Table of Contents

Welcome! 2
What’s Next? 3
Program Information 4
Sample Schedule 5
Program Director 6
Housing 10
Meals 11
Community Standards 12
Tuition Payment 12
Travel 14
Health and Safety 16
Contacts 17
Welcome!

Welcome to the 2015 Stage Performance 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.

Payments are due in full by Thursday, June 18, 2015.

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

Open Mic Night: Sunday, June 28
Students who arrive early are invited to an open mic event at Berklee’s Cafe 939. Details will be announced closer to the start of the program.

Check-In: Monday, June 29
All students must arrive during check-in. An optional campus tour will take place at 10:00 a.m.
- Date: Monday, June 29
- Time: 8:00 a.m.–10:00 a.m.
- Location:
  David Friend Recital Hall
  921 Boylston Street
  Boston, Massachusetts 02115

How to Prepare
You are invited to join the final performances on Wednesday, July 1, 2015. Please bring six copies of a few song selections in your key. You will have an opportunity to practice with a band before your performance. You will also have access to Berklee’s Stan Getz Library to find a selection.

Final Concerts: Wednesday, July 1
During the program, you will receive an assigned bandleader (who you will rehearse with prior to the final concert) and an assignment in one of four recital halls. Friends and family are welcome to attend the final concerts.
- Date: Wednesday, July 1
- Time: 12:00 p.m.–4:00 p.m.
- Locations:
  Recital Hall 1A, 1140 Boylston Street
  Recital Hall 1W, 1140 Boylston Street
  David Friend Recital Hall, 921 Boylston Street
  Cafe 939, 939 Boylston Street

Departure: Wednesday, July 1
The program will conclude at 4:00 p.m. on Wednesday, July 1. Students must move out of the dorm by 7:00 p.m. on Wednesday evening.
Sample Schedule

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

Victor Wooten, Steve Bailey, our special guests, and Berklee faculty will be around all day throughout the program. Feel free to introduce yourself and don’t be afraid to ask questions.

Monday
8:00 a.m.–10:00 a.m. Check-in
10:00 a.m.–10:30 a.m. Program orientation
10:30 a.m.–12:00 p.m. Workshop: How to Audition
12:00 p.m.–1:00 p.m. Lunch break
1:00 p.m.–2:30 p.m. Workshop: Presenting Yourself
2:30 p.m.–4:00 p.m. Workshop: Stage Performance
4:00 p.m.–5:30 p.m. Clinic
5:30 p.m.–7:00 p.m. Dinner
7:30 p.m.–9:00 p.m. Faculty welcoming concert

Tuesday
9:00 a.m.–10:30 a.m. Workshop: Stage Performance
10:30 a.m.–12:00 p.m. Workshop: Presenting Yourself
12:00 p.m.–1:00 p.m. Lunch break
1:00 p.m.–2:30 p.m. Workshop: Stage Performance
2:30 p.m.–5:30 p.m. Workshop: Auditioning and Demos
5:30 p.m.–7:00 p.m. Dinner
7:00 p.m.–9:00 p.m. Open Mic Night

Wednesday
9:00 a.m.–10:30 a.m. Workshop: Stage Performance
10:30 a.m.–12:00 p.m. Brunch
12:00 p.m.–4:00 p.m. Final concerts
How to Present Yourself
This course will help you to select appropriate songs and material, choose the right key, pick out wardrobe/make-up, and manage everything you need to present yourself in the best way possible.

Demos
You will learn the ins and outs of creating and distributing your demo: what the publishing companies, record companies, producers, and directors are looking for, how to best present and package your demo, and how to get it to the right people.

Auditioning
What are judges, producers, and directors looking for? This class will tell you. You’ll also learn the tools and skills necessary to prepare for a successful audition and beat stage fright.

Faculty Concert
This concert is open to all students, parents, and friends.

Open Mic Night
This opportunity to perform is open to all students, parents, and friends.
Program Directors

**Livingston Taylor** *Professor, Voice Department*

“What I teach in Stage Performance starts with the assumption that we need an audience; the audience does not need us, and the audience has the right to reject what we offer. I ask my students, ‘What’s going to happen to you if they don’t buy into your reality?’ And they say, ‘Oh, we’ll all be sad,’ or ‘Maybe I’ll do something else,’ and I’ll go, ‘Stop it. It’s gonna kill you.’ And they laugh out loud at that, because that’s the way they feel, and finally somebody isn’t saying, ‘Oh, you’ll be fine, honey.’ Above all else, performers need to be what I call ‘ferociously curious.’ Secondly, they need to watch their creativity land—to watch it arrive. It’s not enough to just create and throw it out there. You have to watch it land.”

**Career Highlights**
- Composer and performer of Top 40 hit “I Will Be in Love with You”
- Recordings include Livingston Taylor, Liv, Over the Rainbow, and Life Is Good, as well as “City Lights” with James Taylor
- Composer of network television themes and music for nationally broadcast commercials

**Nancy Morris** *Associate Professor, Ensemble Department*

“Music is something that’s as individual as each student, and my goal is to bring that out in my students. Whether it’s their songwriting skills, their singing skills, or just trying to put everything together, I try to bring out their individuality.”

“I love seeing students make progress. Sometimes, even within one semester, you see a student make a huge leap. I love seeing them grow, trying new things, and really putting themselves out there to become better musicians.”

“I love seeing students accomplishing things that they didn’t even think were possible, seeing them grow as part of a group, and especially seeing them become a leader within the group. That’s really important to me.”

**Career Highlights**
- Berklee alumna, pianist, and singer-songwriter with numerous songs published through Warner/Chappell Publishing, Ben Hall Publishing
- Vocalist for song demos at Warner/Chappell Publishing and numerous other publishing houses
- Performances with Lee Greenwood, Brenda Lee, and Radney Foster and several appearances on TNN and the Grand Ole Opry
Housing

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

If you have requested on-campus housing, the housing application will become available in your account at apply.berklee.edu in March. 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 the program begins, if necessary, starting at 3:00 p.m. on Sunday, June 28. Students are encouraged to move into the residence hall before checking in to the program.

Move-out

Students must move out of housing on Wednesday, July 1 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 snacks as needed. Breakfast, lunch, and dinner are provided daily in the meal plan.

**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. Visit campusdish.com/en-US/CSNE/Berklee for full details.

For more information, contact Berklee Dining Services at 617 747-2712. 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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<tbody>
<tr>
<td>Tuition</td>
<td>$680</td>
</tr>
<tr>
<td>Housing (if applicable)</td>
<td>$425</td>
</tr>
<tr>
<td>Total</td>
<td>$1,105</td>
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Payment due: Thursday, June 18, 2015
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 to their place of residence.

By Air
Boston is served by Logan International Airport. For $5 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 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.
Service 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 617747-2245 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

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

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

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

Berklee College of Music
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