A World of MUSIC

MUSICAL THEATER SUMMER INTENSIVE

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Table of Contents

Welcome 3
What’s Next? 4
Program Information 5
Program Preparation 6
Sample Schedule 7
Program Director 10
Housing 11
Meals 12
Community Standards 12
Tuition Payment 13
Travel 15
Health and Safety 17
Contacts 18
Welcome!

Welcome to the 2015 Musical Theater Summer Intensive. 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: Sunday, August 16
All students must arrive during check-in.
An optional campus tour will take place at 10:00 a.m.

Date: Sunday, August 16
Time: 9:00 a.m. to 11:00 a.m.

Location:
David Friend Recital Hall
921 Boylston Street
Boston, Massachusetts 02115

What To Bring
• Dance / jazz shoes for indoor dance floor
• All-black clothes and shoes
• Clothes for classes / rehearsal (see page 5)
• 8” x 11” paper notebook
• Folder
• Pencil and eraser
• Black Sharpie marker
• Highlighter
• Refillable water bottle
• Towel or yoga mat
• Hair ties, clips, or pins (hair must be kept out of eyes)
• Tape recorder or phone recording app (optional)
• Acoustic instrument (optional)

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.
Program Preparation

How To Prepare

32-Bar Vocal Introduction
Select a piece of music that demonstrates your ability to act and sing. We ask that students have cut and noted sheet music ready to supply an accompanist. If you are inexperienced preparing vocal selections, we recommend “Happy Birthday” as a great solution in a pinch.

Sheet Music
Students will have the opportunity to meet privately with core and guest faculty throughout the Intensive. These 15-minute office meetings, called “the Panels,” will serve as an opportunity to ask professional questions, work on audition material, have extra rehearsal time, and more. Students may want to bring music (scores or recordings), monologues, or any other audition materials in preparation for these meetings.

Professional Classroom Preparation and Etiquette

General Attire
We ask that students dress appropriately and wear their hair out of their face. Consider straight-legged yoga pants and a nicely cut tank top. Gym shorts or sweats are also welcome if worn by students appropriately, i.e: not oversized. See-through leggings, sagging pants, crop tops, or anything that reveals undergarments is unacceptable. We strongly recommend not wearing jeans, zippers, belt buckles, or dangling jewelry.

For Acting Class
Please wear well-fitting clothing that doesn’t inhibit your full range of motion. Students will work barefoot in acting class.

For Dance Class
We ask that students come prepared with proper jazz or ballet shoes (indoor dance shoes only) and form-fitting pants/tights or leotards. Again, undergarments should not be visible at any time.

Final Showcase and Open Studios
During the Final Showcase and Open Studio performances, students will need to wear professional stage blacks. Please remember that not all black clothing is alike; make sure stage blacks are non-transparent onstage under lights. Thick, quality material only. No holes, frayed edges, or distressed clothing. All performers will wear pants and T-shirts or long-sleeved shirts. No tank tops, dresses, or skirts. Student footwear must be dance appropriate, black and clean. No low-cut necks, belly shirts, crop tops, or low-rise pants. We also ask that students wear dark undergarments and socks.

Résumé or CV
Students must send an up-to-date performance resume or CV to Caroline Harvey, program director, at charvey1@berklee.edu prior to the start of the program. Please use “Musical Theater Summer Intensive Résumé” in the subject line.
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

9:00 a.m.– 9:20 a.m. Full Company Warm-Up
9:25 a.m.– 10:15 a.m. Voice
10:20 a.m.–11:10 a.m. Acting
11:10 a.m.–11:30 a.m. Break
11:30 a.m.– 12:20 p.m. Dance
12:30 p.m.–1:35 p.m. Lunch
1:35 p.m.–2:25 p.m. Compositional Process and Writing
2:30 p.m.–3:30 p.m. Elective One
3:30 p.m.–3:45 p.m. Break
3:45 p.m.–4:45 p.m. Elective Two
4:45 p.m.–6:10 p.m. Dinner
6:10 p.m.–8:00 p.m. Audition Technique / Private Lessons
7:00 p.m.–9:00 p.m. Rehearsal, Workshops, Visiting Artists

Showcase and Open Studio Schedule: Friday, August 21

9:00 a.m.–9:20 a.m. Full Company Warm-Up
9:25 a.m.–9:55 a.m. Acting
10:00 a.m.–10:30 a.m. Voice
10:30 a.m.–10:40 a.m. Break
10:40 a.m.–11:10 a.m. Dance
11:15 a.m.–11:45 a.m. Compositional Process
11:45 a.m.–12:45 p.m. Lunch
12:50 p.m. Dressed & Places - First Open Studio
1:00 p.m. Studio Doors Open to Family and Friends
1:00 p.m.–2:30 p.m. Showcase and Open Studios
2:30 p.m.–3:00 p.m. Full Company Main-Stage Send-Off
Program Director

Caroline Harvey  
Assistant Professor, Liberal Arts

Caroline Harvey is an internationally renowned performer, writer, and educator. Her writing has been featured in print, film, and television—including season five of HBO’s Def Poetry—and she has been featured at local venues and was awarded a grant from the U.S. embassy to perform and teach in Belgrade, Serbia. Most recently, she was a recipient of the 2013 Steelgrass Residency during which she recorded and wrote new work and taught workshops at Steelgrass Farm on the island of Kaua’i, Hawaii.

Harvey is an assistant professor at Berklee and also teaches for Berklee Online, Berklee’s home for online education. She has performed and taught at schools and organizations nationwide, including YouthSpeaks, the Esalen Institute, Lesley University, UC Berkeley, and UCLA. She is honored to have shared stages, classrooms, and jam sessions with artists Livingston Taylor, Alicia Keys, Yasin Bey (Mos Def), Melissa Ferrick, Susie Bright, Dave Chappelle, Donna De Lory, Mike Campbell (of the Heartbreakers), Bill Kreutzmann (of the Grateful Dead), legendary folk singer Buffy Sainte-Marie, and many others.

Harvey is passionate about merging the traditional with the cutting edge. She sees musical theater as a critical part of any thriving art world and loves it for its ability to entertain, inspire, and transform audiences. She also conceives of musical theater as a way to build vital performance skills for musicians, actors, writers, and other creative souls who strive to be in the public eye as world changers, educators, civil activists, and more. “The tools we learn in the musical theater world can translate onto whatever stages we choose to stand, and help to make us more energetic, more aware, and more vibrant communicators wherever we are, says Harvey.

Harvey notes that at one time, the top ten hits and the songs of Broadway's musical theater scene were one and the same. This speaks to the power of musical theater to be an important tool for cultural change and influence, and she strives to help usher musical theater more fully into the mainstream once again. As a musical theater educator she honors the classics and also encourages new work that is current, relevant, and inspiring to our ever-widening global world. Shows like Hair and Rent continue to make huge impacts on us because these musicals address real, current issues and inspire immediate feelings of community, curiosity, and hope. Harvey aims to inspire musical theater students in that same way: to nurture artists to make and perform the work that moves their hearts, heals their worlds, and entertains audiences across the globe.
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 early, if necessary, starting at 9:00 a.m. on Sunday, August 16. 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, August 21, before 8:00 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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<th>Service</th>
<th>Cost</th>
</tr>
</thead>
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<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>Housing (if applicable)</td>
<td>$790</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1995</strong></td>
</tr>
</tbody>
</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

**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**
berklee.edu
1140 Boylston Street
Boston, Massachusetts 02215-3693
USA