

2022 Sewanee Summer Music Festival
Student Handbook

Sewanee Summer Music Festival 2022

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 2022, 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

Executive and Artistic Director

The Sewanee Summer Music Festival

Student Life Office

- Guerry 114, located in the Guerry lobby
- Student Life Email: to be announced
- Most of your questions will be answered in this office during the summer.
 - First-aid, mail pick-up, housing issues, etc.

Operations Office

- The SSMF main office is in Guerry Hall, Room 129, located on the first floor.
- Phone: 931-598-1225
- To email the main office, contact — ssmfadmissions@sewanee.edu

Traveling to the Festival

- Any students flying need to book a Groome Shuttle to Monteagle, TN at The Smoke House Lodge.
- Please call the Groome Shuttle to arrange your transportation at (706) 612-1155.
- If you are flying into Chattanooga, you must book an Uber to the Groome Office and then take the shuttle to the Smoke House in Monteagle, TN.
- If you are flying into Nashville, the Groome Shuttle will pick you up outside of baggage claim.
- If there is any confusion regarding the shuttle, please contact our office at (931) 598-1225.

Check-In Procedures

Check in starts **June 18th, 2022**. Please plan to arrive at Guerry Hall, located on Georgia Avenue, off of University Avenue.

At check-in, students should be prepared with all appropriate paperwork, emailed out by the festival in advance. This paperwork will include:

- Medical Information Survey – medical history to be used by Residence Life staff should your child need medical attention during the festival.
- Copy of Health Insurance Card – to be used by Residence Life staff should your child need medical attention during the festival.
- Media Release Form – to be used by the festival for any photography or videos used by the festival, i.e. on the SSMF website or live-stream concerts.
- Transportation Release Form – allows students to be transported to off-site concerts in university vehicles.
- Minor Identification Form – only for students under the age of 18. This form is required by the university for legal purposes of housing a minor on campus for a month.

After turning in paperwork to a member of the staff, students will receive a meal card and a room key for their assigned dormitory and room for the duration of the festival. Students will sign for receipt of these on a check-in form, to be done at the time of check-in.

Check-out Procedures

Travel Departure Forms - Pick-up and turn-in at Res Life Office (Guerry 114). This is **mandatory** for flyers, we will not have transportation for you without this form.

Groome Shuttles: book your shuttle to leave from Monteagle, we will shuttle you from Guerry Lobby to Monteagle SmokeHouse. We need to know your shuttle time in advance so we have this transportation scheduled for you.

Check Out Procedure:

- Clean room
- Empty all trash, recycling, vacuum/dust, laundry
- Pack everything: clothes, linens, towels, music, instruments, etc.
- Set everything in middle of the room while out for the concert
- All of the above **MUST** be done prior to beginning check out.
- Check Out from 9am-12pm and 5-8pm
- Proctors check for any damage to the room (holes, blinds, doors, etc.)
- Proctors sign off check out form (room damages, lost/damaged keys, linens, music, etc.)

AFTER all of the above is done, students will go to Convocation Hall to return their keys and meal cards to Conference Services.

- Any borrowed linens should be **washed** and returned to the Guerry Lobby in a trash bag.
- Load up the car/shuttle, and safe travels home!

Late Departures

- Have room inspected and fill out check-out form on Sunday from 9am-12pm or 5-8pm.
- Bring keys to Res Life Office (Guerry 114) on Monday before you leave.
- If borrowed linens, **wash** and bring to Guerry Lobby prior to departure.

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 email address and we'll include you in appropriate mass notifications.

Health

- All students must submit a completed Health Services Form including insurance information before participating in the SSMF.
- Each student should have a copy of their 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. Check with your airline, or 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, or in the lower level of Bishop's Common
- We do not recommend keeping cash in your dorm room.

Mail

Address all letters and packages to:

Name of Recipient

Sewanee Summer Music Festival

735 University Ave.

Sewanee, TN 37383-1000

- All mail MUST say "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 in the Student Life Office, Guerry 114.

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 are not turned in at check-out on July 17th, 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. Please contact McClurg Dining Hall with specific questions regarding allergies and dietary restrictions here: <https://www.sewanee.edu/dining/nutrition/allergies-and-special-dietary-needs/allergies-and-special-dietary-needs.php>.
- Students must present their prox card to enter McClurg for every meal.
- The meal plan begins with dinner on Saturday, June 18th, and ends with lunch on Sunday, July 18th.
- Meals before or after meal plan dates may be purchased by the student at McClurg or at nearby restaurants.

Cars and on campus 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.*

Technology

- Cell phones are allowed, but **must be turned off during all scheduled activities and rehearsals.** Sewanee has spotty cell service, and some service providers may not work well here.
- AT&T and Verizon are the most reliable service on the mountain.
- Sewanee has free Wi-Fi across campus, via Sewanee-Guest.
- Computers are available for use in the library. 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 and rehearsals.**

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 your instrument in excellent condition.**
- Solo repertoire, etude books, exercises, excerpts, and anything you are currently studying.
- For vocal students: bring extra copies of music for coaches and pianists.
- 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.

Orchestral Library policies

The SSMF library is located on the second floor of Guerry Hall. The library is open during regular business hours and during all other orchestra activities scheduled on weekends. Musicians are not permitted in the library without a Librarian present.

Musicians will be informed in rehearsal when music is available, usually 24 hours after the roster has been posted. Musicians are expected to know their part assignments when coming to the library to pick up parts. Part assignments will be posted on the Festival bulletin board each week.

Musicians assume full responsibility for any SSMF library materials in their care or use. Materials should be returned in the same way they are distributed—on time, in good condition, and in concert order.

Musicians will be fined for damaged or lost music for which they are responsible. The amounts of these fines reflect material costs, postage, and any other expenses incurred. When a rental publisher has supplied concert music, there is a strict time limit for which an organization can retain materials. Should the late return of any part(s) cause an extra fee to be generated by the publisher, the musician will be financially responsible for this cost.

String parts are assigned to stands. Players sharing a stand are expected to share music for practice purposes. The outside player on a stand may sign out original string parts. Inside players will be provided a practice booklet. The library does not produce multiple copies for individual practice purposes. Music may not be borrowed from another stand under any circumstances.

Musicians should check the music immediately and report any problems (e.g., missing parts, awkward page turns) to the Librarian prior to the first rehearsal.

All music must be present at every rehearsal or concert for which it is required. Since repertoire is sometimes spontaneously read earlier in the rehearsal schedule, all upcoming music must be brought to all rehearsals. Musicians who for any reason cannot attend a rehearsal or concert must ensure that their music is otherwise delivered.

All music should be returned as instructed by the Librarian following its final performance, unless permission is obtained from the Librarian to do otherwise. Should permission be acquired to retain music after a final concert, all parts must be returned to the library by the end of the next business day. Late return of music will be fined at the discretion of the library.

Musicians should bring a pencil to all rehearsals and concerts. All erasures should be thorough, and markings neat and concise.

Pens or colored pencils may never be used to mark music. Absolutely no extraneous or personal markings, notes, or drawings are permitted on sheet music.

Musicians are expected to place edits in their parts when requested by conductors or section principals. Should any changes be too extensive or intricate to accomplish within a short period of time, such requests are to be made known to the library at the first available break in the rehearsal.

Scores are available in the library for purposes of study, but do not circulate so others may also have access for reference.

The Librarian and library holdings are available for consultation by musicians. Requests of this nature should be made in person in the library. All materials taken from the library must be signed out and returned in good condition by the assigned deadline.

The SSMF library strives to comply with current copyright laws. Musicians are strongly encouraged to do likewise. Information about copyright protections is available in the library.

Concerts/Performances attire

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 and appropriately 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. We suggest that you bring a set of clothes to change into for attending concerts in addition to what you might wear to perform in.

Concert Attire

- Orchestra concerts: Appropriate all black performance attire. Please consider the following guidelines, and contact Festival staff with any questions:
- *Male-identifying*
 - Black dress pants—no denim, no tight-fitting pants
 - Black, button-up, long-sleeved shirt, tucked in
 - Black leather dress shoes, cleaned and polished (no athletic shoes, sandals, or flip-flops)
 - Solid black, calf-length socks (bring several pairs)
 - Small jewelry only—metal reflects stage lighting and is distracting
- *Female-identifying*
 - 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, flip-flops, or athletic shoes)
 - Small jewelry only—metal reflects stage lights and is distracting

Performance Attire for all vocalists:

- Summer audition wear, not formal wear. No gowns or tuxedos.
- For acting classes: loose fitting clothing, yoga clothing would be appropriate.

Audience Attire (what to wear when you are not performing, but in the concert hall)

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. No jeans, no exercise clothes, no flip-flops or beachwear. Recommended clothing, for example, might include khaki pants/shorts and a polo or button-up shirt.

Clothing for Daily Activities

- Casual wear, including slacks, shorts, jeans, t-shirts. Sewanee can be very hot! Please, no revealing clothing during rehearsals/lessons.
- Comfortable walking shoes or sneakers.
- Clothing and shoes/socks for hiking, caving, etc.
- Sweater or jacket—evenings can get cold.
- Raincoat and umbrella—it WILL rain!
- Dorm lounge/sleepwear

Personal Items (non-clothes packing list)

- 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, sports or hiking equipment, swimming

suit, yoga mat, extension cord/power strip.

Residence Life/Rules and Regulations

While a student at the SSMF, you will occupy a double room in a University dormitory and enjoy all the resources on campus. 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.
- College-aged proctors are on duty in each dormitory.
- The Residence Life Team Leader 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 form, and we will try to accommodate you. Both parties must request each other for us to accommodate the request. Roommate assignments will be communicated upon check-in.
- 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.
- Students under the age of 21 will not be permitted in 21+ housing locations.
- 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.

Possession, use, and sale of marijuana are illegal in the state of Tennessee.

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 during the Festival

- Visits should not interfere in any way with the student’s work schedule. Students are not to miss rehearsals or concerts for parent/family visits

- While visits are fun, they can be distracting. Please make visits short and positive.
- All visitors must comply with the University and community guidelines for covid-19 prevention.
- Parents wishing to take a child off-campus must notify a residential staff member and come to the Residential Life Office to sign out the student. They must maintain SSMF covid-19 protocols while off campus.
- No overnight guests permitted in the student dormitories at any time, including family members.
- One parent or visitor may help each student with move-in on 6/17 during regular check-in hours, and during check-out hours on 7/17. More information regarding move-out of the student's dormitory room will be given during the last week of the festival.
- During the duration of the festival, no visitors are allowed in the dormitory; only dormitory residents and staff.

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 located in the Village on University Avenue, and Stirling's coffee shop is on Georgia Avenue. Several stores within walking distance offer supplies, books, 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. 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 notification of absence.

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, consideration, 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.

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.

Daily Schedule and Information

- The full schedule will be available after June 1st via Whova 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.** Participants' admission is included in the price of tuition. Students must show festival ID for admission to concerts.
- Festival concerts include weekly student and faculty chamber concerts, and Cumberland Orchestra and Sewanee Symphony concerts in Guerry Hall. Information about other special concerts and events will be provided.

Commitment to Addressing Sex Discrimination, Sexual Misconduct, and Sexual Violence

The University of the South stands firmly for the principle that its employees, students, and participants of university-sponsored programs have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran/reserve/national guard status, pregnancy and childbirth, and genetic information, and free from sexual misconduct in its educational programs and activities and with regard to employment. The University is committed to sustaining a community in which the dignity of every individual is respected. Key to this value are efforts to nurture an environment of civility and mutual respect and to foster a culture of reporting concerns so that the University can respond promptly and equitably whenever an incident occurs. All employees, students, and participants of university-sponsored programs also have the right to be free from unlawful harassment and retaliation.

Questions - contact ssmfadmissions@sewanee.edu or call 931-598-1225