



How to Arrange for a Workshop, a Recital and an Accompanist

Workshops

- Workshops are an opportunity for students to hone their performance skills in a supportive, closed, and small group setting.
- Students must successfully complete a workshop in order to perform on a recital.
- If an accompanist is required it is the responsibility of the teacher to arrange for the accompanist.
- The teacher should complete the workshop form online **at least one week in advance** at: <http://www.newschool.edu/mannes/prepsignup/>
- The workshop and recital schedule for each semester is on the Prep sign-up webpage, the bulletin board outside of the Prep office, and available to pickup in the Prep office.
- Students may perform on a maximum of 7 workshops per semester for each instrument they study at Mannes Prep.

Recitals

- Recitals are an opportunity for students to perform for family, friends and Prep audiences in a warm and friendly environment.
- Students may play on a recital **only after a successful workshop performance**.
- Because not all students participate in workshops with the goal of performing in a recital and students have various scheduling requirements, students are *not* automatically placed in recitals after workshops.
 - The teacher should complete the recital sign-up form online **at least one week in advance** at: <http://www.newschool.edu/mannes/prepsignup/>
 - Provide the following information:
 - Student Name, Age & Instrument
 - Teacher Name
 - Composer / Title
 - Accurate Duration
 - Accompanist (arrangements are responsibility of the teacher)
 - A student or parent may sign-up for a recital only with the expressed permission of the private teacher.
- If a student is to play a workshop only one week before the desired recital date, the teacher may sign-up the student for the recital even though the outcome of the workshop is still unknown. If the student is deemed unready the Prep office will contact the private teacher.
- Students may perform on a maximum of 3 recitals per semester on each instrument they study at Mannes Prep.

Rehearsals and Performances with Accompanists

- It is the responsibility of the private teacher to arrange for an accompanist and rehearsal time.
- Alyona Aksyonova and Alla Milchtein are the official accompanists for Prep and are available on Saturdays from 9am-1pm and by directly arranging an appointment during the week (*please note you must make direct arrangements for Thursday workshops & recitals*) to:
 - Rehearse with a student one ½-hour prior to a Workshop
 - Play for the student in the Workshop
 - Rehearse with the student one ½-hour prior to a Recital
 - Play for the student in the Recital
- Accompanist slots become available online at <http://www.newschool.edu/mannes/prepsignup> one week in advance. The schedule fills up quickly, so sign up as early as possible.
 - Rehearsals should be scheduled during the student's lesson time. If this is not possible the teacher can sign up for another available time. However, a rehearsal cannot conflict with anything else in the student's Prep schedule. The teacher needs to know her/his student's Saturday schedule in order to avoid a conflict.
 - If the student's lesson room does not have a piano or if the rehearsal has to be scheduled outside of a student's lesson time please leave the room # line blank and the office will assign a room. On the day of the rehearsal, i.e., the following Saturday, the student should check the accompanist schedule posted outside the Prep office..
- If Alyona and Alla are not available for the required time:
 - The teacher may book a registered accompanist for the same lengths of time and purposes that the official accompanists are provided.
 - A list of accompanists who are registered with the Business Office, and have agreed to the Mannes accompanist fee, is below.
 - The teacher should sign the accompanist's Prep accompanist form.
 - It is the responsibility of the teacher to arrange for a rehearsal room at Mannes.

Please contact the Prep office at (212) 580-0210 x 4841 or mannesprep@newschool.edu if you have any questions. We're looking forward to a wonderful year of beautiful performances!

Registered Accompanists:

Alyona Aksyonova 646-541-8041 alyona.a.waldo@gmail.com	Alla Milchtein 646-709-1320 amilchtein@hotmail.com
Lora Al-Ahmad 914-330-9039 lorinketa@abv.bg	Pavel Bogomiakov 516-660-5762 p.b@jhu.edu
Ariela Bohrod 608-334-0645 bohra479@newschool.edu	Aaron Dai 917-868-4073 asdai07@gmail.com
Sasha Clynes 845-480-4512 sclynes5@gmail.com	Dima Glivinsky 347-210-3192 dglivinskiy@gmail.com (not available Sat during the day)
Bob Goldstone 917-686-8812 bobgo412@gmail.com	Monica Han 914-564-0740 hanm089@hotmail.com
Eun Kyung Lee 201-755-1209 eunklee1209@gmail.com	Laetitia Ruccolo 646-374-6885 laetitia.ruccolo@gmail.com
Joshua 'Michael' Steward 801-703-7573 ravelmsc@yahoo.com	