

## Composers' Info for pendulum new music

Hi all! I look forward to helping you put on the best performances of your music possible! Please be familiar with this info.

### CU Composers...

- Are required to **attend all Pendulum concerts/events**, which should be marked in your calendars.
- Presenting composers meet at 4-4:30pm on concert night to practice their concert talks.
- Share your skills/work on the **Pendulum concert crew**. Your participation is a requirement for your degree program and will be reflected in your **lesson grade**.
- Use the online [masterplan](#) (see hyperlink in my email) to make **one priority reservation** every year- you can check the status of your project (see 1<sup>st</sup> column) submit "waiting list" projects - label it "2<sup>nd</sup> project" ... in the 1<sup>st</sup> column update program and rehearsal info as you collect it
- **Please reply within 2 school days** to all communications, even if the reply is "I won't know until ...".
- Are invited to join **The Pendulum Committee**. We confirm each program 4 school weeks before each concert date. We meet monthly on Wednesdays lunchtime.

### Submission Form Timeline

a) Anytime - Sign up on the masterplan link for a preferred concert date ASAP- there is no obligation until we confirm. 6-12min time frame is the norm. Let Hsing-ay know if you have family coming on a particular date, & talk through recruiting plans. Explore writing a commission for a specific player. Explore other performance venues.

**\*Undergrad ensemble projects (>5) and large percussion instruments must be approved by Hsing-ay one semester in advance.**

b) No later than 5 school weeks before the requested concert date – Have your teacher approve your score/parts, then complete your info the masterplan, and start giving parts/score/sound link to potential **performers**.

Tip: Look at last year's personnel on the masterplan for performer names. In-person asks are most effective.

c) 4 weeks before (submission deadline)-**The Pendulum Committee will confirm projects.**

We prioritize composers who haven't presented yet, and pieces you worked here with CU faculty.

Before submission deadline, you are responsible for recruiting and organizing three rehearsals.

Complete your info on the masterplan - include full printing info.

If you are missing a player or two, email me who said YES, who said NO, and who you are still waiting for. At this point, **Hsing-ay will make a decision** to either ask applied faculty to help or to postpone to a later date.

d) 3-4 weeks before – Fill in Rehearsal Info on the masterplan.

[www.doodle.com](http://www.doodle.com) is a great scheduling tool for ensembles- **copy me** so I have everyone's emails in one place. forward "Performers Info" doc to performers. Make sure their teachers give them consent.

Confirm rehearsal times and check for dress rehearsal conflicts.

Schedule rooms: login with your identikey at: <https://vems1.colorado.edu/Login.aspx>

View Classrooms: <http://www.colorado.edu/music/non-recital-room-reservations>

e) 3 weeks before-

Confirm MANDATORY **coaching** with me, TUE's 6-9pm or SAT's 9am-2pm.

Confirm MANDATORY **dress rehearsal** the afternoon of concert, 4:30-7pm. Any conflicts within that time slot should be emailed by now. Optional: Collect performers' signatures on "Letter of Agreement" at 1<sup>st</sup> rehearsal.

f) 2 weeks before-

Bring score (and written verbal intro for undergrads) to your coaching with Hsing-ay.

Email tech needs to Kevin.Harbison@colorado.edu and Dustin.Rumsey@colorado.edu, copy Hsing-ay, even if you are bringing your own equipment. **Invite** friends to come, to like our FB page, or to watch live streaming.

g) 1 week before -

If you want to, ask a colleague to cover your **concert crew position**. To protect your teammates from extra burdens, unexcused crew absences are recorded and reflected in your lesson grade. Find a sub and put it on the masterplan.

h) Day of Concert- dress rehearsal will be recorded for you as a backup to the concert recording.

MANDATORY composer talks rehearsal 4-4:30pm.

i) 1 week after- review your dress rehearsal & concert recording. CD's are delivered to Crunch Lab about a week later. Burn a copy for your performers as a thank-you. You are encouraged to write a **thank-you** email/note.

**Your News & Ideas** Publicize your upcoming activities by emailing a one liner to me. I will include it in our literature as much as possible. Blog about musical/educational issues that are important to you- email to me.

**Ensemble Room Scheduling** <http://www.colorado.edu/music/college-music-planning-calendar> & scroll down.

I've secured **E160 band room slots on Sundays 4-7pm**. Percussion rehearsals get priority. let me know if you want to use it, otherwise I will release them.

**UROP** Provides funding to undergrad projects including commissions or research. Search online for grants.

### **Policies from Other Departments**

**Collaborative Pianists Faculty** (Nyugen & MacDonald) require their students to get faculty consent signature and an additional coaching with them.

**Grusin Hall Tech**- This location can only support minimal tech with minimal set up time. Tech setup needs to be within 5 minutes. All needs should be made clear on the masterplan at 4 weeks before concert.

**Brass Faculty** -email William.Stanley@colorado.edu 5 weeks in advance of rehearsals or asap- include a score.

**Percussion Instruments Use** requires an emailed Request to miketimpcu@gmail.com, copy Hsing-ay, 6 weeks in advance of concert or earlier, because confirmation takes up to 2 weeks.

These e-mailed requests must include:

- 1) **dates, locations and times of all rehearsals** for the specific concert
- 2) exact **descriptions of each instrument** desired, i.e.,  
(range of marimba, size of cymbal, number & sizes of blocks, etc.
- 3) the **manner and times** by which instruments will be transported to the new location as well as names and contact information for those moving the instruments. (For, example, marimbas, vibraphones, xylophones, chimes, timpani and bass drums--any instrument with wheels--must never be rolled outside or on uneven surfaces inside. They are to be carried or driven in a van.)
- 4) the **name and contact information** for the faculty sponsor of the group who will oversee the students and that the policies are being followed.
- 5) **rooms** permitted for percussion moves, in order of ease of use: E160, C191, Grusin, C199 Chamber Hall, C113. Note that C191's narrow door restricts timpani and 5 oct marimba. All moves should happen in between classes. Celeste is under piano tech supervision- Ted.Mulcahey@colorado.edu.

\*Composer or percussionist can sign out the percussion cabinet key and get E160 swipe card access from Peggy in the SW corner office.

### **ATLAS Blackbox Theater Policies: (February concert)**

- 1) Email to Hsing-ay and the Pendulum tech coordinator **by 4 weeks in advance:**
  - a) **technical needs checklist.** Circle what applies: # of performers, conductors, chairs, stools, carpet for drums, stands, stand lights, computers, computer power cables, audio interfaces, speakers, microphones, mic stands, projector screens/scrim, projectors, space for dancers, props, table space for your computer/equipment, things you're planning to supply yourself, CRuNCh computer and audio interface) **\*All percussion use** requires an email from your teacher to miketimpcu@gmail.com, copying the percussion email list and Hsing-ay, 6 weeks in advance. Moving instruments to ATLAS requires a lot more planning and permissions.
  - b) **a stage plot/drawing** that indicates the approximate dimensions of your set-up.

**2) Communicate the 3 set rehearsal times upfront with performers by 3 weeks in advance.**

MANDATORY: coaching/rehearsal with Michael Theodore the Wednesday 1 week before the concert, time slots within 5:30-9pm, in program order; dress rehearsal **in program order** on the night before (Tuesday), 5:30-9pm; sound check on concert day 5:30-7pm. No composer talks. Michael Theodore will call a planning meeting in January.

**3) Additional Rehearsals in the Black Box space are scheduled with**

Gary.McCrumb@colorado.edu, 303-735-2006. If you have tech needs for those rehearsals, or need tech staff to be present, communicate that to Gary.

Hsing-ay Hsu

cupendulum@gmail.com

Artistic Director, Pendulum New Music

Concert Pianist- Steinway Artist