



MUSIC

Student Handbook

Revised 07/29/24

Introduction

This document has been prepared by the Music faculty and staff in the School of Arts and Communication at Southern Oregon University and is designed to provide assistance and guidance to Music students throughout their studies. For information concerning academic programs and policies of the Music Program, or Southern Oregon University, the student should refer to the official SOU catalog of their year of entry into the department in addition to regular meetings with advisors. This Music Program Student Handbook focuses on Music Program issues and procedures and does not supersede the policies outlined in the official Southern Oregon University Catalog.

Table of Contents

Music Faculty and Staff	4
Music Mission	5
Ensembles	5
Scholarship	5
Program Requirements	5
Advising	6
Degree Maps	6
MUP Courses – Applied Lessons/Private Instruction and Studio Classes	6
Applied Lesson Policy Statement	7
Building Access, Practice Rooms, Instruments & More	7
Building Access	7
Music Lab	7
Instrument Rentals	8
Practice Rooms	8
Lockers	8
Copy Machines	8
Faculty /Staff MailFaculty/Staff Mailboxes	8
Accompanists	9
Applied Music Juries	9
Student Recitals	10
Junior Recitals	10
Senior Recitals	10
All Recitals	10-11
Piano Proficiency	11
Student Evaluations	11
Work Opportunities for Students	11
Stage Manager	11
House Manager	12
Recording Technician	12
Music Lab and Recording Studio Manager	12
Music Office Assistants	12
Music Lab Staff	12
Music Library Assistant	12
Music Librarian: Method Instrument	12
Music Office Assistant	12-13
Usher Duties and Responsibilities	13

Music Faculty and Staff

Full-Time Faculty

Dr. Vicki Purslow
Music Department Chair Popular
Music History
purslowv@sou.edu

Dr. Rhett Bender
Saxophone, Woodwinds, Theory
bender@sou.edu

Dr. Alexander Gonzalez
Band Director
gonzaleza@sou.edu

Dr. Jerron Jorgensen
Choral, Vocal Studies, History
jorgeonsenj@sou.edu

Dr. Derek Keller
Music Industry & Production
Guitar, Theory/Composition
kellerd@sou.edu

Dr. Terry Longshore
Percussion Studies
longshore@sou.edu

Dr. Alexander Tutunov
Director of Keyboard Studies
tutunov@sou.edu

Adjunct Faculty

Reed Bentley
Percussion
bentleyr@sou.edu

Ed Dunsavage
Guitar
dunsavagee@sou.edu

Dr. Margaret Evans
Professor Emerita
Organ
meveans@sou.edu

Dr. Cynthia Hutton
Professor Emeritus
Horn
hutton@sou.edu

Dr. Mark Jacobs
Low Brass, Composition
jacobsm@sou.edu

Bryan Jeffs
Wind & Jazz Ensembles,
Percussion, Raider Band
jeffsb@sou.edu

Dr. Martin Majkut
Rogue Valley Symphony
majkutm@sou.edu

Dr. Chrsti McLain
Voice
mclaine1@sou.edu

David Miller
Bass, acoustic/electric
millerd5@sou.edu

Dr. Fred Schmidt
Clarinet
schmidtfr@sou.edu

Heather Schmidt
Flute
schmidt1@sou.edu

Larry Smith
Adjunct Instructor
smithl@sou.edu

Christine Williams
Voice
williachr@sou.edu

Staff

Andrew Kenneth Gay
Director, School of Arts &
Communication and Oregon
Center for the Arts at SOU
Andrew.Gay@sou.edu

Beth Glosner
OCA Division Manager/ Music
Admi. Program Specialist
glosnerb@sou.edu

Lucinda Ulrich
Student Success Coordinator
ulrichl@sou.edu

Cathie Romero-Molay
OCA Production & Performance
Venue Manager
romerocl@sou.edu

Kim Andresen
OCA Box Office & Marketing
Manager
Office: Box Office/Theatre Bldg.
andresenk@sou.edu

NOTE:
Faculty room assignments
can change during the year.
Please check with the
Music Office 142, if you
cannot locate someone.

Mission

The mission of the Music program at Southern Oregon University is to develop students' creative and technical abilities in ways to prepare them to perform, teach, create, and support music-making in their communities throughout the world. We support music as a part of a liberal arts education at Southern Oregon University by fostering the joy and discipline of learning, encouraging the exploration of diverse cultures, developing the ability to collaborate, and by preparing students to make music a meaningful part of their lives.

Music offers music majors and minors an integrated curriculum designed to teach the varied skills necessary for a professional career in music and to develop the student's understanding and appreciation for the art of music. Coursework combines class and individual instruction by nationally and internationally renowned artists with innovative, computer-aided instruction. Curricular offerings are designed to enable highly motivated students with diverse musical backgrounds to become skilled musicians capable of making artistic musical contributions to society as performers, educators, composers, scholars, music-business professionals, and active supporters and appreciators of music.

The Music Program is fully accredited by the National Association of Schools of Music.

Ensembles

The following organizations are open to all students: Concert Choir and Wind Ensemble. All other ensembles are open to all qualified students by instructor consent: Chamber Choir, Jazz Band, MUSIX, Lyric Theatre, Rogue Valley Symphony, Raider Band, Youth Symphony of Southern Oregon, Saxophone/Clarinet Ensemble, Percussion Ensemble, Commercial Music Ensemble, Woodwind Quintet, Siskiyou Saxophone Orchestra, and Chamber Ensembles. In addition to serving as an integral part of the musical training of musicians, these organizations enable non-majors to participate in musical performances.

Scholarships

Performance scholarships are available to outstanding students who are planning to major in music. These scholarships are awarded on the basis of a performance audition submitted online in January and February for the following academic year. Scholarship applications are available online at www.sou.edu/music.

Program Requirements

Programs

Bachelor of Arts/Bachelor of Science

- Music, BS or BA
- Music Industry & Production Studies, BA/BS

Certificate

- Certificate in Conducting
- Certificate of Documentarty Production
- Certificate of Music Industry & Production
- Certificate of Music Theory & History
- Certificate of Musical Theater
- Certificate of Popular Music
- Certificate of Sound Design

Advising

Students are assigned an advisor upon entering Southern Oregon. For general education advising, contact Lucinda Ulrich, OCA Student Success Coordinator, through Navigate, in the Art Building Room 118, ulrichl@sou.edu, or 541-552-6735. For music course and degree advising, contact your music faculty advisor.

It is each student's responsibility to be as familiar as possible with the University's requirements. Students are encouraged to use the SOU catalog, DegreeWorks, and EAB Navigate, and should meet with their faculty advisor and Lucinda Ulrich every term..

Degree Mapping

Degree Maps contain the suggested term-by-term course sequence for your academic path toward graduation. Degree Maps are based on music proficient students and students passing music theory entrance exams at Southern Oregon University full-time (minimum of 12 credits). They are a visual representation of how the degree can be completed in four years. Your Degree Map *may* be different based on your academic and scheduling needs.

To ensure successful and timely completion of your degree, it is recommended that you meet with your academic advisor to discuss your unique map and to plan your course sequencing.

Please note some courses *may* only be offered once an academic year, and degree mapping is subject to change.

BA/BS Music Catalog Year 2022 - 2023

[Degree Map for Bachelor of Arts or Sciences in Music](#)

[Degree Map for Bachelor of Art or Science in Music Industry and Production](#)

[BA/BS Music Industry and Production Catalog Year 2022 - 2023 For Students Who Pass the Music Theory Entrance Exam](#)

BA/BS Music Industry and Production Catalog Year 2022 - 2023 For Students Who Do Not Pass the Music Theory Entrance Exam

BA/BS Music Catalog Year 2023 - 2024

[Degree Map for Bachelor of Arts or Science in Music](#)

[BA/BS Music Industry and Production Catalog Year 2023 - 2024 For Students Who Pass the Music Theory Entrance Exam](#)

BA/BS Music Industry and Production Catalog Year 2023 - 2024 For Students Who Do Not Pass the Music Theory Entrance Exam

MUP Courses – Applied Lessons/Private Instruction and Studio Classes

To sign up for lessons please email the applied lesson area instructor to make arrangements for your lesson. Students must register for applied lessons no later than the end of Week 1 of the term.

If you are studying voice or guitar, please see Dr. Jorgenssen or Dr. Keller to be assigned to an applied instructor. Please know that there is no guarantee that you will be placed with the instructor of your choosing. The Music Department reserves the right to move you to a different applied instructor.

Individual lesson time are assigned in coordination with your instructor before the first lesson. If you cannot locate your class or instructor, please contact the Music Office.

Juries are required of all MUP 190, 290, 390 and 490 students.

Studio classes are offered to students in some applied areas. See your instructor for details.

Applied Lesson Policy Statement

The following are departmental policies that applied lesson students are held to:

- Take your lessons and preparation seriously. This will require regular (daily), quality practice time so that skills will improve as quickly as possible.
- Show up for lessons on time and be prepared. Because of tight schedules, late lesson arrivals reduce the effectiveness of the study. Be prepared, otherwise valuable faculty instruction time is wasted.
- Commit to the lessons for the duration of the term.
- Lessons should be canceled for extreme illness only. Instructors will attempt to make up lessons that students have canceled but are not required to do so. *Please contact your instructor ahead of time via phone or email* to reschedule your lesson.

Building Access, Practice Rooms, Instruments & More

Music Building Access

The Music Building is unlocked between 7:00 a.m. and 7:30 p.m. Monday through Friday during the fall, winter, and spring terms and later in the evening for concerts and special events. Building access is available to music majors and ensemble members needing a practice space from 10:00 p.m - 7:00 a.m. and weekends with electronic fobs. An electronic fob can be obtained from the Music Office, Room 142. Should your fob stop working or expire, please visit the Music Office or email music@sou.edu to renew your access.

Practice room keys are obtained by completing a key request form, which available in the front office. All keys must be signed for and picked up at Facilities on 351 Walker Avenue in Ashland ([see attached campus map.](#)) Their hours are Monday through Friday, 8:30-4:30, and phone number is 541.552.6231.

Practice rooms are available on a first-come, first-served basis, while classroom use must be reserved through the Music Office's Google Calendar. For summer access, please have your faculty advisor contact the Music

Office to confirm your summer access. For any building issues after hours, please call Campus Safety at 541-552-6911.

All fobs and keys must be turned in to the Music Office Manager or Building Manager upon leaving SOU.

Music Lab – Room 012

The Music Lab is located in the basement of the Music building near the restrooms and student lounge area. The Music Lab offers students an opportunity to listen to music, use computer software to write and record music, and work on class projects. There are also opportunities for students with approved Financial Aid Work-Study to work in the Music Lab. Hours may vary from term to term. Please check the door of the lab for the schedule – to be determined each term by lab staff availability. The lab is closed during University closures - holiday breaks, finals week, and summer sessions.

Instrument Check-Out

The Music program has instruments that may be checked out to students enrolled in Music courses. Interested students must complete the electronic [Instrument Check-Out](#) form. A QR code of this form exists in three locations in the Music Building:

1. On the bulletin board by the music office
2. On the instrument storage room door
3. On the Band Room door by the elevator

Once the form is complete, approval is required by the Music Chair before you receive your instrument. Approval will take up to 24 business hours to occur. Unless otherwise approved by the Music Chair, all instruments must be turned in to the Instrument Storage Room Student Worker at the end of each contracted instrument check-in time you list on the form.

Practice Rooms

Practice rooms are located on the first floor of the Music Building. Practice rooms are available for students enrolled in music classes (majors, ensemble participants, etc.) and are available on a first-come, first-served basis, while classroom use must be reserved through the Music Office's Google Calendar. A 27.70 key that will open all of the practice rooms can be obtained from the lockshop. A key request form can be completed in the Music Office. The practice rooms are to remain locked when not in use. Personal belongings should not be left in practice rooms at any time and it is expected that trash and other items brought into the practice room are removed when each student leaves. Food or open beverages are not permitted in practice rooms. Water bottles are ok. Pianos are available in all rooms. Problems with a piano (tuning or damage) should be immediately reported to the Music Office

Lockers

Lockers are located on the second floor of the Music building adjacent to MUS 220. Lockers are available to students enrolled in music classes for the purpose of securing instruments or storing music or personal belongings while in class. A locker assignment and combination may be obtained from the Music Office. The locker room is open and accessible during regular building hours. If you cannot access the locker room or it is locked, please see the Building Manager or Music Office Manager. To access lockers during the weekend call Campus Security at 541-552-6911. Lockers must be cleaned out at the end of each academic year unless otherwise instructed; combinations/locks will be changed each summer.

Copy Machine

Students may use the Music Lab 012 printer. Copiers in Music 142 and Music 230 are not available for student use.

Faculty/Staff Mailboxes

The faculty mailboxes are located inside the Music building office, room 142. Students may leave messages for the faculty in their mailbox but the most efficient is to email instructors directly. If you'd like to leave something for a faculty member, please ask the Music Office Manager.

Accompanists

The following are helpful guidelines for properly preparing to use an accompanist.

Conditions of service

- Music must be in the accompanist's possession no later than two weeks before a performance or lesson. Little or no consideration will be given to last-minute needs.
- The music will be either in book form or loose sheets of paper. DO NOT staple or copy front and back.
- The performer is expected to attend any and all arranged rehearsals with the accompanists. The cancellation or rescheduling of a rehearsal must be done at least 48 hours in advance. Should the performer fail to show up to a scheduled rehearsal without any notification, the accompanist may not be able to accompany the performer.

To contact or arrange for an accompanist please see your ensemble director, applied instructor, or contact the Music Office for a referral to a graduate piano student or the staff accompanist.

Juries (MUP / Applied Music Courses)

Juries are held at the end of the fall and spring terms and are required for students enrolled in MUP 190, 290, 390 and 490. Juries are a final exam and a team of faculty will be present to assess student progress. Juries are held during the final exam week.

Students register for juries, complete their Repertoire Reports, and receive feedback through The Jury System. Students are responsible for arranging an accompanist for their jury if needed. Students must provide copies of music for the team of faculty. The jury days and times are listed below. Please take note of the changes for date and time for Fall and Spring Terms.

Juries

Fall

Brass & Woodwinds: Mondays 3:30 pm - 6:30 pm

Percussion Juries: Tuesdays 9 am - 12 pm
Band Room

Piano: Tuesdays Recital Hall 9 am - 11 am

Voice: Tuesdays Recital Hall 11 am - 2 pm

String and Guitar: Wednesdays 3:30 - 4:30 pm
Music Lab

Spring

Brass & Woodwinds: Monday 9AM-11AM

Percussion Juries: Tuesdays 9 am - 12 pm
Band Room

Piano: Tuesdays Recital Hall 9 am - 11 am

Voice: Tuesdays Recital Hall 11 am - 2 pm

String and Guitar: Wednesdays 3:30 - 4:30 pm
Music Lab

Student Recitals

Junior Recitals

Students may register for MUS 350 with the approval of the faculty advisor. Students work with the applied instructor to set recital dates - dates are usually selected in fall term. Junior recitals should consist of 25 minutes of music.

Senior Recitals

Students may register for MUS 450 with the approval of the faculty advisor. Students work with the applied instructor to set recital dates - dates are usually selected in fall term. Senior recitals should consist of 50 minutes of music.

All Recitals

- No taped accompaniments or midi accompaniments may be used, unless that is what the composer of the score indicated.
- Recital hearings will be held at least one month prior to the scheduled recital. At the hearing the faculty will ask to hear any or all of the scheduled music as it will be performed on the recital. This includes:
 - Performing from memory, if that is how the music will be performed on the recital.
 - Performing with the accompaniment that will be used on the recital. If an ensemble will be used in the recital, the ensemble should be at the hearing. If it is impossible for the ensemble to be at the hearing, the student should provide a video of the most recent rehearsal with the ensemble.
 - In the event the student does not pass the first recital hearing, a second hearing may be granted by the faculty - a minimum of four weeks after the first hearing.
- Students presenting recitals must be enrolled for applied music on their primary instrument the term of their recital. They are strongly urged to be enrolled for applied music on their primary instrument for the two terms prior to their recital.
- You may sign up for one rehearsal time in the Music Recital Hall prior to your recital performance. Consult with your advisor and have them request those times as soon as possible. Your applied instructor should be present at the time of those rehearsals. If that is not possible or your applied teacher is not one of the full-time faculty, please check with the Music Recital Hall Manager – Cathi Romero-Molay to make sure the Recital Hall will be open at the time of your rehearsal.
- Publicity information (for newspaper articles and radio announcements) must be given to the Music Office Manager or OCA Marketing Manager at least 3 weeks before your recital. This should include:
 - A brief, general description of your concert, and a selection of pieces or composers.
 - Biographical information about you, no more than one paragraph.
 - Use the name you want to appear on your publicity and program.
- We will need to have your program information, including text translations, if necessary, in the Music Office at least two weeks prior to your recital date. Your Instructor must approve the program before you submit it to the Music Office. Please submit the program as a Google Doc without any formatting. See the [Student Recital Submission Example Doc](#) for how to submit your program. The Music department will fund up to \$50.00 toward the cost to print your recital program. All remaining costs will be billed to the student.. All programs use a standardized, professional format. Please present information in the following form and order:
 - Your name, as you want it to appear on the program cover.

- o Title of Recital.
- o Date and time of recital.
- o List of pieces in the order of performance. Include intermission, if any.
- o Title of Pieces, Composers, Dates, and Performers' names and instruments.
- o Accompanist(s), instrument(s) if appropriate.
- o Program notes-- optional
- o Translations-- optional –

Keyboard Skills

Keyboard Skills must be passed by all candidates for all music degrees and should be completed after three terms of MUS 292. It consists of several exams, which do not have to be passed all at once. It is permitted to do one or several parts of the Exam on one day.

- Technique: Play major and harmonic minor scales up to and including four sharps/flats in the key signature, one octave in parallel motion, ascending and descending, hands together (see attached charts).
- Facility:
 - o Play any standard harmonization of the tune “America” (usually associated with text “My country ‘tis of thee”) – see Appendices.
 - o Play a prepared composition. This should be a baroque, classical, romantic or contemporary composition. Examples: compositions from Anna Magdalena Bach Book, *Minuet in G* by Beethoven, *Lyric Pieces* by Grieg; easy pieces by Bartok, Kabalevsky, etc.
- Sight Reading: Read a standard composition from a public school’s music book. This composition will be given out 24 hours before the Proficiency Examination.
- Harmonization:
 - o Play (at sight) a single line of the complexity of a standard Ear Training textbook; then harmonize this melody at sight using simple chords in the left hand as an accompaniment.
 - o Play chord progressions in major and minor keys, up to and including 4 sharps/flats in the key signature, such as I-IV-V7-I, I-ii6-V-I, etc.

Student Evaluations

All SOU courses are evaluated each term. Evaluations will be electronic and will be accessible through your InsideSOU account. Please fill out an evaluation for all of your Music classes. Your input is greatly appreciated by the faculty and administration.

Music Program Work Opportunities for Students

Stage Manager

This position is hired by the Music Recital Hall Manager, Cathi Romero-Molay - Room 104. Any openings are posted on the Music Bulletin Board before the beginning of each quarter. Students are paid either through Work-Study, or Student Employment.

House Manager

Also hired by the Music Recital Hall Manager, this position seats the audience and takes care of patrons’ needs during recital hall concerts. A schedule of concerts and events and training for this position will be provided.

Recording Technician

The recording technician is a specialty position hired by the Music Recital Hall Manager, Cathi Romero-Molay. Qualified students may apply for this position, but must have the appropriate experience and qualifications to be hired. Students are paid either through Work-Study or Student Employment.

Music Lab and Recording Studio Manager

The Music Lab and Recording Studio Manager is hired and supervised by Dr. Derek Keller. Students should use the SOU CareerLink to apply for this job. Students are paid through the PEAK program.

Music Office Assistants

The Music Office Assistants are hired by the Music Office Manager. Students should use the SOU Handshake portal <https://app.joinhandshake.com/> to learn more about this position and to apply for this job. Job duties include assisting the Office Manager and OCA Director with copying, filing, mailings, marketing, updating databases, ensuring the practice rooms and classrooms are clean and in good working order, and assisting with events, concerts, and publications in the Music Office. Students are paid through Work-Study funds only, so before applying for this position, be sure you have been awarded Federal Work-Study.

Music Lab Staff

The Music Lab Staff is hired by the Music Lab and Recording Studio Manager. Students should use the SOU Handshake portal <https://joinhandshake.com/> to learn more about this position and to apply for this job. Job duties include assisting students with Music Lab Software, cataloguing recital hall recordings, and maintaining security and cleanliness of the Music Lab. Students are paid through Work Study funds only, so before applying for this position, be sure you have been awarded Federal Work Study.

Music Library Assistant

Music Library Assistants work with the Ensemble Directors. Interested students should apply for a Music Library position and talk with the Ensemble Directors. Students are paid either through Work Study only.

Music Librarian: Method Instruments

The Music Librarian: Method Instrument Staff is hired by the Music Chair. Students should use the SOU Handshake portal <https://joinhandshake.com/> to learn more about this position and to apply for this job.

Box Office Assistant

OCA Box Office employees are hired by the Oregon Center for the Arts Box Office/Marketing Manager. This is a professional customer service position that serves SOU faculty, staff, students and the general public.

Essential job functions include: selling tickets to all performances and events presented by the OCA, assisting the public with questions about all performances happening in the Rogue Valley (both on the phone and in person), and assisting the Box Office Manager with special projects including digital marketing. Must have cash handling experience and agree to an SOU background check to hold this position. Must be available to work at least one 3-hour shift per week during regular Box Office hours. Must be available to work a few evenings and weekends to sell tickets before OCA events. This position is located at the OCA Box Office in front of the Theater Building. Students are paid through Federal Work Study only, please apply [InsideSOU](#) by choosing Handshake <https://app.joinhandshake.com/>

Unless otherwise authorized by the Payroll Office, all students (workstudy or student employment) use the Web Time Entry system (WTE) a paperless timekeeping system for Southern Oregon University. InsideSOU (Student Employees section) you will find information on how to use WTE, eligibility requirements, employment information, employment forms, and information on open positions across campus.

<https://inside.sou.edu/sc/wte.html#Employees>

Contact the Music Office for Music Program opportunities / jobs or go to Handshake at <https://sou.joinhandshake.com/> to view available jobs.

Usher Duties and Responsibilities

Please keep in mind that you are an acting representative of the Oregon Center for the Arts at all times, please be friendly, helpful, polite and neatly attired.

Dress Code: You must wear black shoes, black dress pants or skirt, and a white or black collared shirt. You are representing both the music program, and the Oregon Center for the Arts at SOU, so please wear business dress. As you will be on your feet most of the night, please wear comfortable shoes.

Arrival Time: You must **arrive 45 minutes before the performance**. When you arrive, look for the House Manager inside the Recital Hall. For Music Department concerts, please put on a red vest. They are stored in the inset closet in the music office near the OCA Director's Office across from the Conference Room. Leave the Recital Hall doors closed until the House Manager tells you to open them for the public, usually 15 minutes before the concert.

BEFORE THE PERFORMANCE

Check with the House Manager for uncompleted tasks.

1. Everyone should have a ticket or season pass for concerts. Look at tickets to make sure patrons have the right night and location. Patrons may keep tickets. If anyone attempts to enter without a ticket, direct those patrons to box office at south side of lobby.
2. Please hand out programs in an appropriate manner. Offer each patron a program. The house manager will keep you supplied with programs to pass out, which are stored on a music stand by the Recital Hall entrance door.
3. Please encourage patrons to sit in the front of the hall. All Music Program events except the Tutunov Series are general seating. Rogue Valley Symphony events and Chamber Music Concerts are also reserved seating. The Box Office will have copies of the seating chart. Please study the chart before you usher for a reserved seating event, as the seating numbers in the Music Recital Hall are tricky. You only need to help people find seats when they are reserved.
4. Patrons in wheelchairs should be positioned next to usher seats, or helped into a wheelchair accessible chair, which is located in the bottom section of the hall. If needed, you can move one of the black upholstered chairs to entrance hallway to make room for handicapped seating.
5. **No flash photography.** If you see this occur during the concert, an usher should ease over and ask the guest that no photos be taken until the conclusion of the concert. Flash photos are very distracting to performers.
6. No video or audio recording is allowed due to copyright laws.
7. Beeping watches, pagers, and cell phones should be turned off.
8. Close the doors to the hallways when house lights are dimmed and/or stage lights are raised. Open the doors when the lights come up at intermission. Do not seat patrons except during applause breaks. No babies should be brought into a concert. If patrons have young children encourage them to sit near an exit for an easy escape.
9. Answer questions politely and to the best of your knowledge. If you don't know an answer, find out and get back to the guest.

DURING THE PERFORMANCE

1. One usher will remain in the entrance corridor on each side of the Music Recital Hall for 15 minutes after the concert starts to deal with latecomers. One usher on each side will take a seat inside the concert hall at beginning of the concert to monitor patrons. After 15 minutes, the outside usher on each door may enter at a break, if desired.
2. Do not allow people to enter while music is being played. People may enter between pieces. Usually, if the first piece is a multi-movement work, people may enter after the first movement.
3. If someone is disruptive – a crying baby, a child who cannot sit still, someone using a mobile device – it is your responsibility to ask the person to go to the lobby until the disruptive problem is solved. Please be discreet and diplomatic.
4. If someone has to leave during a piece (a coughing fit, for example), please help them close the door so it doesn't close loudly.

AFTER THE PERFORMANCE

1. The ushers will go through the house, and pick up discarded programs, tickets, and items left behind. Programs may be recycled in bins on either side of lobby. Ushers will also empty the wastebaskets in entryways. If any lost items are found, in house, they should be placed on the counter near the end of the lobby area.
2. After a walk-through of the Music Recital Hall, check with the House Manager to see if any other duties are required. If not, hang up red your vest in the Music Office, and you are free to leave.