

2023 – 2024 GUIDE TO THE CONCERT OFFICE

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Overview of The Concert Office

What we do:

- Book concerts and events in Longy’s concert spaces (Pickman Hall, Wolfensohn Room, Recital Room N-1, and the Library performance space)
- Stage manage performances and rehearsals in Pickman Hall
- Record concerts for archival purposes
- Offer video and audio recording/editing services
- Assist with audio and visual needs in Pickman Hall

Important considerations:

- Following each step of this Concerts and Events booking process will ensure that all concerts and events hosted by the Longy School of Music are of the highest quality on and off stage.
- All events in Pickman Hall that are not classes are booked through the Concert Office. Please contact Hannah Cooper, Program Manager for Artistic Operations, for concert reservations.
- The Concert Office relies on performers to be proactive with concert information. This includes program information, stage plots, audio/visual needs, and other special requests.
- Time is extremely limited in Pickman, and requests will be fulfilled only if time and resources are available.
- The Concert Office reserves the right to reschedule or cancel a recording if another event requires a reschedule or in the absence of staffing.

How to get in touch with us:

Artistic Director and Special Assistant to the President: Rhaea D’Aliesio
rdaliesio@longy.edu

Program Manager for Artistic Operations: Hannah Cooper hcooper@longy.edu

Production Manager: Geoffrey Edwards gedwards@longy.edu

Concert Office: longyevents@longy.edu

To get in touch, please email at least 24 hours in advance to set up either a virtual or in person appointment with any member of the Concert Office.

Concert Hall Operations

Performance Spaces

Longy's campus features several performance spaces which are used for instruction as well as performance.

Edward M. Pickman Concert Hall

Located in the Zabriskie House at 27 Garden Street in Cambridge. Capacity 270.

Wolfensohn Recital Room

Located in the Zabriskie House at 27 Garden Street in Cambridge. Seating capacity is 30.

Recital Room N1

Located in the Rey-Waldstein Building at 33 Garden Street in Cambridge. Seating capacity is 60.

Alternative Library Performance Space

Located on the second floor of the Zabriskie House at 27 Garden Street in Cambridge. Seating capacity is 25.

First Church in Cambridge

Located at 11 Garden Street in Cambridge, use of any of the spaces at this building will incur rental fees. **Any member of Longy's community who wishes to use this space must contact Facilities Manager Russell Marshall.**

Concert Livestreams:

- All livestream links are included on the [Longy Livestreams SharePoint site](#).
- Anyone who signs up for a ticket on the Longy website will receive the livestream link in the confirmation email.

Pickman Hall Pianos

Pickman Hall has three Steinway D pianos stored backstage and one Steinway B stored on the floor. Pianos in Pickman Hall should only be moved by members of Longy's Concert Office staff.

Only the oldest Steinway (D3) may be prepared or have the lid taken off. If a **performer is planning on using a prepared piano or would like to have the lid removed, they must inform** the Concert Office of this when completing the Program and Logistics form. Any repairs required after a piano is prepared will be the financial responsibility of the performer who prepared it.

The pianos in the hall are routinely tuned. If there are any problems with a piano, contact Hannah Cooper for pianos in Pickman Hall and the Facilities Manager (Russell Marshall, rmarshall@longy.edu) for all other pianos.

Booking Concerts, Dress Rehearsals, and other Events

Section 1: Date Request

Faculty Recital

Faculty recitals will be scheduled the year prior to the event.

Requirements: Complete the [Longy Faculty Date Request Form](#)

- **Curation Questions**
 - How does your program connect to the season theme?
 - Considering Longy's interest in innovative performances and audience engagement, how does your program respond to these priorities (alternative performance set up, extra-musical components, teaching artist interactions, unique innovations . . .)?
 - Longy is a community committed to creating a space of belonging where all repertoire and all comers are welcome, where diverse cultural representation is important, and where concerts illuminate voices that have been historically overlooked in classical music. How does your program contribute to fostering a community of belonging?
- **Title and Description**
 - The title and description should summarize the experience of the event, not just stating what is being performed.
 - The title and description may be altered later if necessary.
 - Please provide any repertoire known and note that repertoire may be altered later if need be.
- These requests will be reviewed by the Artistic Team and scheduled upon approval.

Class Concerts

Class performances will be scheduled the year prior to the event.

Requirements: Complete the [Longy Faculty Date Request Form](#)

- **Title and Description**
 - The title and description should summarize the experience of the event, not just stating what is being performed.
 - The title and description may be altered later if necessary.
 - Please provide any repertoire known and note that repertoire may be altered later if need be.
- These requests will be reviewed and booked upon availability.

Department Performance

Department performances will be scheduled the year prior to the event.

Requirements: Complete the [Longy Faculty Date Request Form](#)

- **Title and Description**
 - The title and description should summarize the experience of the event, not just stating what is being performed.
 - The title and description may be altered later if necessary.

- Please provide any repertoire known and note that repertoire may be altered later if need be.
- If required, a dress rehearsal date can also be requested simultaneously.
- These requests will be reviewed and booked upon availability.

Student Performances

First Year Recitals

First year recitals (and any other non-Graduating Student Recitals) are scheduled by students with the permission of their studio teacher. Students will request a date for these recitals by using the [Concerts and Events Date Request Form](#). Due to limitations of space and staff, first year recitals will not be held in Pickman Hall.

Graduating Student Recitals General Overview

See the Graduating Student Recitals Protocols section below for more details on these performances and how they are scheduled and produced.

- Graduating students receive up to **4 hours** in Pickman for free for the preparation of their GSR:
 - 1 hour for GSR soundcheck
 - 2-3 hours for GSR
- Graduating Student Recitals may be recorded and/or livestreamed if they take place in Pickman Hall or the Alternative Library Performance Space. Graduating students may request a recording and or livestream at the time they book the recital.

Free Use of Pickman

- ***Students*** are allotted **two hours per semester** in Pickman Hall for their use contingent upon availability, to be arranged by the Concert Office. If they want to use those two hours as a recording session, they may use their own equipment or the recording equipment available with a Concert Office employee.
 - Any time beyond those two hours in Pickman are subject to the student rental fee of \$100/hour.
 - Any time beyond those two hours in Pickman using the recording equipment are subject to the following fees:
 - \$125 per hour for audio and visual recording
 - \$75 per hour for audio recording only

Recordings

The Concert Office provides audio and visual recording and livestream services in select performance spaces. Pickman Hall and the Alternative Library Performance Space have recording and streaming abilities. N-1, Wolfensohn, and First Church will require performers to bring their own equipment if they choose to record or stream their recital.

Use of any audio or video recording made at Longy facilities must include the credit "Recorded in: The Edward M. Pickman Concert Hall at the Longy School of Music."

Fees and Booking

- Faculty and students may book Pickman for a recording session by completing the [Concerts and Events Date Request Form](#)
- **Official Longy concerts** (faculty performances, ensembles-in-residence, etc.) will be livestreamed to a closed audience as well as recorded for archival purposes. Performers may request a copy of the recording.

Recording Equipment

Microphone array in Pickman Hall:

- 2 QTC1 Omni Directional Mics
- Schoeps MK4 ORTF Stereo Pair

Camera options in Pickman Hall:

- 3 mixed camera angles (recorded together as 1 file) Pickman Hall Only
- 1 steady center shot (recorded separately) Pickman Hall Only

Microphones in Library Space:

- 2 Rode M5 stereo pairs (set up to record one side of the space at a time)

Time in the Hall

All performances are expected to include no more than 60 minutes total of music and should run **without intermission**. In the event of a need for a physical break during a performance (re-set stage, new set, etc), performers may make an announcement and have a brief (no more than 5 minutes) pause.

The Concert Office will provide two to three hours for performances and no longer than one hour for soundcheck in the performance space, as time and space allow. The Concert Office will consider exceptions to these time parameters on a case-by-case basis to accommodate for adventurous, creative programming that may require additional support.

Dress rehearsals may be scheduled by the student in alternate spaces.

Any performance logistics requiring additional time and staffing from the Concert Office must be included in the performance proposal and reiterated in the program submission (Program and Logistics Form, see Section 2 below). If there are any changes to the details, these must be finalized at the time of submission (generally at least one month prior to the performance).

All load in/load out must occur within the time booked by the Concert Office; this includes any equipment, set up, sound check, and striking of the stage.

Time in Pickman Hall is limited. Any occurrence of needing time in the hall, changing a confirmed booking, or cancelling time in the hall should be communicated to the Concert Office as soon as possible.

Section 2: Programs and Logistics

The Performer must submit a [Programs and Logistics Submission Form](#) at their earliest convenience and **no later than one month** before their scheduled event date. If the form is not received prior to one month before the concert, the performer will be responsible for preparing their own program, and the concert may be cancelled or modified if the request exceeds Concert Office staffing and resources.

Program

The Concert Office will create a concert program based on the form responses and send the performer the draft program for revisions. The performer will respond with approval for printing or any further changes via email to Hannah Cooper **no later than ten days** prior to the performance. Changes after that point will not be reflected in the printed program, and performers will be required to announce changes from the stage.

Repertoire

Longy is an institution where students from all diverse backgrounds and perspectives are welcomed and respected, and where the diversity students bring is viewed as a resource, strength, and benefit. In coursework, it is the commitment of every faculty member to **present repertoire, materials, and activities that are inclusive and respectful of diversity**. Longy is committed to fostering diversity in repertoire and has a target of at least 50% of all repertoire studied and performed at Longy to be written by composers of historically underrepresented identities in classical music. As such, all performers are required to report on identifiers of each composer featured on their program. This information must be included in the Program and Logistics Form, which must be provided no later than one month prior to the performance.

You can learn more about Longy's progress with its Diversity in Repertoire initiative [here](#). Any performer with questions about this initiative or its requirements should feel free to contact Rhaea D'Aliesio at rdaliesio@longy.edu.

Media

In addition to program information, responses to the Program and Logistics form are crucial in planning all other aspects of the performance. Any use of media (e.g. slideshow, images projected, video files, audio files), will require clear, explicit instructions (e.g. clearly marked scores, pre-set and timed slide shows, etc). All media materials are required no later than one month before the performance date.

Lighting, Audio, and Stage Craft

Any request for special or additional lighting must be submitted with the Program and Logistics form response. Performers will have the opportunity to discuss the proposal with the Production Manager as time allows.

Additional Requests

- Harpsichord Reservation: The performer can reach out to the Front Desk to secure a harpsichord and complete a Harpsichord request form, found at the front desk.
- Prepared Piano: If a performer is planning on using a prepared piano or would like to have the lid removed, they must inform the Concert Office of this when completing the program and logistics form.

Section 3: Promotion

Faculty

- The Concert Office will promote the concert by creating a listing of the performance on Longy's website (longy.edu/events), using the information provided in the "Longy Website Events Calendar Listing" section of the Date Request form.
- The Concert Office will create a livestream link if requested and add to the Longy Livestreams SharePoint site (<https://longyschool.sharepoint.com/sites/LongyLivestreams>)
- Faculty must contact Hannah Cooper with any changes to be reflected on Longy's website.
- Faculty can submit responses on the [Marketing Intake Form](#) for further promotion on social media and for inquiries about other promotional outlets

Students

- The Concert Office will promote the concert by creating a listing of the performance on Longy's website and on the [Longy Livestreams SharePoint site](#).
- Students may promote their events through their own social media, website, or other personal promotional outlets. Any posters or fliers for distribution on campus is the responsibility of the student and must be submitted for approval by the Facilities department.

Section 4: Updates/Cancellations

Contact Hannah Cooper for ANY AND ALL Updates and/or Cancellations.

She is the first point of contact and will make sure that updates or cancellations are communicated to the Concert Office, Academic Affairs, and Institutional Advancement. Performers must give at least three days' notice to reschedule or cancel any performance to avoid penalty.

In the event of extenuating circumstances (such as death in the family, testing positive for Covid-19, etc.), the canceler will be considered for any immediate openings and availability. Access to any performance space for a rescheduled performance is subject to availability.

Graduating Student Recitals

Links to forms and proposals for the Graduating Student Recital process are included on the [Concert Office SharePoint Site](#).

Recital Proposal

Graduating students will discuss their Graduating Student Recital with their teachers and agree on responses to the Graduating Student Recital Proposal form (on Slate). Students will complete that form, which will include program details and require the approval of their studio instructor and their department chair. Students are required to have a title and description of their recital to receive approval for giving a recital. **Students will not be able to request a recital date until the GSR Proposal is fully approved.**

Date Request

Each semester, the Concert Office will communicate with graduating students about the date request process. The Concert Office will confirm the recital date when the Graduating Student Recital Proposal is fully approved.

The length of the Graduating Student Recital will include no more than 60 minutes total of music and will not include an intermission. In the event of a need for a physical break during a performance (re-set stage, new set, etc), performers may make an announcement and have a brief (no more than 5 minutes) pause.

Students will have access to the performance space ahead of the concert start (to be confirmed in writing by the Concert Office). This time will be used for load in and minimal soundcheck as needed but must allow for sufficient time for audience members to enter the hall before the recital begins. The Concert Office will determine when the house must open. Recitals will start consistently at 11am, 3pm, or 8pm.

The Concert Office will provide up to one hour for soundcheck in the performance space as time and space allow ahead of the performance date. Dress rehearsals may be scheduled independently in another space, to be arranged by the student.

It is the responsibility of the student to obtain all approval signatures on the proposal and to alert the Concert Office when their proposal is fully approved. Students will not be able to request a recital date until their form is fully approved.

Program and Logistics

The Program and Logistics Form is due **at least one month prior to the recital**. Failure to submit the form may result in the student being responsible for creation of their program, or cancellation of the concert time slot.

Students are expected to take ownership of their recital programs and must provide all information, including composers' names and dates, titles, movement information, dates of composition, texts and translations where applicable, etc. The Concert Office will create a printed version of the program for distribution at the recital as

well as a digital version to be hosted on Longy's website.