



Collaborative Policies & Procedures

Scores

All performance repertoire must be submitted in hard copy form (no digital copies). Hard copies of the performance repertoire must be submitted one week prior to the first scheduled rehearsal. Please ensure all hard copies are printed double sided. Original copies (i.e., published scores) are also acceptable and will be returned promptly after the collaboration is complete.

I am happy to arrange a time to meet and collect repertoire in-person. Alternately, repertoire can be submitted via e-mail for me to print. A printing fee of \$.10 per page will incur for all repertoire I print and will be included in the price of the travel fee (see "Payments" section for more details).

Scheduling

All rehearsals should be scheduled promptly after the collaboration agreement has been signed. Punctual attendance to rehearsals is expected. Failing to arrive within fifteen minutes of the scheduled rehearsal time will result in that rehearsal getting cancelled.

Please notify me of any foreseeable cancellations or adjustments to rehearsals. Rehearsals that are cancelled with less than 48 hours' notice are not eligible to be made up unless missed for sickness or emergency purposes.

Rates

Rehearsals are charged an hourly rate of \$30 per hour. A performance fee will also be charged for each performance given. The pricing of the performance fee is contingent upon the event type and will be determined based on the length of the event.

A travel fee will be incurred to cover transportation related expenses (i.e., gas, parking, etc.) to and from all rehearsals and performances. All travel related expenses will be carefully documented during the collaboration process and a fee based on the data will be charged at the end of the collaboration process.

Payments

Payments for rehearsals and performances are non-refundable and are due 24 hours before the scheduled rehearsal or performance. The travel fee (including printing if applicable) will be totaled and communicated after the final performance and is due five days after the final performance. A late fee of \$20 dollars will be applied to all payments not received by the deadlines listed above. Acceptable forms of payment include cash, check, and Venmo. If paying with a check, please make all checks out to Aleigh Papagno.