



Student Handbook

2019 update

Sewanee Summer Music Festival 2019

Welcome to the Sewanee Summer Music Festival! We are excited to have you here with us this summer. Sewanee is a unique place that has been special to students and their teachers alike for over sixty years. You, the class of 2019, will carry on that tradition. A Sewanee summer is magical. Here you will find people who share your passion for great music making. Our faculty are phenomenal artists, and they are enormously dedicated to your success. Your fellow students will become lifetime friends. Our mountain is a unique source of inspiration to all of us. We hope you will venture out in our 13,000 acre “Domain,” whether for a ten-mile hike or a seat under a tree with a good book. Our goal, through the many opportunities at Sewanee, is to give you all you need to grow, excel, and have fun. When you leave the gates of Sewanee in July, you will be inspired, energized and ready to take on whatever challenges lie ahead.

Sharing our musical lives is at the heart of the Sewanee experience. In our community, every student is valuable and respected. Everyone has something to give and something to learn. Everyone (including your teachers!) works very hard. And the performances reflect the pride we all feel in this place and in each other.

This handbook contains very important information about your life in Sewanee. Please read it carefully (then read it again!). Small oversights can result in major inconveniences—take time to double check everything. If you have any questions, do not hesitate to call or email the SSMF office.

John Kilkenny

Artistic Director

Faculty Artist, percussion

The Sewanee Summer Music Festival

Hilary Dow Ward

Managing Director

The Sewanee Summer Music Festival

Administration

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Student Life Co-Director

Emily Craine
Sewanee Symphony Manager

Joshua Ellis
Cumberland Orchestra Manager
Assistant Production Manager

Sarah Strasinger
Chamber Music Intern

Andrew Yow
Outreach Intern

Liam Corley
Media Coordinator

Main Office

- The SSMF main office is in Guerry Hall, Room 129, located on the first floor. There are stairs on either end of the lobby. Phone: 931-598-1225
- To email the main office, contact — ssmfadmissions@sewanee.edu
- For questions about residence life (after June 15th) please email — ssmfresidencelife@gmail.com

General Information - Living in Sewanee

LiveSafe

LiveSafe, a mobile-safety technology for the University's community, empowers students, University employees, and campus visitors to take charge of their own safety and to look out for those around them.

LiveSafe allows students, faculty, staff, and visitors to:

- Share information - Users can submit reports for suspicious activity, harassment, a disturbance or other issue, with picture, video, or audio attachments. Reports can be submitted anonymously if the user chooses.
- Have peace of mind with SafeWalk - Individuals invite others to "virtually escort" them and monitor their location on a real-time map. Simultaneously, SafeWalkers can chat with one another or call 911 if needed.
- Summon emergency help - Safety officials can leverage location-data in an emergency, allowing faster response times. It's like a blue light phone in your pocket.
- Access emergency information - Have fast and easy access to important campus support resources and emergency procedures, even when you are unable to connect to the Internet.

Download the LiveSafe app today:

- Visit the Google Play or App Store and search for "LiveSafe."
- Register with your email and fill out your profile.
- Search for and select "Sewanee" as your school.
- Once you have the app, click through the slides to learn more details about how LiveSafe can help you.

Don't have a mobile device? No problem, share with us your cell phone and email address and we'll include you in appropriate mass notifications.

Health

- All students must submit completed the Health Services Form, including insurance information, before participating in the SSMF.
- Each student should have a copy of his or her health insurance card and must provide a file copy to the SSMF office during the Festival.
- Any illness, injury or accident, no matter how minor, must be reported immediately to residential staff.
- Anyone requiring medical attention will be taken to an appropriate healthcare facility. A list of facilities in the region can be found on our website.
- A student with serious illness or injury will be sent home as soon as possible for treatment.

Insurance and Valuables

- Students are responsible for safeguarding personal belongings and instruments.
- Valuable personal items or significant amounts of cash should not be kept in your dorm room. The Festival and the University of the South are not responsible for items lost, misplaced or stolen from your dorm room.
- The SSMF and University do NOT carry insurance on personal belongings, including instruments, and therefore cannot be responsible for losses incurred by fire, theft, water, or other damage. Each student is responsible for instrument insurance coverage.
- International students are required to have or purchase health insurance. Please contact the SSMF office for more information.

Money for incidentals

- We suggest that students who do not have their own bank account or credit card have reloadable cash cards and a small amount of cash they keep with them for incidentals. Visa pre-paid cards are one option <https://usa.visa.com/pay-with-visa/cards/prepaid-cards/all-purpose-reloadable.html#2>
- ATM: An Automated Teller Machine is available nearby in the village of Sewanee at Regions Bank.
- We do not recommend keeping cash in your dorm room.

Mail

- Address all letters and packages to:
Name of Recipient
Sewanee Summer Music Festival
Guerry Hall—University of the South
735 University Ave.
Sewanee, TN 37383-1000
- All mail MUST say “SSMF” or “Sewanee Summer Music Festival” to be delivered.
- As all mail is delivered to the SSMF office, dormitory name is NOT required in the address.
- FedEx, UPS and U.S. Post office all provide service to Sewanee Monday through Friday.
- Mail is available for pick-up by students Monday through Friday.

The SSMF Lanyard, ID Badge, Room Key and Prox Card

ID badges, room keys and prox cards are checked out to students at registration and attached to an SSMF lanyard. Students are required to wear lanyards at all times except when performing.

- The prox card provides access to the dorm, McClurg Dining Hall, the University’s dining facility, DuPont Library and Fowler Sport and Fitness center.
- The room key provides access to the individual dorm room.
- Replacement fee for a lost key or prox card is **\$75 each**.
- For the safety of all SSMF participants, students must immediately report lost keys or prox cards to their residential staff who will give instructions on obtaining replacements.
- If the room keys and prox cards is not turned in at check-out on July 14th (or 15th for participants flying home), the replacement fee(s) will apply and be deducted from the security deposit. Refunds are not made for keys and prox cards mailed back late.

Meals

Students are provided with a meal plan that includes three meals each day in McClurg Dining Hall, located on the campus.

- A wide range of menu options are offered.
- Students must present their prox card to enter McClurg for every meal.
- FOUR-WEEK PROGRAM. The meal plan begins with dinner on Saturday, June 15th, and ends with lunch on Sunday, July 14.
- Meals before or after meal plan dates may be purchased by the student at McClurg or at nearby restaurants.

Transportation during the Festival

- Pre-College students may not bring cars to campus. **No exceptions.**
- College students may drive to campus, but are discouraged from driving during the festival.
- College students may not transport students under 18 at any time. **No exceptions.**
- Bicycles are allowed but not necessary; everything is within walking distance. If you have a bicycle, please bring a good lock and park in the approved shelters or racks on campus. *The Festival and the University are not responsible for lost, stolen or damaged bicycles.*
- The SSMF Office will coordinate transportation for all run-out concerts.

Technology

- Local calls may be made for free from any University phone. Long distance calls require a calling card or phone card.
- Cell phones are allowed, but must be turned off during all scheduled activities. Sewanee has spotty cell service, and some service providers may not work well here. We have found that most AT&T is the most reliable service on the mountain.
- Sewanee has free Wi-Fi across campus. Computers are available in the library and a few other locations. Students may bring laptops or other handheld devices; however all laptops, video games, iPhones, and all other electronic devices must be turned off during all scheduled activities. WiFi password for the university will be distributed at student check -in.

What to Wear

Although casual summer dress is appropriate for most occasions, students need to be aware that attire and conduct make an important and immediate impression. The SSMF expects students to dress neatly in all public settings.

Offensive, inappropriate or distracting attire will not be allowed. You will perform on stage and attend concerts often. Avoid laundry emergencies by bringing 2-3 sets of concert clothes.

Concert Attire

Orchestra concerts

Gentlemen

- Dark (black, navy, dark gray) pants.
- White dress shirts, long sleeved, with long ties. No coat.
- Black leather dress shoes, cleaned and polished (no athletic shoes).
- Solid black, calf-length socks (bring several pairs).

Ladies

- Black pants and blouse, skirt and blouse, or dress.
 - Sleeves elbow length or longer, modest necklines, no bare skin at the waist.
 - Skirts calf-length or longer and loose fitting. ***NO SKIRTS ABOVE THE CALF.***
 - Dress pants—no denim, no tight-fitting pants.
- Black dress shoes. Closed toe or peep-toe only—no sandals or flip-flops!
- Hosiery is optional, but please bring some along for our most formal events.
- Small jewelry only—metal reflects stage lights and is distracting.

Attending Concerts

Students should dress appropriately for every concert. Please remember that the people around you in the audience help fund scholarships and make the festival possible. If in doubt, wear your “Sunday best.” No jeans, no exercise clothes, no flip-flops.

Clothing for Daily Activities

- Casual wear, including slacks, shorts, jeans, t-shirts.
- Comfortable walking shoes or sneakers.
- Sturdy old clothing and shoes/socks for hiking, caving, etc.
- Sweater or jacket—evenings can get cold.
- Raincoat and umbrella—it WILL rain!
- Dorm lounge/sleepwear

4th of July

Bring festive attire and accessories for 4th of July. This will be a fun and casual day of celebration.

What to Bring

Music and Supplies

- Extremely Important: All students (except piano students) **MUST** bring a wire music stand!
- Supplies
 - Lots of pencils, Extra strings, Mutes, Rosin, Nail clippers for string players, Boxes of reeds, Cork grease, Slide/valve oil, Polishing cloth. **Bring any items needed to keep the instrument in excellent condition.**
- Concerto accompaniment if you are entering the Jacqueline Avent Concerto Competition. This should be submitted before the Festival or turned in at registration. Late submission may disqualify student from competing.
- Solo repertoire, etude books, exercises, excerpts and anything you are currently studying.
- Orchestra and chamber music parts will be provided for everything you play.
- Care of chamber music and orchestral parts are the student's responsibility.
 - *Expense of lost, damaged or defaced parts will be deducted from the student's security deposit or billed to the student*

Personal Items

- Toiletries, alarm clock, backpack/book bag, laptop or tablet, spending money.
- Extra long twin sheets, pillows, blankets, towels, and other comfort items. Linens are NOT supplied.
- Additional suggested items: clothes hangers, laundry soap, iron, reading lamp, sports or hiking equipment, extension cord/power strip.

Residence Life

While a student at the SSME, you will occupy a double room in a University dormitory and enjoy all privileges of campus life. While the residential staff is present to make your stay secure and comfortable, they are not responsible for your individual choices.

- Students are assigned to a dorm based on age and gender.
- An adult residential supervisor resides in each of the under-18 dormitories.
- College-aged proctors are on duty in each dormitory.
- The Director of Student Life oversees all residential activities, discipline, and emergencies.
- Residential staff will help you find your room and settle in on the first day.
- Laundry machines are located in each dormitory and are free of charge.
- Students are responsible for their own medications. Our staff will be happy to assist, but the daily responsibility to monitor, safeguard, and administer medicine lies with the student.
- Roommates: If you have a specific roommate in mind, let us know on the Accepted Student (ASI) form, and we will try to accommodate you. Both parties must request each other for us to accommodate the request.

Student Rules

- No overnight guests are allowed in dormitories at any time.
- Pets are not allowed per University policy.
- High school students are not allowed to ride in a vehicle with college students.
- Dorm rules will be discussed at meetings the first evening. Students are expected to follow all rules and be respectful of others and property.
- Students and parents will be held liable for any damage to dorm rooms and/or commons areas.
- Additional rules will be communicated to students during registration weekend.
- Do NOT bring a TV, desktop computer, or large stereo equipment, microwaves or other appliances. The dormitories have fully equipped kitchens.

Underage drinking of alcoholic beverages is not allowed at any time.

- Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport, or consume alcoholic beverages. Underage students will be immediately dismissed from the Festival—at their cost/expense—if they are caught consuming alcohol.
- Under Tennessee law, it is unlawful for a person over 21 to buy or furnish alcoholic beverages for anyone under 21. Students age 21 or older will be immediately dismissed from the Festival—at their cost/expense—if they assist underage students with alcohol consumption or other illegal activities, or engage in alcohol consumption or other illegal activities with underage students.
- In addition, any student who violates state law or the alcohol policies of the University of the South is subject both to the jurisdiction of local law enforcement officials and the discipline system of the University.
- Where applicable, students of the SSMF are expected to follow the “Drug Free Campus” policy of the University of the South, available here: https://www.sewanee.edu/media/provost/Drug-Free_Campus.pdf.
- Students who engage in illegal activity of any kind will be immediately dismissed from the Festival at their cost/expense.

Guidelines for Visits

- Family members and other visitors are welcome to attend concerts.
- Visits should not interfere in any way with the student’s work schedule.
- While visits are fun, they can be distracting. Please make visits short and positive.
- Parents wishing to take a child off-campus must notify a residential staff member and come to the Festival office to sign out the student.
- No overnight guests permitted in the student dormitories at any time.
- Parents and visitors may help with move-in and move-out of the student's dormitory room. During the other visits to the Festival, visitors are asked to remain in the public areas of the dormitories, out of respect for the privacy of other dormitory residents. Visitors should contact the student's residential supervisor before arrival so that appropriate arrangements can be made.

University Library

Students may use DuPont Library for listening, consulting scores, and general reading. Limited checkout privileges are given. Online services, such as Naxos Listening Library, are also available to SSMF students.

- All late/lost fees are the responsibility of the student.
- If not paid before the end of the Festival, outstanding library fees will be deducted from the student's security deposit.

Area Shopping

The University Bookstore is temporarily located in the Bishop’s Common on Georgia Avenue, and Stirling’s coffee shop is on Georgia Avenue. Several stores within walking distance offer supplies, books, CDs, gifts, snacks, and basic sundry items.

Religious Services

The SSMF welcomes students of all faith traditions. The University of the South is an Episcopal institution, and students are welcome to attend Sunday services 8 a.m. and 11 a.m. The Chapel staff is available to assist with spiritual and other matters. For other denominations and faiths, we ask that students work directly with nearby congregations to arrange rides to services. The staff will help students make contact.

Sunday morning church services may conflict with an orchestra rehearsal. Saturday evening services may conflict with a chamber music concert. In such cases, students are required to give the usual notification of absence.

Life as an SSMF Student

The Festival takes pride in its students who are, by reputation, wonderful ambassadors of our program in the Sewanee community. Bring a positive attitude, concern for your fellow student, good manners, and a big smile for the patrons and citizens of Sewanee.

Student Conduct

SSMF seeks to provide all our young artists with an experience that prepares them to function in a professional environment, whether in music or any other area. All SSMF young artists will be treated as professionals as long as they conduct themselves as such.

- Kindness, considerations and professionalism are hallmarks of SSMF students.
- Students who are on time, prepared and dressed neatly will be far more confident and successful.
- This is YOUR experience, but someone else is probably paying for it: your parents, community organizations, our donors. They believe in you. Make their investment pay off.
- Rehearsal and concert attendance is MANDATORY, no exceptions.
- All players should be seated, tuned and ready for rehearsals and concerts 15 minutes prior to start time.

Daily Schedule and Information

- *Online master schedule.* The SSMF uses a mobile phone app called Guidebook for the master schedule. The full schedule will be available after June 1 and is accessible on desktop, laptop, tablet and smartphone.
- *Bulletin boards.* Schedules and other important daily information may be found on large student bulletin boards located in the backstage hallway of Guerry Hall. These bulletin boards will be the main source of information and updates for students. Students must check them daily.

Concert Attendance

- SSMF participants are expected to attend ALL festival concerts, unless otherwise noted on Guidebook or the bulletin boards. Participants are admitted free by showing their ID lanyard.
- Festival concerts include weekly student and faculty chamber concerts, chamber concerts in Guerry Garth, and Cumberland Orchestra and Sewanee Symphony concerts in Guerry Hall. Information about other special concerts and events will be provided.
- Parents are encouraged to attend concerts and may view our season schedule online.
<http://ssmf.sewanee.edu/events/>
- Parents and family members are welcome to attend our opening concert (June 15th, 7:30PM) as our guests - concert passes will be distributed at student check-in on the 15th of June.

Students are responsible for being on time and prepared for all lessons, rehearsals, performances and other activities.

Scholarship Student Worker Program

Students receiving scholarships are expected to work a modest number of hours per week. They have the opportunity to contribute to the Festival and gain valuable skills by working in one of a variety of areas in arts management. Each student is carefully matched to a work assignment based on individual interests and skills, preferences indicated on the admitted student information form, and the needs of the Festival.

Student workers receive work assignments at the beginning of the Festival, and are supervised and mentored by arts management interns and experienced Festival staff.

Work assignments will never interfere with rehearsal, performance and practice requirements of scholarship students.

Jacqueline Avent Concerto Competition

All students of orchestral instruments and piano are invited to enter the Jacqueline Avent Concerto Competition, held in the first week of the Festival. Competition finalists are featured with the Festival Orchestra during the final week and are eligible for the Jacqueline Avent Music Scholarship awards.

Accompanists are provided for preliminary and final auditions, held in the first week. Each competitor will have a brief rehearsal with the accompanist.

How to enter

- To apply, submit the web form (found on our website) and upload a scan of the piano accompaniment by the due date.
- Repertoire guidance:
 - Any standard concerto movement or similar work with orchestra may be selected.
 - Orchestral accompaniment must be readily available.
 - Works over twelve (12) minutes in length may be cut if chosen for the Concerto Concert.
 - In addition to performance quality, judges will consider factors such as availability and cost of rental music, rehearsal time and other artistic considerations.
 - Entrants are encouraged to teacher's advice about repertoire selections.
 - Performances in all rounds **MUST** be from memory.

Deadline to enter the Concerto Competition and upload your piano accompaniment is
May 25th, 2019