

Event Arrangement Regulation of the Concert and Performance Office

1. General

1.1. The present regulation for organising events of the Estonian Academy of Music and Theatre Concert and Performance Office (hereinafter referred to as EAMT CPO) governs the rights, obligations, and responsibilities of the parties involved in organising events;

1.2. Events refer to publicly oriented seasonal concerts and performances produced by the academy, which are approved by the Artistic Committee of EAMT CPO;

1.3. When organising the events, workplace health and safety requirements must be followed. Conducting a risk analysis of performances is mandatory for public performances. For concerts, the risk analysis is conducted as needed, according to the decision of the EAMT CPO.

2. Concerts

2.1 Applying for a Concert

2.1.1 Concert applications to the EAMT Concert and Performance Office are accepted exclusively from students and faculty members of the Estonian Academy of Music and Theatre.

2.1.2. 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;

2.1.3. 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;

2.1.4. Students of EAMT may only participate in concerts organised by EAMT CPO within the scope of their main study or directly related creative activities, for solo concerts, once per academic year;

2.1.5. 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, which proves the student's level for performing in a public concert;

2.1.6. 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;

2.1.7. 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 the EAMT CPO is also acceptable. For student projects on a larger scale, the approval of the chief coordinator of the respective department is required:

2.1.8. 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;

2.1.9. EAMT CPO does not accept paper-based concert applications. The concert application must be submitted electronically to EAMT CPO according to the specified deadline;

2.1.10. 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.

2.2. Planning the Concert Season of the EAMT

2.2.1. 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;

2.2.2. It is not possible to add concerts to the approved season schedule on an ongoing basis, except for doctoral concerts and guest performances.

2.2.3. 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;

2.2.4. 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;

2.2.5. Other starting times are negotiable for concerts that do not take place on the premises of the EAMT.

2.3. Special Projects of Academic Units and Doctoral Concerts

2.3.1. Taking into account the deadlines for submitting concert applications, EAMT CPO must also be informed about any larger-scale concert projects or festivals, 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;

2.3.2. 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;

2.3.3. 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;

2.3.4. 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 head of communication of EAMT must be informed about media contacts in advance. The doctoral student uses the promotional visuals created by EAMT CPO in marketing activities (unless otherwise agreed).

2.4. Concert Advertisements

2.4.1. Visuals needed for the promotion of concerts and performances are designed by a partner of the EAMT CPO;

2.4.2. The advertising design must adhere to the visual identity guidelines of EAMT;

2.4.3. The information necessary for designing the poster must be provided to the EAMT CPO at least two months before the date of the concert.

2.5. Concert Venue

2.5.1. 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;

2.5.2. 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;

2.5.3. 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.

3. Performances

3.1. Planning of Performances

3.1.1. Performances are either the own performances of the Department of Theatre of EAMT or performances developed in collaboration with professional theatres;

3.1.2. For theatre performances initiated by students, a corresponding application must be submitted to the EAMT CPO along with confirmation from the head coordinator of the Department of Theatre by the deadlines mentioned in point 2.1.8. The theatre event is added to the EAMT season calendar after approval by the EAMT CPO Artistic Committee. No application is required for diploma performances;

3.1.3. The organisation of EAMT performances is managed by the project manager of EAMT CPO's performances.

3.2. Risk Analysis for Performances

3.2.1. Risk analysis for performances must be conducted during the rehearsal period and must be approved no later than before the first public performance, according to the guidelines for conducting risk analysis for performances at EAMT (in the intranet). For Estonian-language curricula, the Estonian version of the risk analysis form for performances (intranet) is used, and for English-language curricula, the English version of the risk analysis form for performances (intranet) is used;

3.2.2. At the beginning of the rehearsal period, the head coordinator of the Department of Theatre or the head of the Contemporary Physical Performance Making curriculum appoints a risk coordinator responsible for compiling the risk analysis for the performance and mitigating risks;

3.2.3. The risk coordinator:

3.2.3.1. has sufficient competence in occupational safety matters and is familiar with the principles of conducting risk analysis;

3.2.3.2. cooperates as needed with various team members of the relevant performance and administrative staff of the venue and involves them in compiling the risk analysis;

3.2.3.3. in case of higher risks, if necessary, involves experts from outside the academy, coordinating the budget with the administrative and financial director in advance;

3.2.3.4. prepares the risk analysis using the form referred to in point 3.2.1. and coordinates it with the parties involved in risk assessment;

3.2.3.5. organises the digital signing of the risk analysis by the head coordinator of the Department of Theatre or the head of the Contemporary Physical Performance Making curriculum and informs the parties associated with the performance.

3.3. Advertising Designs for Performances

3.3.1. Public designs required for advertising performances are generally created by a professional theatre that is a partner of the performance or, in the case of EAMT's own performances, by the EAMT CPO's design partner (unless agreed otherwise);

3.3.2. For EAMT's own performances, the design must adhere to the EAMT visual identity guidelines;

3.3.3. The design of advertising materials is coordinated by the project manager of EAMT CPO's performances in cooperation with the communications manager and marketing communications specialist.

3.4. Venue of the Theatre Performances

3.4.1. Performances take place in the EAMT halls, professional theatres, or other agreed places in Tallinn or elsewhere in Estonia;

3.4.2. EAMT CPO agrees with the applicant on the date(s) of the performances, considering, if possible, the preferred dates indicated in the application, and reserves the hall for both rehearsals and performances.

4. The Obligations of the Parties

4.1. The performer must adhere to the concert or theatre performance date agreed with the EAMT CPO;

4.2. The performer must submit the concert programme no later than two months before the date of the concert. For performances, deadlines are agreed upon separately for each project;

4.3. 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;

4.4. The performer must notify the EAMT CPO immediately regarding any circumstances that prevent them from performing at the concert;

4.5. The applicant for the theatre project involves the EAMT events service coordinator in the process of conducting risk analysis for the performances taking place at EAMT;

4.6. The EAMT CPO ensures the necessary amount of advertising for performances and concert series approved by the Artistic Committee;

4.7. The EAMT CPO produces the necessary printed materials (advertising posters, programs, etc);

4.8. The EAMT CPO ensures the editing and layout of the programme material;

4.9. If necessary, the EAMT CPO will reserve a warm-up room for the performer on the day of the concert;

4.10. 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 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;

4.11. EAMT CPO coordinates the marketing activities of the concerts and theatre performances in collaboration with the communications manager and marketing communication specialist;

4.12. EAMT CPO supports the organisation of EAMT events (ceremonies, trainings, receptions) if they are related to the organisation of concerts or performances.