SONGWRITING WORKSHOP
A World of MUSIC
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Welcome!

Welcome to the 2015 Songwriting Workshop. This booklet features arrival and departure information and includes a sample schedule, payment policies, and other information to make preparation as easy as possible.

If you have any questions, please contact the Office of Summer Programs at summer@berklee.edu or 617 747-2245.

We look forward to meeting you at Berklee this summer.
What’s Next?

Complete Your Registration

Log in to your account at apply.berklee.edu. If you have not completed your registration, the progress bar on the right side of your account page will reflect any incomplete forms or applications. Your registration is not complete until all required items listed here are completed.

Make Travel and Housing Arrangements

If you submitted an online housing application on apply.berklee.edu, you will receive a building assignment via email before the start of the program. Room assignments will be distributed at check-in. Upon receiving a housing assignment, follow the instructions disseminated via email to retain your place.

For more information on housing, contact Berklee’s Housing Office at housing@berklee.edu or 617 747-2292.

Submit Payments

Your current balance and payment information can be reviewed under “My Payments” on your apply.berklee.edu account.

For more information on payments, visit berklee.edu/summer/tuition or contact the Office of the Bursar at 617 747-2165 or bursar@berklee.edu.

International Students: Submit Immunization Records

If you are an international student, the Commonwealth of Massachusetts requires that you submit complete immunization records in order to finalize your registration. Students with missing or incomplete forms cannot participate in the program until completed forms are received.

Visit berklee.edu/summer/international to download the immunization form or contact summerinternational@berklee.edu for more information.
Program Information

Check-In: Monday, July 6
All students must arrive during check-in. An optional campus tour will take place at 10:00 a.m.

Date: Monday, July 6
Time: 9:00 a.m. to 10:30 a.m.
Location:
Cafe 939
939 Boylston Street
Boston, Massachusetts 02115

What To Bring

• A completed song (optional)
  You may want to showcase a work during your time at the Songwriting Workshop. To do so, you must either obtain a CD recording or prepare a performance. Typed lyrics or a lead sheet are also necessary to supplement a completed song. A lead sheet consists of the melody transcribed on staff paper, with the lyrics below, and the chord symbols above the melody.

• Instrument (optional)
  Along with your instrument, please include any accessories (capo, tuner, strap, etc.) all labeled with your name and phone number.

• Notebook
  Be sure to bring a notebook or some other way to save your ideas—you will be having lots of them!

You are permitted to bring laptops, computers, tablets, etc., although it is not required. Wireless Internet and electrical outlet plugs are provided throughout the campus.

Please keep in mind that it is your responsibility to keep your items safe. Berklee is not responsible for the loss of these items.
Evening Concerts

Concerts will be held each evening, featuring faculty, guest artists, and students performing their work in various settings (including concerts and open mic nights). You will receive a detailed schedule at check-in. Parents and friends are invited to attend performances.

Final Concert

Students will bid farewell to friends to close out the program.

Date: Friday, July 10
Time: 3:00 p.m. to 4:30 p.m.
Location:
Berklee Performance Center
136 Massachusetts Avenue
Boston, Massachusetts 02115

Departure: Friday, July 10

The program will conclude at 4:30 p.m. on Friday, July 10. Students must move out of their residence hall by 7:00 p.m. on Friday.

Date: Friday, July 10
Time: 3:00 p.m. to 4:30 p.m.
Location:
Berklee Performance Center
136 Massachusetts Avenue
Boston, Massachusetts 02115
Sample Schedule

Please note, the following schedule and course descriptions are only a sample and are subject to change. You will receive personalized schedules on the first day of the program.

Daily Schedule
9:30 a.m.–10:45 a.m.  Visiting Artist or Music Professional Presentation
11:00 a.m.–12:30 p.m.  Lyric Writing Class
12:30 p.m.–2:00 p.m.  Lunch
2:00 p.m.–3:20 p.m.  Mentor Group
3:30 p.m.–5:00 p.m.  Elective Class
5:00 p.m.–7:00 p.m.  Dinner
7:30 p.m.–9:00 p.m.  Faculty Concert at Cafe 939

Singer-Songwriter Workshop
This course is designed to provide you with an opportunity to perform your songs and receive feedback from faculty and peers. Songwriters can accompany themselves, have someone accompany them, or use pre-recorded music.

Music Composition for Songs
Topics and techniques include groove writing, melody writing, modes, and interesting/useful harmonic progressions.

Lyric Writing
Topics include prosody (setting words to music and vice versa), brainstorming techniques, and writing from titles.

Creating Your Own Demo and Recordings
This course focuses on producing quality demos and ways to market them. MIDI and audio workshop sessions are continually held at Berklee’s Learning Center.

Business of Songwriting
This course discusses different topics related to songwriting and the songwriter (including publishing, copyright laws, mechanical rights, ASCAP, BMI, SESAC, and promoting your songs).

Concerts and Open Mic Nights
Each evening, faculty, guest artists, and students will perform their songs in various settings. Parents and friends are invited to attend.
Program Director

**Bonnie Hayes Chair, Songwriting Department**

As a songwriter, the most important thing is to tell a universal truth in a unique way. While we might not be able to teach you to tell the truth—it’s something we all learn on our own, and usually the hard way—we can teach you craft: techniques you can turn to when inspiration isn’t happening on schedule. Craft can not only help you finish songs, but also help you generate ideas and keep the flow going, overcome your natural limitations and make every aspect of your songs strong, inspire your partners in collaborative work, and give you confidence that your skills will kick in when you need them in professional situations.

Berklee-trained songwriters have a deeper understanding of melody, lyrics, harmony, production, and arranging than the average “street” writer, and that’s what gives our graduates an edge. And, through classes that offer regular critiques of their work, our students learn how well their songs are communicating and how to deal with criticism - as well as the importance of rewriting.

The entire environment at Berklee—the recording studios, the great vocalists and instrumentalists, the professional faculty, and the energy of the student body—is conducive to creating, participating in, and producing one’s own music. My hope is that the graduating songwriting major leaves Berklee with at least a sense of their unique voice, a set of skills that will never lose their relevance, and a body of work of which they can be proud.

**Career Highlights**

- Wrote hit songs “Have a Heart” and “Love Letter” from the acclaimed Bonnie Raitt album *Nick of Time*.
- Wrote songs for Cher, Bette Midler, David Crosby, Robert Cray, Adam Ant
- Produced the Gospel Hummingbirds’s Grammy-nominated 1992 album *Steppin’ Out*.
- Toured with pop-punk icon Billy Idol.
- Scored college radio hit with the 1980’s cult favorite “Shelley’s Boyfriend,” which also appeared, with another of Hayes’s songs, in the 1983 motion picture *Valley Girl*. 
Housing

Please note that registering for a summer program does not guarantee housing accommodations.

If you have requested on-campus housing, the housing application is available in your account at apply.berklee.edu. Room assignments will be communicated to housing applicants via email until residence halls reach capacity. To be eligible to stay in a residence hall, you must be 15 years of age by the start of the program. There is limited housing for students 21 and older.

For questions concerning on-campus housing, call the Housing Office at 617 747-2292.

Move-In

Students staying on campus may move into housing the day before, if necessary, starting at 5:00 p.m. on Sunday, July 5. Students are encouraged to move into the residence hall before checking in to the program.

Move-Out

Students must move out of housing on Friday, July 10, before 7:00 p.m.

Suggested Packing List

All dorms are furnished with a desk, chair, dresser, and bed.

Bedding
- Sheets (extra long twin)
- Blanket
- Pillow
- Towels

Toiletries
- Soap
- Shampoo
- Toothbrush/toothpaste
- Etc.

Other
- Laundry supplies
- Backpack

*Do Not Bring*
- Cooking appliances
- Coffee pot
- Halogen lamp
- Candles
- Weapons

Residence Hall Staff and Policies

Both full-time professional staff (resident directors) and student staff (resident assistants) live in the residence hall to ensure a safe and comfortable living environment.

Every resident must check in with the Residence Life staff in their residence hall nightly between 10:00 p.m. and 11:30 p.m. Residents are prohibited from leaving the residence hall once checked in.
Meals

On-Campus Students
Meal plans are included in the housing cost, but students may find they need money for additional meals.

Off-Campus Students
Students living off campus may purchase a meal plan or pay cash in the Berklee Dining Hall at 160 Massachusetts Avenue when they arrive. Or, visit campusdish.com/en-US/CSNE/Berklee.

For more information, contact Berklee Dining Services at 617 747-8964. All special dietary needs should be directed to Jessica MacKool at jmackool@berklee.edu or 617 747-2510.

Community Standards
Berklee Summer Programs adheres to the Berklee Summer Community Standards, which reflect our expectations regarding acceptable behavior during your time here this summer. These behavioral standards are designed and enforced to ensure the safety and well being of all students participating in Berklee's summer programs and living within the residence halls on campus.

If we hear or see something that is contrary to these standards, we have a duty to investigate the matter in order to protect you and our other students. Failure to abide by these standards will be investigated swiftly and may lead to immediate removal from Berklee housing and/or the program without reimbursement of fees.

For a full list of standards and information on what you can expect at Berklee and what Berklee expects of you during your time on campus, we encourage you and your family to visit berklee.edu/summer/registered-students/community-standards.
**Tuition Payment**

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<td>Tuition</td>
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<td>Housing (if applicable)</td>
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<td><strong>Total</strong></td>
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</table>

Telephone: 866-456-4952

**Additional Payment Options**

**Mailing Checks and Bill Pay**

Payments received through “bill pay” will be in the form of a check. Depending on the location and bank, payments take approximately one to two weeks to be received by the college. Please include the student ID number with check payments.

**Pay to:** Berklee College of Music

**Address:**

Berklee College of Music  
1140 Boylston Street  
MS-921 BUR  
Boston, MA 02215

**Domestic Wire Transfer**

For domestic wire transfers, the student’s name and Berklee student ID number is required.

**Pay to:** Berklee College of Music  
**Account number:** 169789320  
**ABA number:** 021000021

**Bank address:**

J.P. Morgan Chase Bank  
270 Park Avenue  
New York, NY 10017

**International Wire Transfer**

Do not send international wire transfers directly to Berklee's account. Berklee uses peerTransfer for all international wires: Berklee.peertransfer.com.

**Private Scholarships**

Students accepting scholarships from outside organizations should provide the organization with the information above to resolve payments. Be sure the organization includes the student’s name and ID number with the payment.

If the payment cannot be provided before the due date, the organization should mail an official scholarship award letter to Berklee College of Music at 1140 Boylston Street, MS-921 BUR, Boston, MA 02215. The scholarship payment or award letter must arrive before the payment due date.

**Questions?**

For additional information, contact the Office of the Bursar at bursar@berklee.edu or 617 747-2165.
Travel

Directions to Campus
Berklee's campus is located around the intersection of Boylston Street and Massachusetts Avenue. Students are responsible for arriving to the program and their place of residence.

By Air
Boston is served by Logan International Airport. The Logan Express bus (massport.com/logan-airport/to-and-from-logan/logan-express/) brings passengers from the airport (outside of the “Arrivals” area) to Hynes Convention Center on Boylston Street, which is directly across the street from Berklee’s Genko Uchida Building at 921 Boylston Street and is in close proximity to all Berklee buildings. From the airport, students can easily take a cab for approximately $25-$35. There are many local driving services where arrangements can be booked in advance. Students can also take the subway (available from 5:50 a.m. to 12:30 a.m.) to the Hynes Convention Center stop. An airport shuttle bus also runs to the subway station.

By Train/Bus
Boston is served by Amtrak, major bus lines, and local bus and commuter train service. Most buses arrive at South Station. The closest Amtrak stop is Back Bay.

By Public Transportation
The Massachusetts Bay Transportation Authority (MBTA)—otherwise known as “the T”—services Boston. Take the Green Line (B, C, or D) subway to the Hynes Convention Center stop. Take the Massachusetts Avenue exit out of the station. When you reach street level, turn left and you will soon see Berklee buildings.

By Car
From points west: Take the Massachusetts Turnpike (Interstate 90) east to Exit 22 (Prudential Center), which begins in the Prudential tunnel. When you reach this exit, follow the Prudential Center signs to street level and onto Huntington Avenue. Stay in the right lane until reaching the street’s third traffic light. Turn right onto Massachusetts Avenue.

From points south: Take Route 93 North (Southeast Expressway) to the Massachusetts Avenue/Roxbury exit (left lane exit). Turn right onto Massachusetts Avenue at the traffic light.

From points north: Take Route 93 South or Route 1 South. These roads converge at Boston’s central artery. Follow the signs for Storrow Drive West and stay in the center lane. Take the Fenway exit and then quickly move into the left lane in order to take a hard left onto Boylston Street.

Parking
Parking is available at several nearby parking garages. Parking garage fees can cost more than $20 per day. Metered street parking is free on Sundays.
Instrument Transportation

Students are strongly encouraged to consult their airline regarding instrument transportation policies. Keep in mind that instrument cases may be searched thoroughly by airport personnel, with or without the student present. We encourage you to label the case with your name and phone number and Berklee’s address in case you become separated from it. You may wish to include “fragile” stickers on the outside of the case and a note inside the case indicating that airport security should take special care when handling the instrument for luggage inspection.

For more information on traveling to Berklee, visit berklee.edu/summer/registered-students/travel.
Health and Safety

Public Safety

Berklee’s Public Safety Department is responsible for campus safety, security, law enforcement, and emergency response on campus. It is the department’s mission to provide a comprehensive program of services to help ensure the campus remains a safe environment in which to live, study, and work. Officers are on duty 24 hours a day, seven days a week. To read more about Berklee Public Safety, please visit berklee.edu/public-safety.

Health Insurance

Though students are not required to obtain health insurance in order to attend the program, it is strongly suggested that they obtain insurance that will cover the cost of health concerns during the length of the their stay in Boston. Students should be sure that their health insurance policy covers them while they are attending the program, especially if they are coming from out of state or from a country other than the United States.

Property Insurance

The college insures only its own property against loss. It does not insure nor reimburse against the loss—from any cause—of student property. It is strongly suggested that students who possess property of value insure against loss through their own insurance company. If your instrument is valuable, please make sure it is insured.

2015 Liability Waiver and Student Privacy

You accepted the terms of the 2015 liability waiver during registration. For a copy of the 2015 Summer Programs waiver, visit berklee.edu/summer/registered-students. For information regarding student privacy laws, visit berklee.edu/summer/registered-students/resources.
Services for Students with Disabilities

Accommodations are available for students with physical limitations or documented learning disabilities. Services available may include academic accommodations and referrals to on-campus support, including adaptive technology and tutoring. Students should submit documentation of a disability and the need for accommodation well before the program start-date. Accommodations in classroom teaching methods and testing cannot be offered unless appropriate documentation is on file with the college. For more information on services for students with disabilities, contact the Counseling and Advising Center at 617 747-2310 or counselingcenter@berklee.edu.

Questions?

For more information on health and safety, visit our Parent and Student Resources page at berklee.edu/summer/resources or contact the Office of Summer Programs at 617 747-2245 or summer@berklee.edu.

Contacts

Office of Summer Programs
berklee.edu/summer
summer@berklee.edu
Telephone: 617 747-2245
Fax: 617 262-5419
155 Massachusetts Avenue, 4th floor

Office of the Bursar
berklee.edu/bursar
bursar@berklee.edu
617 747-2165
921 Boylston Street, Room 242

Office of Public Safety
berklee.edu/public-safety
publicsafety@berklee.edu
Emergency: 617 747-2333
Non-emergency: 617 747-2682
155 Massachusetts Avenue, Basement

Housing Office
berklee.edu/housing
housing@berklee.edu
617 747-2292
150 Massachusetts Avenue, Room 351

Office of Admissions
berklee.edu/admissions
admissions@berklee.edu
617 747-2221
921 Boylston Street, Room 600

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Boston, Massachusetts 02215-3693 USA