

Concert Arrangement Regulation of the Concert and Performance Office

1. Applying for a concert

- 1.1. Concert applications to the EAMT Concert and Performance Office (EAMT CPO) are accepted exclusively from students and faculty members of the Estonian Academy of Music and Theatre (EAMT).
- 1.2. Performances at concerts organised by EAMT CPO are reserved solely for students, faculty, and visiting academic staff of EAMT. Exceptions to this policy may be considered upon submission of a written explanation;
- 1.3. Students of EAMT may only participate in concerts organised by EAMT CPO within the scope of their main study or directly related creative activities;
- 1.4. EAMT bachelor's and master's degree students can apply for performances in the concert series "Tudengiteisipäev" ("Student Tuesday"), which take place in the EAMT Chamber Hall;
- 1.5. Students of EAMT are eligible to perform at the 'Tudengiteisipäev' concert series if they have received an "A" or "B" in their most recent main study examination. Students who are currently on academic leave or have recently joined EAMT must provide a letter of confirmation from the Head of Studies. Additionally, if no graded main study examination took place in the previous semester, the concert application must include a confirmation letter from the Head of Studies;
- 1.6. The concert application should include an overview of the planned concert concept, the names of the performers, and the program. Along with the application, it is necessary to submit the biographies of the performers and a print-quality photograph;
- 1.7. With the application, the student must provide an informal confirmation letter signed by their study teacher pertaining to the proposed concert. This letter must confirm that the teacher is informed about the concert proposal and also endorse the student's capability to perform the planned repertoire. An email from the teacher to EAMT CPO is also acceptable. For student projects on a larger scale, the approval of the chief coordinator of the respective department is required;
- 1.8. The deadlines for submitting concert applications are 20 May for concerts taking place in the fall semester and 20 November for concerts occurring in the

spring semester, unless otherwise notified. EMTA faculty members may submit concert applications for the entire following academic year (both fall and spring semesters) on 20 May;

- 1.9. EAMT CPO does not accept paper-based concert applications. The concert application must be submitted electronically to EAMT CPO according to the specified deadline;
- 1.10. EAMT CPO will not organise an event if it has not been notified in a timely manner, that is, with respect to the deadlines for submitting concert applications.

2. Planning the official concert season of the EAMT

- 2.1. Priority in the EAMT CPO concert season schedule is given to the most significant events of the academic units. The Artistic Committee of EAMT CPO makes the selection from the concert applications and approves the concert season;
- 2.2. It is not possible to add concerts to the approved season schedule on an ongoing basis, except for doctoral concerts and guest performances.
- 2.3. As a general rule, the EAMT CPO does not organise events that overlap with each other and occur at the same time unless it is absolutely necessary;
- 2.4. The start times for public concerts organised by the EAMT CPO in the EAMT halls are generally at 19:00 on weekdays, at 14:00 and 19:00 on Saturdays, and at 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 and doctoral concerts

- 3.1. Taking into account the deadlines for submitting concert applications, EAMT CPO must also be informed about any larger-scale concert projects, including competitions, planned by the 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. For doctoral concerts, doctoral students submit the completed creative work information form to EAMT CPO no later than two weeks after submitting the creative work application;
- 3.3. According to the information provided in the creative work information form, EAMT CPO designs the promotional materials for the doctoral concert (unless otherwise agreed) and publishes them in its regular information channels (website, Facebook, EAMT internal and outdoor screens, posters) along with the concert or performance introduction, program, and performer information;

- 3.4. The doctoral student is responsible for organising the creative work themselves (including instrument transportation, venue booking or renting, agreements with partners and co-performers, program compilation, concert information dissemination, and other marketing activities). The doctoral student uses the promotional visuals created by EAMT CPO in marketing activities (unless otherwise agreed).

4. Concert advertisements

- 4.1. Visuals needed for the promotion of concerts and performances are designed by a partner of the EAMT CPO;
- 4.2. The information necessary for designing the poster must be provided to the EAMT CPO at least two months before the date of the concert.

5. Concert venue

- 5.1. Hosting a class concert for any faculty member can only be held in the Great Hall once per academic year, subject to availability of free time;
- 5.2. The EAMT CPO agrees with the performer on the concert or performance date, taking into consideration the preferred date options indicated in the application, books the hall, and if necessary, also makes a booking for the rehearsal in the hall;
- 5.3. Booking the hall for other study-related purposes (e.g. recordings, individual lessons, rehearsals etc) can be done through the Registry and Study Affairs Department.

6. The obligations of the parties

- 6.1. The performer must adhere to the concert date agreed with the EAMT CPO;
- 6.2. The performer must submit the concert programme no later than two months before the date of the concert;
- 6.3. 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;
- 6.4. The performer must notify the EAMT CPO immediately regarding any circumstances that prevent them from performing at the concert;
- 6.5. The EAMT CPO ensures the necessary amount of advertising for productions and concert series approved by the Artistic Committee;

- 6.6. The EAMT CPO produces the necessary printed materials (advertising posters, programmes etc);
- 6.7. The EAMT CPO ensures the editing and layout of the programme material;
- 6.8. If necessary, the EAMT CPO will reserve a warm-up room for the performer on the day of the concert;
- 6.9. 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 Administrator 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.