion of the website or contact the admissions team for more information.



SUGGESTION BOX

Your thoughts are important to us. If you have ideas to improve OCoM or just have thoughts to share, please let us know by sending us an anonymous message via our Suggestion Box!

TUITION & BILLING

ACADEMIC YEAR

OCoM's 40-week academic calendar is divided into five 8-week segments, beginning in August and ending in June.

LATE FEES & DELINQUENT ACCOUNTS

There will be a late fee of \$10 per month for payments received after the 10th of the month. OCoM reserves the right to suspend or discontinue the instruction of a student whose account is delinquent in fulfilling their financial obligation at any time during the semester.

RE-ENROLLMENT

Current OCoM students have the opportunity to re-enroll in their current studios every spring. During this priority re-enrollment period, the re-enrollment fee is discounted and students have the opportunity to apply for merit scholarships. Once the priority re-enrollment period has ended, current students can still re-enroll with the standard enrollment fee. At the end of the standard re-enrollment period, students will be charged a late fee for re-enrollment on top of the standard enrollment fee.

TUITION PAYMENTS

Your tuition will be charged to your Opus1 account. Your student will receive their login credentials to Opus1 in June. At that time, you will be required to pay a \$25 registration fee per student. (E.g. If you're registering three students, you will pay \$75 in registration fees.) For your annual tuition invoice, you can choose to pay the full amount upfront or spread it out over 12 months.

It's important to know that if you opt for the 12-month payment plan, you'll receive monthly invoices for your tuition throughout the year, even during the summer when lessons are not in session due to our adjusted academic calendar.

Visit the Tuition page on our website for a full breakdown of tuition prices for the 2024–2025 academic year.

WITHDRAWALS

To withdraw from lessons or classes, you must email admissions@omahacm.org and CC your instructor. A \$25 withdrawal fee applies. Verbal or text notifications are not accepted. Written notice is required for individual lessons, and payment is due for a minimum number of weeks according to the add/withdrawal dates listed below.

STRING SPROUTS WITHDRAWAL

A family who wishes to withdraw from the Sprouts program must provide written notice to stringsprouts@omahacm.org. Refund amounts are as follows:

- **100% refund:** Withdraw before Week 1 of classes
- **50% refund:** Withdraw before Week 3 of classes
- **No refund:** Withdraw in Week 3 and beyond



ADD/WITHDRAWAL DATES

OCoM's 40-week academic calendar is divided into five 8-week segments. Withdrawals are processed at the end of Week 8 (October 6, 2024), Week 16 (December 8, 2024), Week 24 (February 23, 2025) and Week 30 (April 13, 2025). Withdrawals must be requested at least two weeks prior to the upcoming withdrawal processing date. Students will be billed for the remaining dates in the 8 week segment until the official withdrawal date.

If withdrawal occurs in the last two weeks of the segment, the student will be responsible for the next 8 week segment as well. Students can choose whether or not to attend lessons during this period. The conservatory reserves the right to make special considerations according to student circumstances; to be considered, an appeal must be made to admissions@omahacm.org at time of withdrawal notice.

GENERAL LESSON POLICIES

MISSED LESSONS

Notify your instructor in advance if a student will be absent. No make-up lessons are offered for student absences due to conflicts, travel, or illness, but students are encouraged to work with other students in the studio to swap lessons within their instructor's studio. Please notify your Artist-Faculty if you swap lessons. If a student is absent without notification, the teacher will attempt to contact the student. After the second consecutive missed lesson without notice, OCoM reserves the right to dismiss the student, with the date of the second lesson as the official withdrawal date.

If the student needs to temporarily reschedule their lessons due to other circumstances, such as a conflict with another extra-curricular that happens consecutively for more than one week in a row, students will be told to reach out to their instructor first to see if they have flexibility for a change in schedule. If so, the student will reach out to Admissions who will work with the Artist-Faculty to reschedule the lesson in Opus1.

If an Artist-Faculty member needs to miss a lesson, they will submit a request for Paid Time Off. Once approved, your teacher will reach out to you to let you know about the cancellation. They'll also cancel the lesson in Opus 1 and issue you a resident seminar credit in Opus 1. These credits expire 18 months after they are earned. Students can choose to attend a seminar that fits their schedule.

CHANGE OF LESSON LENGTH

To change lesson length, send written notification to the Programming team at admissions@omahacm.org. Discuss the change with your instructor first. The original lesson length will be maintained until the next 8-week segment begins; week Week 8 (October 6, 2024), Week 16 (December 8, 2024), Week 24 (February 23, 2025) and Week 30 (April 13, 2025) to allow for billing and scheduling adjustments.

TARDINESS

Students who are late may not receive their full lesson time. Instructors will wait for one-third of the scheduled lesson time. Students are asked to do the same if their teacher is late.

MEDICAL LEAVE

For serious health issues, students can withdraw per policy or continue paying tuition to hold their spot. The withdrawal fee may be waived in cases of hardship. Students may also work with their teacher to develop alternative musical explorations to accommodate an illness or injury (focus on theory or bowings only, only playing the left-hand piano part, etc.).

WITHDRAWAL/REFUND POLICY

To withdraw from lessons or classes, you must email admissions@omahacm.org and CC your instructor. A \$25 withdrawal fee applies. Verbal or text notifications are not accepted. Written notice is required for individual lessons, and payment is due for a minimum number of weeks according to the add/withdrawal dates listed below.

DISMISSAL

The Omaha Conservatory reserves the right to dismiss any student due to frequent absences, disciplinary problems, overdue tuition payments and/or noncompliance with the Omaha Conservatory's policies.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather, the Omaha Conservatory may cancel morning lessons, classes and activities. We will decide before 12 p.m. whether we will open for the afternoon. We will post updates on our website and social media and through email and Opus1 text alerts. We will also publish cancellations on local TV stations and websites.

If Omaha Public Schools (OPS) calls an e-learning day due to weather (excepting subzero temps) we will close for the morning and make a determination prior to 12 p.m. whether to open for the afternoon. We will typically remain open during subzero temperatures if no other inclement weather is present.

When deciding whether to open during inclement weather, we refer to road conditions, forecasted weather and building conditions as guides. We will always communicate with families regarding decisions to close or open the building during weather emergencies.

The Omaha Conservatory also reserves the right to cancel lessons or classes due to inclement weather based on road conditions and safety, even if OPS has not issued any cancellations.

Cancellations will be posted on the conservatory's website, Facebook, and Twitter pages, as well as through Opus1 text alerts. We will also make every effort to publish them on Omaha television and other media sites.

String Sprouts: String Sprouts classes will be canceled in most cases when OPS calls for a remote learning day. Sprouts families should always check their email for confirmation on whether or not their classes are running that day.

Lessons and classes: Lessons and classes will not be rescheduled and tuition will not be credited in the event of any emergency school closing due to weather or other circumstance beyond the control of Omaha Conservatory of Music, unless there are multiple closings on the same day of the week during the year. Subsequent lessons or classes missed on the same day of the week due to inclement weather or other emergency closings will be rescheduled before the beginning of the next academic year.

The Omaha Conservatory also reserves the right to cancel lessons or classes due to inclement weather even if OPS has not issued any cancellations.

SATURDAY SNOW DAYS

When OPS cancels Saturday activities due to inclement weather (other than subzero temperatures), OCoM will call a late start. The Omaha Conservatory reserves the right to open at 12 p.m. (noon) if road conditions have improved significantly.

SUNDAY SNOW DAYS

When OPS cancels Sunday activities due to inclement weather (other than subzero temperatures), OCoM will call a late start. The Omaha Conservatory reserves the right to open at 12 p.m. (noon) if road conditions have improved significantly.

OTHER RELATED CLOSURES

If OPS issues a 2-hour early dismissal OR cancels all after-school activities: OCoM will cancel all lessons and classes that begin at 2 p.m. or later.

If OPS issues a 2-hour delayed start due to inclement weather (other than subzero temperatures), OCoM will cancel any lessons starting prior to 12 p.m. (noon). All lessons and classes will resume for the afternoon and evening.

GENERAL POLICIES & CODE OF CONDUCT

COMMON SPACE ETIQUETTE

The safety of our students is our number one priority. Use of OCoM space, property and resources is a privilege to be respected and taken seriously. It is incumbent upon all members of the OCoM community to maintain a safe and positive environment at all times.

While at the Omaha Conservatory, students must conduct themselves in a manner that is respectful to all students receiving lessons and classes in studios, classrooms and performance spaces. Students will also be mindful that the lobby, hallways and The Gig Coffee Shop are shared public spaces and we must occupy those spaces with regard to those around us.

Please note and adhere to these etiquette expectations for the Omaha Conservatory common areas at all times:

- Running is not permitted in hallways and lobby spaces.
- Please do not hang or sit on accessible railings or stand on ramp ledges.
- Use quiet voices in studio hallways.
- Throw trash away in proper receptacles.
- Take care of OCoM property such as walls, couches, chairs, and tables.

Couches and chairs are for sitting only.

- Students and family members are allowed in their teacher's studio (during their lesson time) and the common areas only; unless invited to another area [by a staff member (including performance spaces, classrooms and the administration wing)] or given prior approval by administration.

DRESS CODE

Omaha Conservatory of Music understands the impact that students' appearance has on their behavior and learning. We also recognize the important role that parents play in helping their children make appropriate clothing choices. To create a positive learning environment, the Omaha Conservatory asks that all students dress in a manner that is appropriate and tasteful.

- **STUDENTS MUST WEAR:**

- » Shirt
- » Bottom (pants/sweatpants/shorts/skirts/dress/leggings)
- » Shoes (activity-specific shoe requirements are permitted)

- **STUDENTS CANNOT WEAR:**

- » Clothing or accessories with violent language or images
- » Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same
- » Hate speech, profanity, pornography
- » Images or language that creates a hostile or intimidating environment
- » Visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation.)
- » Bathing suits
- » Helmets or headgear that obscures the face (except for religious or medical reasons)

PERFORMANCE DRESS CODE

When preparing for performances, we ask you consider the physical perspective of the audience and choose clothing that supports the performance. If there is a specific dress code for the performance, please follow those guidelines.

If wearing a skirt or dress, consider the length and how that interacts with your playing position and the audience's visual perspective.

DRUGS AND ALCOHOL

Omaha Conservatory of Music is committed to maintaining a drug and alcohol free campus. We ask that you do not bring or use any substance on campus. Any student or family member who is found to be consuming drugs or alcohol on

campus will face disciplinary action up to and including expulsion from campus as well as a permanent ban from campus. When necessary, law enforcement may be involved.

HARASSMENT AND BULLYING

Harassment and bullying are not tolerated at Omaha Conservatory of Music. Harassment is verbal, written or physical conduct that degrades or displays hostility or hatred toward others because of their (or that of their relatives, friends or associates) race, color, creed, religion, genetic information, national origin, ancestry, sex (including gender identity, sexual orientation, transgender status, Caregiver status, gender stereotyping and pregnancy, including childbirth and related conditions), age, marital status, disability, citizenship status, veteran or military status, HIV/AIDS status, COVID status or other legally protected characteristic and which creates an intimidating, hostile or offensive environment, unreasonably interferes with an individual's performance, or otherwise adversely affects an individual's learning opportunities.

Omaha Conservatory of Music recognizes harassment as being from student to student, parent to student, and teacher to student or any combination thereof. If any student or family member has a complaint about an incident of harassment, you should immediately ask the offending party to stop if you are comfortable. You should immediately report the incident to your teacher or the front office. The teacher and front office will work within their parameters to resolve the issue immediately and reserve the right to escalate to the Administration if necessary.

Any student who is found to have been harassing or bullying will face disciplinary actions up to and including expulsion from the Omaha Conservatory.

THEFT AND DESTRUCTION OF PROPERTY

Omaha Conservatory of Music does not tolerate theft or destruction of our property. Any student or family member who has been determined to be stealing or willfully destroying or vandalizing Omaha Conservatory property will face disciplinary action up to and including expulsion from OCoM. The Omaha Conservatory reserves the right to pursue the student or family for monetary damages. Omaha Conservatory of Music encourages any student or family member to report any damage or theft that they witness to their teacher or the front office.

Any OCoM student who takes lessons or classes at a remote partner location is required to follow all of the partners policies on theft and destruction of property. Where required, OCoM will follow all partner policies.

WEAPONS

The Omaha Conservatory does not allow any students or family members to have weapons on campus. The use of tools used in your music experience are allowed, such as reed or cane knives, pens, pencils, fingernail clippers, etc.

Any student or family member who brings a weapon will face disciplinary action up to and including expulsion from campus as well as a permanent ban from campus. When necessary, law enforcement may be involved.

TORNADO/FIRE INFO

ROUTE SIGNAGE

Tornado shelter and fire evacuation routes are posted in every studio and classroom. Faculty will walk students through fire evacuation and tornado shelter routes during their first lesson.

RESOURCES

OPUS1

Opus1 is our student portal families use to register for lessons and classes, see their schedules and communicate with their teachers. For the most up-to-date information regarding your teacher's schedule, please refer to Opus1.

CALENDAR

Visit the Events calendar on our website to see all of the Omaha Conservatory's classes and upcoming events.

CAREGIVER SUPPORT + TOOLS

Enrolling in lessons or classes (or both!) at the Omaha Conservatory is a great first step in your musical journey. The next step can be challenging, though: planning and executing your practice. Here are a few thoughts on how to start! (Be sure to check our blog for more fresh and innovative ideas throughout the year.)

- Start with asking your instructor what is expected and how to plan your practice to meet those expectations. If unsure, this can happen weekly.

- Identify a main goal to accomplish before your next lesson/class.
- Spend time planning what specifically needs to be done to meet that goal (doing daily warmups/active listening/number of repetitions of a section/etc).
- Keep your tools accessible. That may mean finding a place for your instrument that is out of its case and visible, or presetting your music open to a place that is fun to begin practicing.
- Find practice buddies or an accountability partner to keep you motivated! This can be a parent/friend/neighbor who can be your cheerleader and help to make practicing fun and increase your feeling of accomplishment.

INSTRUMENT RENTAL + PURCHASES

Certain classes (such as Guitar Explorers, Ukulele Explorers, etc.) require instruments. For such cases, students are expected to purchase or rent their own instrument.

Individual lessons are offered for both acoustic and electric instruments. Prior to your first lesson, contact your teacher to ask if you need to bring your own amp.

RECOMMENDED VENDORS

GENERAL RENTALS & PURCHASES

Dietze Music
(402) 333-1535
13015 W Center Rd.
Omaha, NE 68144

Schmitt Music
(402) 391-5588
7355 Dodge St.
Omaha, NE 68144

Ground Floor Guitar
(402) 614-6888
4009 Farnam St.
Omaha, NE 68131

Lidgett Music
(712) 322-0200
150 W Broadway
Council Bluffs, IA 51503

STRINGS RENTALS, REPAIRS & MAINTENANCE

Amesquita Violins
(402) 551-0209
1029 N. 72nd St.
Omaha, NE 68114
info@amesquitaviolins.com

Nielsen Violin Shop
(402) 342-5880
1905 Harney St, Suite 630
Omaha, NE 68102

Violins of Omaha
(402) 301-7687
1301 Nicholas St
Omaha, NE 68102
alex@violinsfomaha.com

Sarah Gray Restoration
(402) 889-3515
1722 St. Marys Ave. #120
Omaha, NE 68102
info@sarahgrayrestoration.com

CUSTOM GUITAR WORK & REPAIRS

Hargiss Stringed Instruments
(402) 588-9551
4002 Hamilton St.
Omaha, NE 68131

Bruce Guitars
(402) 960-6744
13518 Riggs St.
Omaha, NE 68137

REPUTABLE ONLINE VENDORS

www.sharmusic.com
www.swstrings.com
www.robertsonviolins.com

Most luthier shops allow a "rent-to-own" plan for violin/viola/cello/bass that covers a decent percentage towards owning the instrument after a certain amount of time renting, and each shop may have a different version of this. We suggest avoiding vibrantly colored instruments (purple, green, etc.) as they are very hard to tune and maintain in good shape. We recommend you avoid purchasing instruments from Amazon as they rarely offer good quality student-level instruments.

QUESTIONS TO ASK A LUTHIER SHOP ABOUT RENTAL OR PURCHASE

Ask these questions when you rent or purchase an instrument from the vendors listed above or any other. If you must purchase online, find out how long it will take to get the instrument and whether it needs to be set up, and don't forget to check reviews!

- What is the cost to rent an instrument?
- What is the final purchase price?
- Do rental payments apply to the purchase? If so, what percentage applies?
- Do payments roll over into the next size and/or upgrade?
- Do you accept trade-in credit for instruments purchased from your shop?
- Do you accept trade-ins of instruments purchased from other shops?
- If a string breaks within six months do you replace it free of charge?
- What does rental outfit include (e.g. quality strings, bow, rosin, cleaning cloth)?
- Does your shop do your own repairs?

FAQ

HOW DO I ENROLL IN A NEW CLASS?

Fill out the Get Started form on our website or visit the class page.

HOW DO I ENROLL IN A NEW INSTRUMENT?

Fill out the Get Started form or email admissions at admissions@omahacm.org.

CAN I RESERVE A PERFORMANCE SPACE FOR A GROUP REHEARSAL OR RECORDING?

Yes, subject to availability. Advance notice is required (at least 24 hours) so that the front office can determine if there is availability. Performance spaces include the Simon Concert Hall, Smith Recital Hall and Classroom 114. Please call the front desk (402) 932-4978 to check availability and reserve a time and date.

IS THERE A LOST AND FOUND AT OCOM?

Yes! Our lost and found is located at the front office. If you find something in a studio or common space that doesn't belong to you, please turn it in to the front office. If you think you may have lost something, you may also check there! We will ask you to describe it for us before releasing it. Anything valuable (iPads, headphones, wallets) will be kept in a secured location. Lost and found items will be kept for 30 days. Anything remaining beyond 30 days will be sent to a donation center.

WHEN CAN I APPLY FOR FINANCIAL AID OR SCHOLARSHIPS?

Financial aid is awarded on a rolling basis as funds are available, meaning applications are reviewed throughout the year. Students are notified once their application has been fully reviewed.

Currently, we have exhausted our financial aid for the 2024-25 Academic Year. However, we are actively seeking additional funding sources to provide more aid. Once we receive these additional funds, we will contact the families who have applied and are awaiting additional funds. Please note that these funds will be distributed on a first-come, first-served basis. If you wish to be placed on the list for consideration, please contact Admissions at admissions@omahacm.org or call the Programming Hub at 402-932-4978.

Consistent attendance at lessons, classes, or ensembles is required for students receiving financial aid. The conservatory reserves the right to rescind the financial aid award to those who miss more than 5 lessons per Academic Year. Should a medical issue arise, a doctor's note may be provided for consideration.

The conservatory also reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling his/her financial obligations not covered by financial aid at any time during the semester.

WHEN I THINK I'M MISSING AN AWARD LEVEL PIN, HOW CAN I CHECK THE STATUS?

Please reach out to your teacher. They will have the best understanding and record of previous awards given.

I SIGNED UP FOR A CLASS BUT I HAVEN'T HEARD ABOUT MY PLACEMENT.

When you sign up for a class that requires a placement video, it is reviewed by our Education Team. You'll receive follow-up information from our Education Team once they've finished reviewing your video and placed you or your student in the appropriate section.

HIGH SCHOOL SENIORS

SENIOR RECITALS

A senior recital showcases a mature musician who, in addition to preparing and performing a solo or collaborative musical program, also learns and responsibly demonstrates the creative, communicational and organizational skills involved in arranging a performance.

On the following pages is a checklist to help a student prepare the different aspects of the recital that are part of earning the senior recital award. The student is responsible for any costs associated with the recital. The student's teacher will help in an advisory capacity as needed.

SENIOR PHOTOS

Senior photo sessions are allowed at OCoM. To schedule use of the facility for this purpose, contact the Facilities Manager (facilities@omahacm.org).

SENIOR RECITAL CHECKLIST

MUSIC

- Choose repertoire for the recital with works representing at least three of the four historical style periods.
- Be sure the recital repertoire is a minimum length of approximately 20 minutes of music.

BASICS

- Choose the date and time for the recital. Make sure to confirm the availability of your teacher, family and collaborative pianist (if applicable).
- Choose a recital location and reserve the space. Possible locations might be Omaha Conservatory of Music, churches, schools, meeting spaces, retirement centers, music stores or private homes. Some things to consider might include price, the quality of the piano (if applicable), the number of people the space can accommodate and how a reception would work, if desired.
- Choose a reception location and reserve the space (optional).

PREPARATION

- Communicate with the recital and reception venues about any details needed for a successful event and any expectations the owners of the venues may have. Items to discuss might include things like price, piano tuning or maintenance if applicable, recording options, seating, how the lights work, whether food and drink are allowed, a table and trash receptacles for a reception, access to restrooms, whether or not someone from the venue will be there on the day of the recital to let the student in and answer questions, if there's a space away from the stage where the student can warm up and wait prior to the performance, what door people should enter the building through, and if there are any expectations of the student following the recital like turning out lights, vacuuming, taking trash out, etc. The students should be mindful that they are guests in someone else's space and always be respectful and appreciative.
- Arrange for practice time in the recital space (optional but recommended).
- Advertise the event. Groups to invite might include relatives, parents' friends, members of the OCoM community, studio colleagues, teachers and friends from school, sports and other extracurricular activities and music lovers from senior centers, churches and other community groups.

- Plan the food and drinks for the reception (optional).
- Set up rehearsals if other musicians are involved.
- Arrange for any help that is needed on the day of the recital. For example, stage managers who open and close the piano lid and bring chairs and stands on and off stage, page-turners, greeter/program distributors and reception table helpers.
- Arrange for the recital to be recorded (optional).

AS THE RECITAL APPROACHES

- Two weeks in advance, confirm details with the recital and reception venues and with any people who may be helping. Items to confirm might include time of use of facilities, needed furniture or equipment, rehearsal times, piano technician details and expectations.
- Prepare the written recital program, show it to the student's teacher for approval and make copies for the audience.
- Deliver brief comments during the recital before performing each piece or provide written program notes in the recital program.
- Be sure that any costs associated with the recital have been paid.

ON THE DAY OF THE RECITAL

- Arrive early to prepare the recital and or reception space and to warm up, if desired, before guests arrive.
- Clean up and return the space to its original condition following the recital.
- Thank those who have helped.
- Have fun!



OMAHACM.ORG | 402.932.4978