



Participant

HANDBOOK

2023

SEWANEE SUMMER MUSIC FESTIVAL

WELCOME TO SSMF!

We are excited to have you with us this summer. Sewanee is a unique place that has been special to students and their teachers for over sixty years. You, the class of 2023, 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. Through the many opportunities at Sewanee, our goal 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 valued and respected. Our values are articulated in our vision statement:

Sewanee is...

An Artistic Incubator where talented musicians work closely with renowned artist faculty in an intensive yet supportive environment.

Sewanee is...

An inclusive and empathetic community is designed to offer students the chance to learn and grow together with fantastic colleagues worldwide. An international festival, we welcome students from across the world and all 50 states to the domain each summer.

In addition - The Summer Music Festival is committed to the same values as our host institution, the University of the South. They include:

INQUIRY We develop open-minded, informed, and intellectually engaged individuals.

COMMUNITY We cultivate respectful, inclusive, and enduring relationships.

FLOURISHING We share responsibility for the well-being of one another and the Domain.

COURAGE We strive for justice, equity, and sustainability in Sewanee and in the broader society.

This handbook contains critical information about your life in Sewanee. Please read it carefully (then reread it!). Minor oversights can result in significant inconveniences—take time to double-check everything. Do not hesitate to call or email the SSMF office if you have any questions.

John Kilkenny,
Executive Director

ARRIVING & LIVING IN SEWANEE

Check-In Procedures

Check-in takes place June 17th, 2023, from 9am-8 pm. Please plan to arrive at Convocation Hall on Georgia Avenue, off University Avenue. Participants are responsible for arranging their own transportation following these check-in hours. Contact ssmfadmissions@sewanee.edu if you absolutely must check in to SSMF before June 17th. Any early check-ins will incur a \$75 early check-in fee. No check-ins will be permitted for any reason before June 16th, 2023.

Before check-in, participants or their parent/guardian MUST email the following documents (which will be sent via email to all admitted participants) to ssmfadmissions@sewanee.edu prior to arrival:

- **Medical Survey** – medical history to be used by Residence Life staff should the participant need medical attention during the festival.
- **Copy of Health Insurance Card** – to be used by Residence Life staff should the participant 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, live-stream concerts, or marketing materials.
- **Transportation Release Form** – allows students to be transported to off-site concerts in university vehicles.
- **Minor Indemnification Form** – only for participants under the age of 18. The university requires this form for legal purposes of housing a minor on campus for this program.

Failure to complete the required paperwork will result in a delay in check-in and could jeopardize your place at the festival.

A Note About Living on Campus

While a participant of 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 choices (getting enough sleep, waking up and getting to rehearsal on time, practicing enough, diet choices, etc.).

LIVING IN SEWANEE

General Rules & Regulations for All Participants

- Participants are assigned to a dorm based on age and gender identity at the time of application to the festival.
- College-aged RA's are on duty in each dormitory.
- The Residence Life Team Leader oversees all residential activities, discipline, and emergencies.
- Laundry machines are located in each dormitory and are free of charge.
- The SSMF Residential Life Office will hold and administer underage participants' prescribed medications according to the participants' medical forms for the duration of the festival.
- 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.
- Participants under 18 years of age cannot ride in a vehicle with a driver other than a certified SSMF employee. This includes all other participants of any age.
- All participants are expected to follow all rules described in our Code of Conduct (pg. 10-11) and be respectful of others and property.
- Participants and parents will be liable for damage to dorm rooms and/or commons areas.
- Do NOT bring a TV, large stereo equipment, microwaves or other appliances. The dormitories have fully equipped kitchens.
- Underage drinking of alcoholic beverages is not permitted at any time.
- Minor participants are not permitted in any housing other than their assigned dormitories.
- Adult participants are not permitted in dormitories housing minor participants.

SSMF Lanyard, ID Badge, Room Key, & 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.

The replacement fee for a lost key or prox card is \$125 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.

LIVING IN SEWANEE

LiveSafe App

LiveSafe, a mobile-safety technology for the University's community, empowers students, University employees, and campus visitors to take charge of their 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 issues, with pictures, 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 essential campus support resources and emergency procedures, even when you cannot connect to the Internet.

Download the LiveSafe app today:

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

Health

All students must submit a completed Medical Survey, 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.

International students are required to have or purchase health insurance. Check with your airline, or please contact the SSMF office for more information.

No matter how minor, any illness, injury, or accident must be reported immediately to residential staff. Anyone requiring medical attention will be taken to an appropriate healthcare facility. A student with a severe illness or injury will be sent home immediately for treatment.

LIVING IN SEWANEE

Insurance & 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 lost, misplaced, or stolen items 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.

Receiving 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 Residence Life office, the 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 Residence Life office, Guerry 114.

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.

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. Students and visitors may purchase meals before or after meal plan dates at McClurg or at nearby restaurants.

Cars & On-Campus Transportation During the Festival

Pre-College participants may not bring vehicles to campus without exception. Adult participants may drive to campus but are discouraged from driving during the festival. Adult participants may not transport minor participants at any time. No exceptions.

Bicycles are allowed but not necessary; everything is within walking distance. If you have a bike, 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.

LIVING IN SEWANEE

Items to Pack

Clothing for Everyday Activities

Casual wear, including slacks, shorts, jeans, and t-shirts are recommended. Sewanee can be very hot! Please, no revealing clothing during rehearsals/lessons. General items you should pack are:

- Comfortable walking shoes or sneakers
- Clothing and shoes/socks for hiking, caving, etc.
- Sweater or jacket (evenings can get cold)
- Raincoat and umbrella
- Dorm lounge/sleepwear
- Swimsuit
- Sports equipment

Clothing for performing & attending concerts

See the 'Operations & Musical Items' section (pg. 9) for more details about concert and audience attire.

Personal Items

- Toiletries
- Linens (extra long twin sheets, pillows, blankets, towels, etc.)
- Electronics (extension cord/power strip, laptop/tablet, alarm clock)
- Backpack
- Laundry items (laundry soap, clothes hangers, iron/steamer)

Musical Supplies

See the 'Operations & Musical Items' section (pg. 7) for more details about music supplies you need to bring.

Daily Schedule & Information Distribution

The full schedule will be available after June 1st via Whova and is accessible on desktop, laptop, tablet and smartphone. Participants will be invited to join Whova as attendees close to the beginning of the festival. Participants' parents will not be able to join Whova.

Schedules and other essential daily information may be found on large student bulletin boards located in the backstage hallway of Guerry Hall. Students must check them daily. Important information may also be distributed via email.

LIVING IN SEWANEE & DEPARTURES

Guidelines for Visits During the Festival

Visits should not interfere in any way with the student's work schedule. Participants are not to miss rehearsals or concerts for family visits. Parents wishing to take their underage child off-campus must notify a residential staff member and come to the Residential Life office to sign out the participant. Parents must bring their children back to the Residential Life office to check them back in at the agreed-upon time.

No overnight guests, including family members, are permitted in the participant dormitories at any time. During the festival, no visitors are allowed in the dormitory, only dormitory residents and staff. One parent or visitor may help each student with move-in on 6/17 during regular check-in and check-out hours on 7/16. More information regarding the move-out of the student's dormitory room will be given during the last week of the festival. All visitors must comply with the University and community guidelines for COVID-19 prevention.

Departing Sewanee

During the festival's third week, all participants must fill out Travel Departure Forms, especially if you plan on traveling by plane so we can line up our shuttle information.

If you plan on taking a Groome Shuttle, book your shuttle to leave from Monteagle. We will shuttle you from Guerry Lobby to the Smoke House in Monteagle. We need to know your shuttle time in advance, so we have this transportation scheduled for you. Be sure to include this information on your Travel Departure Form.

Check-Out Procedure

1. Pack everything (clothes, linens, towels, music, instruments, etc.)
2. Clean room (empty all trash, recycling, vacuum/dust, laundry)
3. Set everything in the middle of the room while out for the concert.
4. Check-out is from 9am-12pm and 5-8pm.
5. Let your RA know you are ready to check out. They will check your room for any damage then sign off on your check out form.
6. Go to Convocation Hall and turn in your keys and prox cards. Any borrowed linens should be washed and returned as well.
7. Load up the car/shuttle, and safe travel home!

Late Departures

Have the room inspected and fill out a check-out form on Sunday 7/16 from 9am-12pm or 5-8pm. Bring keys and prox card to the Residence Life office (Guerry 114) on Monday 7/17 before you leave. If you borrowed linens, wash them and bring them to the ResLife office before departure.

Any late check-outs (after July 16th) will incur a \$75 late check-out fee. All participants must depart no later than 5pm on July 17, 2023.

OPERATIONS & MUSICAL ITEMS

SSMF Operations

The SSMF main office is in Guerry Hall, Room 129, on the first floor.

Phone: 931-598-1225 or 931-598-1957

To email the main office, contact — ssmfadmissions@sewanee.edu

Musical Supplies

All students (except piano and voice students) MUST bring a wire music stand to use in rehearsals.

Other supplies participants may need to bring:

- Multiple pencils
- Any items needed to keep your instrument in excellent condition (extra strings, rosin, nail clippers, mutes, boxes of reeds, cork grease, slide/valve oil, polishing cloth, etc.)
- Music you are currently studying (solo repertoire, etude books, exercises, excerpts, etc.)
- For vocal students: bring extra copies of your 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. The expense of lost, damaged, or defaced parts will be deducted from the student's security deposit or billed to the student.

Music Library Policies

adapted from the guidelines of the New World Symphony

Music Library policies (adapted from the guidelines of the New World Symphony)

The SSMF library is located on the second floor of Guerry Hall. The library is open during regular business hours, and all other orchestra activities are scheduled on weekends. Musicians are only permitted in the library with 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 picking up parts from the library. 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 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, an organization has a strict time limit to retain materials.

OPERATIONS & MUSICAL ITEMS

Music Library Policies (continued)

Should the publisher's late return of any part(s) cause an extra fee to be generated, the musician will be financially responsible for this cost.

String parts are assigned to stands. Players sharing a perspective 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 before 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. On sheet music, no extraneous or personal markings, notes, or drawings are permitted.

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, 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 study purposes 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.

OPERATIONS & MUSICAL ITEMS

Concert Attire for Instrumental Students

Orchestra concerts: Appropriate all-black performance attire is required. 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 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 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/movement classes, loose-fitting and yoga clothing would be appropriate

Audience Attire

what to wear when you are attending a concert as an audience member

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, exercise clothes, flip-flops, beachwear or other low-cut or otherwise exposing clothing will be allowed in the concert hall. Recommended clothing may include khaki pants/shorts and a polo or button-up shirt.

CODE OF CONDUCT

Commitment to Equity & Non-Discrimination

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 concerning 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.

Alcohol & Drug Policy

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 dismissed immediately from the Festival—at their cost/expense—if caught drinking alcohol.

Under Tennessee law, it is unlawful for a person over 21 to buy or furnish alcoholic beverages for anyone under 21. Students aged 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.

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 will be immediately dismissed from the Festival at their cost/expense.

Weapons Policy

Students are prohibited from possessing any type of weapon on the Festival campus. A weapon is defined as any object that may be used to intimidate or inflict bodily harm with no Festival-related purpose. This includes (but is not limited to) items such as guns, pellet guns, BB guns, AirSoft guns, knives, and firecrackers. Students violating these laws and regulations are subject to immediate dismissal. In case of dismissal, all payments are non-refundable. Reed knives and other instrument tools are permitted but must be used as intended.

CODE OF CONDUCT

General Conduct

The Sewanee Summer Music Festival aims to create a professional atmosphere where students can attain maximum growth. This implies the following responsibilities on your part:

- Be prepared and on time for all concerts, rehearsals, sectionals, classes, and private lessons. “On time” means being at your assigned place at least 15 minutes before the scheduled starting time.
- Manage your daily schedule and activities to accommodate enough practice time and sleep to fulfill the above.
- To perform at the highest level, do everything possible to keep yourself fit - physically, mentally, and emotionally.
- Treat each faculty member and staff respectfully, and give (and expect to receive) respect from your colleagues at the festival.

Actions that will Result in Immediate Dismissal

- For students under 21, possession and/or use of alcoholic beverages
- Distribution of alcohol to minors
- Possession and/or use of illegal drugs or inhalants
- Possession and/or use of a weapon
- Vandalism of university property
- Theft of university property
- Triggering a false fire alarm
- Behavior endangering oneself or others

If a participant violates one of the above rules, a maximum of 24 hours will be given for leaving campus. They will be confined to their room, except for meals, and supervised by a counselor/staff member or security guard until they leave campus.

Dismissal from the SSMF is at the discretion of the festival director based on the guidelines above.

If you have questions, contact ssmfadmissions@sewanee.edu or call 931-598-1225