

## **Best practices of the Concert and Performance Office of the Estonian Academy of Music and Theatre**

### **1. Applying for a concert**

- 1.1. Only EAMT students and faculty members can submit concert applications to the Concert and Performance Office of the EAMT (hereinafter referred to as the EAMT CPO).
- 1.2. The deadlines for concert applications are May 20th (for concerts in the fall semester) and November 20th (for concerts in the spring semester).
- 1.3. Any concert applications submitted after the deadlines will be taken into consideration for the following semester.
- 1.4. Concert applications must be submitted electronically by the due date to the EAMT CPO. The EAMT CPO does not accept concert applications submitted on paper.
- 1.5. With the application, student applicants must also provide a free-form confirmation letter from a faculty member regarding the requested concert. The confirmation letter must be provided in a format that can be reproduced in writing. Approval from the chief coordinator of the respective department is also required for larger-scale student projects.
- 1.6. The EAMT CPO will not organise any event if the EAMT CPO has not been notified about it in time – in relation to the concert application submission deadlines.

### **2. Planning the official concert season of the EAMT**

- 2.1. The most important events of the academic units will be given priority in the EAMT CPO concert season. The Artistic Committee of the EAMT CPO will make a selection from the concert applications and approve the concert season.
- 2.2. It is generally not possible to add concerts to a finalised season.
- 2.3. The EAMT CPO does not organise overlapping events unless absolutely necessary.
- 2.4. The starting time of public concerts organised by the EAMT CPO is generally 19:00 on weekdays, 14:00 and 19:00 on Saturdays, and 14:00 and 17:00 on Sundays.
- 2.5. Other starting times are negotiable for concerts that do not take place on the premises of the EAMT.

### **3. Special projects of academic units, doctoral concerts etc.**

- 3.1. Considering the submission deadlines for concert applications, the EAMT CPO must also be notified about any larger-scale concert projects planned by academic units that constitute a part of the official concert season and the organisation of which requires the support of the EAMT CPO.
- 3.2. Doctoral students must organise their doctoral concerts independently.

- 3.3. If the doctoral student wants information about their doctoral concert to be published on the advertising channels of the EAMT CPO, the EAMT CPO must be notified about the concert at least one month before the event.
- 3.4. If necessary, the EAMT CPO can assist doctoral students with printing posters and programmes, as long as the correct print files in PDF format have been submitted at least one week before the concert.

#### **4. Concert poster**

- 4.1. Poster designs have been developed for all concert series organised by the EAMT CPO, in compliance with the visual identity requirements of the EAMT.
- 4.2. Concert posters are designed by a partner of the EAMT CPO.
- 4.3. The information necessary for designing the poster must be provided to the EAMT CPO at least one month before the date of the concert.
- 4.4. The EAMT CPO cannot guarantee poster distribution and advertising to the planned extent if the information has not been provided in time.

#### **5. Concert programme**

- 5.1. If the final concert programme was not submitted to the EAMT CPO with the concert application, it must be provided electronically no later than two weeks before the concert.
- 5.2. The EAMT CPO can provide concert programme editing, layout and printing services only if the programme material has been submitted in time. Otherwise, the EAMT CPO cannot guarantee printed programmes for the concert.

#### **6. Concert venue**

- 6.1. The EAMT CPO organises concerts in EAMT halls.
- 6.2. Under special circumstances and with the prior agreement of the Rector's Office, it is possible to organise a concert outside of the EAMT.
- 6.3. Due to the occupancy rate of the Great Hall, a class concert for any faculty member can only be held in the Great Hall once per academic year if there is an available slot.
- 6.4. The EAMT CPO will book the hall for the time of the concert as agreed with the performer and, if necessary, will also book the hall for a rehearsal related to the concert.
- 6.5. Booking the hall for other study-related purposes (e.g. recordings, individual lessons, rehearsals etc) can be done through the Office of Academic Affairs.

#### **7. The obligations of the parties**

- 7.1. The performer must adhere to the concert date agreed with the EAMT CPO.
- 7.2. The performer must provide the correct information necessary for the design of the poster (names of the performers and the composers) no later than one month before the concert.
- 7.3. The performer must submit the concert programme no later than two weeks before the date of the concert.
- 7.4. The performer must provide the technical rider at least one month before the concert, otherwise it is not possible to guarantee the presence of equipment and technical staff.

- 7.5. The performer must notify the EAMT CPO immediately regarding any circumstances that prevent them from performing at the concert.
- 7.6. The EAMT CPO ensures the necessary amount of advertising for productions and concert series approved by the Artistic Committee.
- 7.7. The EAMT CPO produces the necessary printed materials (advertising posters, programmes etc).
- 7.8. The EAMT CPO ensures the editing and layout of the programme material.
- 7.9. If necessary, the EAMT CPO will book a rehearsal classroom for the performer for the day of the concert.
- 7.10. The EAMT CPO will forward information about the need for on-site assistance (lighting, equipment, setting up the hall, access to backstage facilities etc.) to the Administrative Head of EAMT Halls and the Technology Department. On-site assistance can only be provided if correct information about the necessary accessories, equipment etc. has been submitted to the EAMT CPO by the above-mentioned deadlines.

## **8. Organising a concert at the EAMT independently**

- 8.1. Concerts and other events can also be organised independently at the EAMT, by paying the hall rental fee in accordance with the current price list. The hall rental fee does not include any other costs (equipment rental, technical labour, stage managers etc).
- 8.2. To rent the premises, please contact the Administrative Head of EAMT Halls.
- 8.3. The EAMT CPO is not responsible for concerts not organised by the EAMT CPO (incl. making posters, delivering and printing programmes etc).