

SUMMER 2016

# Aspen Music Festival and School

JUNE 22–AUGUST 21

ROBERT SPANO, MUSIC DIRECTOR

ALAN FLETCHER, PRESIDENT AND CEO

JENNIFER JOHNSTON, VICE PRESIDENT AND DEAN OF STUDENTS



# ASPEN MUSIC FESTIVAL AND SCHOOL 2016 School Calendar

## SCHOOL HOUSING CHECK-IN DATES

- June 21 Full Session and Half Session I participants may check into School housing from 5 pm–10 pm.
- June 22–24 Full Session and Half Session I participants may check into School housing 8 am–10 pm each day.  
\*Please see page 11 for important housing information.
- July 24 Half Session II participants may check into School housing from 4 pm–10 pm.

## SCHOOL HOUSING CHECK-OUT DATES

- July 24 Half Session I participants must check out of School housing by 10 am.
- August 22 Full Session and Half Session II participants must check out of School housing by noon.

## ARRIVAL AND REGISTRATION DATES

- June 22–23 Full Session and Half Session I registration
- June 24 Conducting Academy string auditions
- June 25–26 Conducting Academy conductor auditions
- June 24–26 Orchestra and chamber music placement auditions
- June 25–26 Aspen Opera Theater Center auditions
- June 27 All-Student Orientation and Convocation at 10:30 am at the Tent (mandatory for all students)
- Week of June 27 AMFS rehearsals, lessons, classes, and performances begin
- July 25 Half Session II registration

## CHECK-OUT DATES

- July 24 Half Session I ends
- August 21 Full Session and Half Session II ends



Dear Student:

Welcome to Aspen! Your acceptance from an extraordinary group of applicants and your decision to join us brings you into a class of wonderful musicians from nearly every state and from all around the globe.

All of us at the Aspen Music Festival and School are delighted to welcome you into a family that will be yours throughout your life in music, as you join us in an inspiring and memorable summer.

Yours,

Alan Fletcher  
*President and CEO*

Jennifer Johnston  
*Vice President and Dean of Students*

*Your Student Services team looks forward to meeting you:*

**Vice President and Dean of Students** Jennifer Johnston

**Associate Dean** Kathryn Sansone

**Manager of Enrollment and Student Benefits** Azusa Chapman

**Manager of Admissions and Student Affairs** Alyssa Saint

**Director of Education and Community Programming** Katie Hone Wiltgen

**Education and Community Coordinator** Sarah Beske

# CONTENTS

## AMFS Policies

As you read through this handbook, you will encounter the rules and regulations of the Aspen Music Festival and School. All students are expected to uphold these policies as set forth in the Student Handbook and by the administration. **The AMFS reserves the right to expel any student for violations of AMFS policy, city ordinances, or state law without refunding any fees paid.**

PHOTOS: ALEX IRVIN, RYAN CUTLER

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AMFS students at Marolt Ranch

## ASPEN BASICS

The area of Aspen was originally discovered by the Ute Indians. The area became a booming silver town in 1880 after a small group of entrepreneurs and speculators had staked claim to the area and set up camp near Aspen Mountain. Aspen flourished as a mining town until the demonetization of silver in 1893. In 1945 Friedl Pfeifer and Walter Paepcke joined forces to develop a ski area in Aspen. In 1946 the Aspen Skiing Corporation was founded and four years later Aspen hosted the FIS World Championships. Paepcke was also the driving force in the Goethe Bicentennial Convocation that brought 2,000 people to Aspen in the summer of 1949. Prominent musicians and humanitarians convened to celebrate Goethe's great spirit of optimism. Concerts were held in a light-filled tent designed by Eero Saarinen. The Goethe Festival spawned many of Aspen's cultural institutions such as the Aspen Institute and the Aspen Music Festival and School.

## Weather

Summer weather is generally warm and dry with temperatures occasionally as high as 90 degrees during the day and 50 degrees (or lower) at night. Brief afternoon showers are common; a raincoat, sweater, or light jacket is recommended. Daily dress in Aspen is casual and often includes jeans, shorts, and other casual wear.

## What to Bring to Aspen: Essential Items

- **Sheet music:** A limited number of scores and parts are available at the chamber music library, therefore we encourage you to bring all the solo and chamber music that you might need for the summer as there are no sheet music stores in Aspen.
- **Music stand**
- **Spending money:** The cost of meals and entertainment in Aspen tends to be quite high. We encourage you to bring an ATM/debit card to Aspen rather than cash only.
- **Locks:** There is an orchestra locker room

at the Benedict Music Tent in which students are welcome to store their personal belongings during Tent rehearsals and concerts. Locks are not provided.

- **Sunscreen, lip protection, and sunglasses:** The sun in Aspen is intense.
- **Water bottle**
- **Fleece, lightweight layers, rain jacket, umbrella, and hiking boots**
- **Camera**

## Recommended Items

- Cell phone
- Phone cards
- Metronome and tuner
- Recording equipment for lessons and practice sessions
- Humidifier

## Instrument Storage

There is no storage space available for instruments on School property other than those for percussion and harp. **Important! Do not leave your instrument unattended in a practice room at any time.**

## Instrument Repair

Luthier Joan Balter is available to help string players with any instrument needs. Her shop offers strings and accessories. *Please refer to the Student Information Packet (distributed at Registration) for specific hours and location.* **There are no repair services available in Aspen for wind instruments; players are advised to bring supplies and tools with them.**

## Personal Property Insurance

The Aspen Music Festival and School provides no insurance for students' personal property, including but not limited to

students' instruments, and cannot be held responsible in the event of loss, damage, or theft of personal property. We strongly recommend that students obtain insurance coverage for their personal property prior to arrival in Aspen. Some homeowners insurance may provide coverage. **Do not leave personal property unattended at any time.**

## Important!

Please do **NOT** bring pets to Aspen even if you are living in off-campus housing. It is very difficult to find housing that allows pets.

## TRAVEL TO ASPEN

Aspen is located 220 miles west of Denver, Colorado (about a 3.5 hour drive). The City of Aspen is served by major airlines.

## By Plane

**Ski.com** is a resource for travel arrangements to Aspen or other Colorado airports. Call Lynne Rosenfield at 800-928-9463. The Aspen Airport (ASE) is located ten minutes from downtown Aspen. AMFS volunteers will be at the airport to assist you on regular Registration dates, **June 22 and 23** (Wednesday and Thursday) as well as for early arrivals on **June 21** (Tuesday). Volunteers for Half Session II will be at the airport on **July 24** (Sunday). Luggage assistance is provided for students in School housing. Luggage delivery to School housing may take up to five hours after arrival depending on schedule. (The AMFS is not responsible for lost luggage.) Free bus service is available from the airport

to the Bucksbaum Campus, housing facilities, and downtown Aspen. Please check with the bus driver to determine which stops s/he intends to make. Students arriving on other days can use High Mountain Taxi service (970-925-8294), which is readily available; expect a fare of approximately \$20.

Another option is flying to the Denver International Airport (DEN) and driving to Aspen (approximately 3.5 hours), or flying to Eagle-Vail (EGE) (approximately 1.5 hours). **Colorado Mountain Express** (970-754-7433) is a shuttle service that offers a one-way rate of \$96 from Denver when the code AMFS is mentioned for the reservation. There is an additional fee for large instruments. Cellists and tubists must purchase an additional seat. Double bassists are required to book a private shuttle. Visit [www.riddecme.com](http://www.riddecme.com) for more information, however please note reservations must be made by telephone for the discount to apply.

Students traveling with a large instrument should speak directly with their airline in advance, as policies change frequently. Students must stay through the final concert on August 21. Please remember that changes in airline ticketing may incur fees.

## By Car

There are two routes by car from Denver to Aspen. From the Denver International Airport, take I-70 West to Glenwood Springs (exit 116). Follow signs to Highway 82 which leads to Aspen (forty miles). Another option from Denver is to drive to Aspen via scenic Independence Pass. Take I-70 West to the exit for I-91 South. You will travel through Leadville (I-91 becomes 24 South), then west onto

Highway 82 over Independence Pass. Students are not permitted to park at the Bucksbaum Campus. PLEASE NOTE: Parking is also limited at School housing facilities. We strongly recommend that you do not bring a car to Aspen.

## By Train

Amtrak service is available to Glenwood Springs, forty miles northwest of Aspen. Call 800-USA-RAIL. Bus or taxi service is available from Glenwood Springs to Aspen. Make sure to contact taxi services before booking travel as one way rides can cost over \$100.

## By Bus

Bus service is available from Denver to Glenwood Springs, forty miles northwest of Aspen. Bustang is a bus service offered through the Colorado Department of Transportation. Call 800-900-3011 or visit [ridebustang.com](http://ridebustang.com) for more information.

## Driving Directions to the AMFS's Bucksbaum Campus

**Traveling east on Highway 82** (to Aspen from Denver via Glenwood Springs). Take the Castle Creek Road exit at the roundabout (traffic circle) and travel one mile to Music School Road.

**Traveling west on Highway 82** (to Aspen from Denver via Independence Pass). Follow the signs for Highway 82/Main Street through downtown Aspen (you will make several turns). As you begin to leave Aspen and enter the roundabout on the west side of town, take the Castle Creek Road exit.

The Bucksbaum Campus is a pedestrian Campus. There is no student or visitor park-

ing. The Roaring Fork Transit Authority (RFTA) is a bus service that conveniently travels to all AMFS facilities and extends from the city of Aspen to Snowmass Village, free of charge. More info at [rfta.com](http://rfta.com).

## TRAVEL IN ASPEN

Aspen is a small town, and summer is a very busy tourist season. As a result, traffic is heavy, paid parking can be a challenge, and gasoline prices in Aspen far exceed national averages. Students are encouraged to take advantage of public transportation.

### Bus Service

Free bus service between Campus and the other AMFS facilities is provided by the Roaring Fork Transit Authority (RFTA) and the City of Aspen. Bus schedules are available at Rubey Park Transit Center and on most RFTA buses, at the Office of Student Services, and at the Marolt Student Information Center. All items left on buses will be sent to the Rubey Park Transit Center. Bus transportation issues should be reported to the AMFS Operations Office in the Administration Building.

### Bicycling

Students are encouraged to bring bicycles (as well as helmets and locks) to Aspen as their primary mode of transportation. The AMFS offers a limited number of bicycles distributed by lottery for a nominal fee of \$25. Helmet is included, locks are for sale. Bicycle rentals are also available in town. Cyclists are strongly encouraged to wear a helmet at all times. When using AMFS equipment, helmets are **REQUIRED**.

Along with major cities like NYC, Chicago, Denver/Boulder, and Los Angeles, Aspen's own bike share pro-

gram, We-Cycle, will be operating again this summer. With over a dozen stations, including the Meadows Campus, We-Cycle offers students an easy and convenient way to get around town. For more information visit [www.we-cycle.org](http://www.we-cycle.org).

## PARKING

### Benedict Music Tent and Harris Concert Hall

Students must park in the patron parking lot, located in the **front** of the Tent. Do not park behind the Tent as parking is limited and requires a special permit. Failure to comply will cause your vehicle to be booted (a \$60 fine). If your car is booted, see the Production Office backstage at the Tent.

### Bucksbaum Campus

The Bucksbaum Campus is a PEDESTRIAN Campus. There is **NO STUDENT OR VISITOR PARKING**. The Roaring Fork Transit Authority ([www.rfta.com](http://www.rfta.com)) is a bus service that conveniently travels to all AMFS facilities and extends from the City of Aspen to Snowmass Village free of charge. Cars will be booted and/or fined if parked in unauthorized locations.

### Downtown Aspen

Paid parking is enforced Monday–Saturday 10 am–6 pm. Change or a credit card is required to use the Aspen parking meters, or you may pay by credit card over the phone by calling 1-866-234-PARK (7275). You may also utilize the PayByPhone application available for iOS and Android. Additional information can be found on parking pay stations. Cars will be booted and/or fined if parked in unauthorized locations.



## SCHOOL HOUSING

The AMFS offers two housing facilities, Marolt Ranch and Burlingame, which are staffed by resident supervisors and resident assistants, available throughout the summer to assist you and to promote a sense of community. All housing facilities are accessible by free RFTA bus service. School housing is overseen by the Dean, the Associate Dean, the Director of Residence Life, and the Office of Student Services. **All students living in School housing are required to enroll in the meal plan.** Overnight guests are not permitted for all residents, and students age 18 and older are not permitted to enter the rooms of students under the age of 18.

School housing is limited; if you wish to add room and board after Registration, you must make arrangements with the Manager of Admissions and Student Affairs. Rooms will be assigned subject to availability, on a first-come, first-served basis.

**Students in School housing must bring extra-long, twin-sized sheets (fitted and flat), standard pillowcases, and towels. A pillow and blanket are provided.** Cleaning supplies are provided but shared among all residents and must be checked out. Students are encouraged to purchase supplies at the local grocer if they desire regular access to these products.

### Student Information Center

Marolt Ranch, below the cafeteria  
**970-920-3499**

**We urge you to give this phone number to parents and next-of-kin for use after June 22.**

The Center is open as posted and will serve as the communication center for all students living in School housing. Mail is distributed at this facility for students living in School housing and phone messages may be left at this office for student residents. Bulletin boards post orchestral and chamber music assignments, changes in rehearsal times, and other announcements. Resident supervisors on duty have cell phones in case of problems or emergencies (cell numbers will be distributed during housing check-in). Bus schedules, class schedules, student and artist-faculty contact information, AMFS calendars, and student handbooks are also available to students.

### Marolt Ranch

**Directions:** From Highway 82 take the Castle Creek exit at the roundabout and travel less than a quarter mile to a driveway on your left marked with a small sign reading "Marolt Ranch Housing." Follow the driveway to the main parking lot.

Marolt Ranch is a ninety-four unit facility located one mile from Campus and 1.5 miles from downtown Aspen. The Frederic Benedict Dining Hall is located at this housing facility.

Each suite consists of two bedrooms and a bathroom, with two beds in the back room and one in the front room. Students are housed three to a suite. Room choice within each suite is determined by the roommates upon their arrival. A refrigerator and microwave are provided in each suite. Telephones are not provided within the units. We recommend that students bring cell phones and/or calling cards.

Parking is limited at school housing facilities. It is recommended that Marolt residents do not bring a car to Aspen.

## Burlingame

**Directions:** Traveling east on Highway 82, you will pass the Aspen Airport on your right. Travel another half mile and make a left at the next traffic light (Harmony Road). Burlingame is straight ahead. Burlingame is located approximately three miles west of downtown Aspen.

The facility consists of fifty-six, two-bedroom suites with a common living area. Two students are housed per suite (private bedrooms); students must be 21 years of age and older and must be enrolled for Full Session. A limited number of units at this facility will be made available to couples who wish to live together. This facility is ideal for older students who do not mind living a few miles outside of town.

A kitchen sink, full-sized refrigerator, microwave and stove top are provided in each suite. Telephones are not provided within the units. We recommend that students bring cell phones and/or calling cards. Free, direct bus service to Marolt Ranch and the School is available. Bus service to downtown Aspen is accessible with one transfer. Pay laundry facilities are available on-site. There is no cafeteria at Burlingame; food service is available at the Marolt Ranch and at the Bucksbaum Campus cafeteria. **Parking is extremely limited** and is determined through a lottery (not to those who arrive first at Burlingame). It is recommended that Burlingame residents do not bring a car to Aspen.

**NOTE:** Cooking equipment, cookware, dishes, and utensils are not provided. Residents are directed to local thrift shops to acquire such items if so desired.

## Dining Halls

Students enrolled in the meal plan receive three meals daily and must present their AMFS ID card. Vegetarian selections, as well as a salad and sandwich bar, are always available. Food must not be taken for later consumption. **You may not share food with individuals who are not on the meal plan;** doing so may cause your meal plan to be rescinded without refund. Refunds and/or discounts for the meal plan are not provided. Students with food allergies should communicate with Student Services before their arrival in Aspen.

### □ Campus Dining Hall

Bucksbaum Campus

### □ Frederic Benedict Dining Hall

Marolt Ranch housing

## UNDERAGE HOUSING Students Age 15-17

The AMFS provides specially supervised housing on a limited basis for students ages 15 to 17 (students must be 15 as of June 22, 2016). Students age 15 to 17 who wish to live in the School's supervised housing must provide written parental permission on the housing questionnaire and on the underage agreement. Students living in the residence hall for underage students are subject to the special rules and regulations of that residence hall, including nightly 11 pm bed checks. These rules and regulations will be posted, distributed, and discussed with the underage students. Violation of these regulations or demonstration of a lack of sufficient maturity by any student will result in a meeting with the Resident Director, Associate Dean, and/or the Dean and possible expulsion. In the event of expulsion from School

housing, the parent is responsible for all arrangements necessary to remove the student within forty-eight hours of notification. Parents of students ages 15 to 17 who will be in residence with their children must indicate on the housing questionnaire that the student does not require underage housing.

## Students Under Age 15

**There is no School housing available for students under the age of 15.** The AMFS requires a parent or a legal guardian to be in residence in off-campus housing with any student under the age of 15 for the entire session.

If parents choose to grant permission to a legal guardian, the guardian must be at least 21 years of age and cannot be a student of the AMFS. An authorization of guardianship form must be submitted to the Dean, including a statement signed by the parent giving responsibility of the child to the guardian. This form must also be signed by the guardian, stating that s/he will accept responsibility for the child. Each case will be considered separately and approval given on an individual basis.

## Students Under Age 18

The City of Aspen maintains a strict curfew policy, which the AMFS enforces. Individuals under the age of 18 are not permitted on city streets between the hours of 11 pm and 6 am unless accompanied by a parent or guardian, or on legitimate business as directed by an adult. All underage students of the AMFS are expected to comply with these regulations. The AMFS requests that parents who are living with their children be aware of and observe these regulations.

## SCHOOL HOUSING CHECK-IN

### Full Session/Half Session I

**June 21 (Tuesday), 5–10 pm**

**June 22–24 (Wed–Fri), 8 am–10 pm**

Please check in directly at your assigned housing facility (directions on page 9-10). If arriving by plane, free bus service is available from Aspen Airport to Burlingame and Marolt. Meal service at Marolt begins Wednesday, June 22, at 11:30 am. You can pick up a temporary meal pass from a resident assistant.

If you did not receive a housing assignment prior to June 22, call Student Services at 970-205-5054 or the Marolt Student Information Center at 970-920-3499.

**\*Please note:** No student will be permitted to check into the dorms prior to 5 pm Tuesday, June 21. NO EXCEPTIONS.

### Half Session II

**July 24 (Sunday)**

**4–10 pm**

Please check in at your assigned housing facility (directions on page 9-10).

Meal service at Marolt and Campus begins Sunday, July 24, at 4:30 pm. You can pick up a temporary meal pass from a resident assistant.

## Late Arrival Check-In

**Full Session/Half Session I:** Students arriving after **June 24** must go directly to the Marolt Information Center (located below the Marolt Cafeteria). Please do not go to any other housing facility beforehand.

**Half Session II:** Students arriving after **July 24** must follow the above instructions.

## OFF-CAMPUS HOUSING

Students interested in living off-campus are encouraged to make their housing plans early. The following websites are resources that students have found helpful:

- [www.aspentimes.com](http://www.aspentimes.com) (classifieds)
- [www.aspendailynews.com](http://www.aspendailynews.com) (classifieds)
- [www.aspenchamber.org](http://www.aspenchamber.org) (lists various rental agents in town)

### “Off-Campus Housing” List

The AMFS “Off-Campus Housing” list (posted to the AMFS website, [www.aspenmusicfestival.com](http://www.aspenmusicfestival.com), after April 1) contains a list of:

- Apartments rentals
- Realtors in Aspen
- Students seeking apartments to share
- Students seeking roommates
- Carpooling opportunities to/from Aspen

Students interested in posting information on the website may email Alyssa Saint at [studenthousing@aspenmusic.org](mailto:studenthousing@aspenmusic.org). The AMFS does not guarantee the quality of any posting, and is not responsible for problems associated with housing obtained through this resource.

## REGISTRATION

Registration is required of all students.

### Full Session/Half Session I Registration

#### Bucksbaum Campus

##### June 22 (Wednesday)

9:30 am–12 pm and 1:30–4:00 pm

##### June 23 (Thursday)

9:30 am–12 pm and 1:30–4:00 pm

## Half Session II Registration

#### Office of Student Services

##### July 25 (Monday)

9:30–12:00 pm and 3:00–4:30 pm

### Bring the Following Items:

- Remainder of your balance due.
- Aspen address and phone number if living off campus.

### Paying Your Balance

Students are required to pay their balance in full at or before Registration. Advance payments must be received by the Office of Student Services by June 15, 2016 for proper credit at Registration. If a student anticipates any difficulty in paying the total balance due at Registration, please contact the Dean in writing by June 15, 2016.

### Important! Refund Policy

Tuition and fees are due by Registration and are payable in U.S. funds drawn on a U.S. correspondent bank. Domestic and international money orders, checks drawn on U.S. banks, or credit cards (Visa, MasterCard, and American Express) are accepted. Checks should be payable to the AMFS. If paying with a parent’s or guardian’s credit card, bring the billing name and address, expiration date, and verification code on the back of the card. Use the deposit section in the enrollment form to make a payment before Registration. **Note:** There will be a \$25 insufficient funds charge for returned checks. Future payments must be made by cashier’s check or money order only.

**The tuition and room and board deposits are non-refundable.** In addition, once a student has registered, all fees

(including tuition and room and board) are non-refundable except in the case of medical emergencies as approved by the Dean.

## Extra Fees

Percussion equipment fee (\$100 full session; \$60 half session) will be charged to all percussion students. This fee covers rental and cartage of percussion instruments between AMFS venues, guarantees practice spaces, and serves as the student's practice room fee.

Harp equipment fee (\$100 full session; \$60 half session) will be charged to all harp students. This fee covers cartage between AMFS venues, guarantees a practice space and serves as the student's practice room fee. Harpists are encouraged to bring their own instrument to Aspen and will be responsible for getting their harp to Aspen.

**Harpists who do not bring their own instrument to Aspen will need to contribute a fee of \$350, which will guarantee a partial/shared use of a harp for the summer.** Should you have any additional questions, please contact Audrey Kwong at [akwong@aspenmusic.org](mailto:akwong@aspenmusic.org).

**Practice room fee (optional):** The fee is \$100 for Full Session and \$60 for Half Session students to reserve specific practice rooms for three hours daily. **Practice room fees are refundable if requested within one week of the date that you register.** For a refund, students must get an approval form from the Scheduling Office and bring it to the Office of Student Services.

## Late Registration

All students must register during the designated enrollment period, June 22-23. Students who have received approval for a leave of absence at the

time of enrollment will be charged a \$100 Late Registration fee.

## STUDENT ORIENTATION AND CONVOCATION

Student Orientation is **REQUIRED FOR ALL STUDENTS**. It is an opportunity for students to learn about rules, regulations, and procedures as well as receive information about the Campus. Convocation immediately follows Orientation and is also **REQUIRED FOR ALL STUDENTS**. It is an opportunity for students to meet the artist-faculty, administration, and other students.

### Full Session/Half Session I Orientation

**Monday, June 27**

10:30 am in the Benedict Music Tent (Voice students are scheduled for a rehearsal at this time and will have a separate orientation.)

**Convocation**

**Monday, June 27**

11 am in the Benedict Music Tent

### Half Session II

**Orientation and Convocation**

**Monday, July 25**

1:30 pm at the Bucksbaum Campus

## AUDITIONS

### Orchestra Auditions

Students age 15 and older must audition for orchestra upon arrival in Aspen. Please note that not all students are placed in an ensemble every week of the festival.

**Orchestra placement is not guaranteed for students under the age of 18 and it may be recommended that younger or less experienced students focus on private study.** Opportunities for Half Session II students are limited. Pre-existing medical conditions will not excuse students from participation in orchestra.

Auditions will be held beginning **Friday, June 24**. Later this spring, you will receive information about dates, times, and repertoire for specific instruments. You must locate the audition music on your own, in advance.

As your placement in orchestra will be determined by these auditions, it is to your advantage to arrive in good condition, prepared to play your best; there will not be an opportunity to re-audition for orchestra placement.

### Chamber Music Elective

Participation in Chamber Music Studies is elective but strongly encouraged. Interested students must audition upon arrival in Aspen. **Placement in an ensemble is not guaranteed. Priority is given to Full Session students.**

Placement auditions will be held **June 25 and 26**. String, woodwind, and piano students must prepare required repertoire. **Repertoire requirements and instructions for audition sign-up** will be provided via email in the spring. Ensembles formed range from trios and quartets to large mixed ensembles. Pre-formed ensembles are strongly encouraged to audition together.

### American Academy of Conducting at Aspen and AACA Orchestra

String seating placement auditions are **June 24** (Friday). Conducting auditions are **June 25 and 26** (Saturday and Sunday). Wind and brass students playing in Academy Orchestra must audition at regular orchestra placement audition times (June 25).

### Aspen Opera Theater Center

Auditions for AOTC will be held on **June 25–26** (Saturday–Sunday). At this time final role assignments, including supporting roles and principal covers, may be assigned. Detailed information will be emailed to you in the spring.

### Late Auditions

Instrumentalists who were approved for late arrival at the time of enrollment will be scheduled for a late audition time. This information will be available at Late Registration. Late auditions could negatively impact placement.

## ENSEMBLES

### American Academy of Conducting at Aspen Orchestra (AACA)

The centerpiece of Aspen's conductor-training program. The orchestra is guided by Music Director Robert Spano, visiting master conductors, and the next generation of up-and-coming conducting talents, who perform in the orchestra when off the podium. The orchestra is led by an artist-faculty concert master. Activities include weekly orchestral concerts, concerto performances, opera scenes master classes, repertoire readings, rehearsal and performance of contemporary scores, and a family concert.

## Aspen Chamber Symphony (ACS)

A chamber-sized symphony composed of AMFS artist-faculty members and students in side-by-side performance. It is led by world-renowned conductors and joined for most concerts by star guest soloists. Repertoire consists of standard and contemporary works for the chamber symphony.

## Aspen Philharmonic Orchestra (APO)

A large symphony orchestra composed entirely of students. Concerts are directed by notable guest conductors, and soloists include star guest artists, artist-faculty members, and student competition winners. The ensemble provides its members the opportunity to continue to develop their orchestral playing skills while rehearsing and performing major orchestral works. The orchestra is led by ten student mentor fellows, rotating through the principal string positions, and coached by artist-faculty.

## Aspen Festival Orchestra (AFO)

A large symphony orchestra composed of AMFS artist-faculty members and students in side-by-side performance. It is led by world-renowned conductors and joined for most concerts by star guest soloists. Repertoire consists of standard and contemporary works for symphony orchestra.

## Aspen Opera Theater Center

A pit orchestra composed of AMFS students that performs with the prestigious Aspen Opera Theater Center. The orchestra is led by an artist-faculty concertmaster and world-renowned conductors. The AOTC performs three fully-staged productions in the historic Wheeler Opera House.

## AOTC PRODUCTIONS

PUCCINI: *La bohème*

WILLIAM BOLCOM: *A Wedding*

BERLIOZ: *Béatrice et Bénédicte*

## CONCERT DRESS

### Orchestra Concert Dress

#### Women

- Long black skirt or pants
- Black dress shoes and hose
- White blouse
- Black shirt or blouse to the wrist
- Long gown (optional)

#### Men

- White or cream jacket
- Black pants
- White tuxedo shirt
- Black bow tie
- Black dress shoes, socks
- Black turtleneck or shirt

### AOTC Dress

#### Women

- Long black skirt and white blouse
- Long gown (optional for solo performances)
- Dancewear or sweats for movement
- Small makeup kit
- Black or tan character shoes
- Dress shoes
- Formal gown (if applicable)

#### Men

- Black pants, white shirt
- Black jacket/tux
- White or cream jacket
- Dark suit, black bow tie
- Dancewear or sweats for movement
- Character shoes
- Stage-worthy boots (if applicable)

# AMFS FACILITIES

## Bucksbaum Campus

225 Music School Road  
Aspen, CO 81611  
970-925-3254

The Bucksbaum Campus is located two miles outside of town and is served by the RFTA free bus system. The Campus consists of the Gordon Hardy Administration Building and cafeteria, Business Office, Castle Creek Building, Edlis Neeson Hall, Harry Teague Pavilion, Lower School Building, Scanlan Hall, Hurst Hall, Middle School Building, library, composition studio, among other rehearsal spaces, teaching studios, and practice rooms.

**Important! Lost items** found on Campus will be held in the Gordon Hardy Administrative Building with office management.

Hours

Main Office:

Monday–Friday 8 am–5 pm

Saturday 9 am–3 pm

Closed Sunday

Student Services:

Monday–Friday 9:30 am–4:30 pm

Saturday 9 am–12 pm; 1–4 pm

Closed Sunday

\*Scheduling Office:

Monday and Saturday 9 am–3 pm

Tuesday–Friday 9 am–5 pm

Closed Sunday

\*Please check the scheduling office for specific hours.

Chamber Music Office:

Monday–Friday 9:30 am–4:30 pm

Saturday 1–4 pm

Closed Sunday

Practice Rooms:

Bucksbaum Campus 7 am–11 pm

Aspen School District (AOTC only) 8 am–10 pm

Marolt 7 am–11 pm

\*Large rehearsal spaces are limited and must be scheduled by the schedule coordinator located on the Bucksbaum Campus in the Lower School Building (970-205-2012).

## All Bucksbaum Campus facilities close at 11 pm.

Security will report any after-hours activities to the Dean's Office.

## Benedict Music Tent

980 North Third Street

Opened in 2000, the 2,050 seat Benedict Music Tent is the AMFS's primary performance venue. The Tent also houses the Aspen Festival Orchestra and Aspen Chamber Symphony libraries, the dub room, and the Meadows production office. The Benedict Music Tent is accessible by the RFTA free bus service.

## Joan and Irving Harris Concert Hall

960 North Third Street

Harris Concert Hall is adjacent to the Benedict Music Tent. Opened in 1993, this 500-seat hall provides a more intimate and acoustically pristine venue for chamber music performances and recitals. Harris Hall is host to various recitals, chamber music concerts, the Spotlight recital series, and master classes and provides additional rehearsal space for orchestras. Harris Hall is also accessible by the RFTA free bus service.

## Wheeler Opera House

320 East Hyman Avenue

Fully-staged operas and Opera Scenes Master Classes are held in this historic theater located in downtown Aspen.



### **Aspen Public Schools Campus**

Rehearsals, lessons, classes and coachings for the Aspen Opera Theater Center take place at the Aspen School District campus located on Maroon Creek Road. The public school campus is easily accessible via the Castle Maroon Bus. The Aspen Opera Theater Center's administrative office is also located at the Aspen School District. Please check the AOTC administrative office for specific hours.

### **Paepcke Auditorium**

100 North 3rd Street (behind the Tent). AMFS President and CEO Alan Fletcher hosts High Notes discussions, Wednesdays at noon. See calendar for details and venue changes.

## **Music Libraries**

The AMFS has three music libraries. Each of the five orchestras also has an orchestra librarian on staff available to help students and to answer questions. Students must present their AMFS ID card to check out library materials. Fines will be assessed for past due, lost, or damaged music.

### **Tent Library**

970-429-1637

The Tent Library is located backstage at the Benedict Music Tent. Music for all Aspen Festival Orchestra, Aspen Chamber Symphony, and Percussion Ensemble concerts is checked out here.

Open:

Monday (CLOSED)

Tuesday–Thursday

9 am–12 pm and 1–4 pm

Friday

9 am–12 pm, 1–4 pm, and 5–8 pm

Saturday

9 am–12 pm

Sunday

9 am–12 pm, 3–6 pm

### **Student Orchestra Library**

970-205-2017

The Student Orchestra Library is located on the Bucksbaum Campus on the east side of the Edlis Neeson Hall. Music for the following ensembles can be checked out here: Aspen Philharmonic Orchestra, American Academy of Conducting in Aspen Orchestra, Aspen Opera Theater Center Orchestra, Fourth of July music, and woodwind, brass, and percussion repertoire reading material. Assigned repertoire readings and individual orchestral parts and score loans can be checked out at here as well.

Open:

Tuesday–Sunday (hours as posted)

Monday (CLOSED)

### **Chamber Music Library**

970-205-2019

The Chamber Music Library is located on the Bucksbaum Campus on the east side of the Edlis Neeson Hall. Music for the Aspen Contemporary Ensemble, Wind Ensemble, solo repertoire, miniature orchestral scores, piano repertoire, vocal repertoire, and chamber music can be checked out here.

Open:

Monday - Saturday (hours as posted)

Sunday (CLOSED)

### **Pitkin County Library**

120 N. Mill St.

970-429-1900

The Pitkin County Library has a small

music library located in the basement. There is a small reference library and CD collection, as well as a collection of recorded AMFS performances dating back to 1958. Students may check out music library materials with their AMFS ID card. Students may receive a Pitkin County Library card by presenting a copy of their payment receipt or AMFS ID card to the Library front desk. There are select number of computers with internet available to the public.

## BOX OFFICES, TICKETS, AND PASSES

Admission to most concerts is by ticket only, on a first-come first-served basis, as seating is limited and reserved. Students must present a valid AMFS Student ID. Subject to availability, students are entitled to one ticket to each performance (excluding select operas, benefits, and special events) for their own use only.

### Harris Hall Box Office

960 North Third Street  
970-925-9042

For Harris Hall events, students can pick up tickets one hour before the event (subject to availability). For Tent events, students can pick up tickets beginning at 9 am on the day of the concert (subject to availability). Hours: Daily 9 am–5 pm or the intermission of the evening concert.

### Wheeler Opera House Box Office

320 East Hyman Avenue

Complimentary tickets to select operas are **not** available to students. Tickets for Wheeler Opera House events (excluding select operas, benefits, and special events) may be picked up one

hour before the event. Students are encouraged to attend open opera dress rehearsals.

Hours: Monday–Friday, 9 am–5 pm and open one hour prior to each event held in the Wheeler Opera House.

### Tickets for friends and family

Family members of registered students may purchase a Festival Pass at a cost of \$80 per week. Please see the manager at the Harris Hall Box Office for more information. All students are allotted a maximum of four complimentary tickets for distribution at their discretion for the entire summer, not including Harris Hall concerts, operas, benefits, or special events. Students may request complimentary tickets from the Harris Hall Box Office no earlier than one hour prior to the event (subject to availability).

## ID Card/Festival Pass

Picture ID cards are printed at the Harris Hall Box Office after you register. Bring your stamped Registration statement with you. The ID card is your pass to all AMFS events (except select operas, benefits, and special events) and meals for those on the meal plan. Your ID card must be presented at the AMFS libraries, box office, cafeteria, and at the Internal Medicine Associates (health service) office in order to use their services.

**NOTE:** If your ID card is lost or stolen, visit Student Services (\$15 replacement fee).

## MAIL AND COMMUNICATIONS

The AMFS Student Mail Center is found at the Student Information Center at Marolt. All student mail sent to the P.O. Box (for on-campus housing students), Bucksbaum Campus, or through FedEx, UPS, and other non-U.S. Mail services MUST be picked up at the Student Information Center during office hours. Please follow the directions below on how to send specific items.

### Large items:

After June 12, large items (linens, bicycles, etc.) that you are unable to travel with may be sent to the Bucksbaum Campus in advance of your arrival. Please send them to the following address. (Do not use this address for future communication.) These items must be collected at the Student Information Center at Marolt. Please keep in mind the hours of operation for the Student Information Center.

**Student's Name**

**"Music Student"**

**c/o Aspen Music Festival and School**

**225 Music School Road**

**Aspen, CO 81611**

### U.S. Mail for students in School housing:

Mail MUST be sent to the Post Office Box provided by the AMFS; the mail will be available for pickup at the Student Information Center. Mail should not be sent to individual residence halls.

**Student's Name**

**"Music Student"**

**P.O. Box 4418**

**Aspen, CO 81612**

### Mail for students living off-campus:

Many residences in Aspen are not equipped with home delivery receptacles; please check with your rental agent or landlord before arranging to have mail sent directly to your off-campus Aspen address. If you are unable to receive mail at your residence, send mail to the general delivery address listed below. Students are responsible for picking up mail from the Aspen Post Office (235 Puppy Smith Street). Students interested in renting a post office box can contact the Postmaster in Aspen at 970-925-7523.

**Student's Name**

**"Music Student"**

**General Delivery**

**Aspen, CO 81612**

### FedEx, UPS, and other non- U.S. Mail:

Parcels should be delivered to the Bucksbaum Campus (see address to the left). Students are responsible for collecting these items at the Student Information Center during office hours.

### Leaving Aspen:

Students should notify correspondents of a forwarding address. Please do not submit a forwarding request with the Post Office as your mail will be "returned to sender" after thirty days.

## Telephones/Cell Phones

Students are encouraged to bring cell phones and calling cards. Depending on the carrier, cell phone service can be limited on the Bucksbaum Campus, Marolt, and Burlingame housing facilities, but works well in town and surrounding areas. Verizon Wireless provides the best coverage in the Aspen area. **Please note:** telephones and land line service are not provided in the dorms.

## Internet Facilities

The AMFS provides internet at School housing and a computer lab is located in the Lower School Building on the Bucksbaum Campus.\*

Hours

Monday–Friday 9 am–7 pm

Saturday–Sunday 10 am–4 pm

\*The Aspen Music Festival and School strives to provide the best internet coverage and speed possible. Students should be aware that service in the mountains is limited and tends to be slow. Internet in the computer lab or School housing is intended strictly for checking email and will not accommodate streaming or large downloads. AMFS does provide internet in School housing, however students interested in a more sophisticated service will have the opportunity to secure this through our local cable company at their expense.

### Pitkin County Library

120 N. Mill Street

970-429-1900

The Pitkin County Library in downtown Aspen has high-speed internet access available to the public. In addition to the library, there are several “hot spots” for wireless internet in town.

## Soundings Newsletter

During the summer, the Office of Student Services publishes a weekly School newsletter to keep students and artist-faculty informed of Festival-related events and policies. Soundings is distributed weekly via email. This is the primary means of communication from the administration to the student body.

## STUDENT HEALTH PLAN

All registered students of the Aspen Music Festival and School are required to participate in the Student Health Plan and to pay the Health Service fee of \$150 (\$80 for Half Session students). Coverage dates include June 22-August 21.

### General Health and Sickness Coverage

The AMFS Student Health Plan covers visits to Aspen Clinic Internal Medicine Associates (IMA), a primary care facility that provides general health care. Students may consult with IMA about any non-emergency health or sickness concerns at no cost; referrals made by IMA will also be covered by the AMFS Student Health Plan. IMA will not perform routine physicals or make referrals for chiropractors, acupuncture, routine eye exams, or other non-essential medical treatments. IMA will refer students in need of physical therapy to the specialists at Aspen Valley Hospital for up to three visits at no charge. PT received without prescription/referral from IMA and performed by any provider other than Aspen Valley Hospital will not be covered by the AMFS Student Health Plan. Appointments must be scheduled in advance. Bring your AMFS Student ID to all visits.

The AMFS Student Health Plan also covers three visits to the Aspen Counseling Center. The Aspen Counseling Center of Colorado West Regional Mental Health Center offers guidance in addressing problems that may be affecting your personal and mental well-being as well as your musical studies. A variety of situations can be addressed including: stress, emotional problems, relationship issues, and substance abuse. Please call in advance to schedule an appointment. The Dean or

the Office of Student Services can also assist you in making arrangements. The first three visits are free; additional visits will be charged on a sliding scale basis. All visits and discussions are strictly confidential. Information can be shared only if you sign a release of information.

Also as part of the AMFS Student Health Plan, Family Planning-Community Health Services offers low-cost and/or free family planning and counseling including reproductive health education and testing.

Either you or your parent/guardian (if you are under the age of 18) must sign the Consent to Medical Treatment form. In case of emergency, the AMFS health team would then be able to authorize immediate medical treatment.

#### **Aspen Clinic Internal Medicine Associates**

970-544-1131

400 W. Main Street, Suite 100

*Please refer to the Student Information Packet (distributed at Registration) for specific hours. Appointments must be scheduled in advance.*

#### **Aspen Counseling Center**

970-920-5555

0405 Castle Creek Road

(opposite Marolt Ranch and adjacent to Aspen Valley Hospital)

#### **Family Planning-Community Health Services**

970-920-5420

0405 Castle Creek Road

(opposite Marolt Ranch and adjacent to Aspen Valley Hospital)

## **Visits to Aspen Valley Hospital**

**The AMFS does not offer accident coverage. Medical emergencies and after-hours care will be handled by the Aspen Valley Hospital emergency room. However, be prepared to provide the hospital with personal health insurance information at the time of treatment.**

#### **Aspen Valley Hospital (AVH)**

970-925-1120

0401 Castle Creek Road

## **Overuse Syndrome**

Overuse Syndrome is the current term for performance-related injury. Temporary rest from practicing and playing is usually recommended. Physical therapy may be recommended and is available in Aspen with therapists familiar with music performance problems. The AMFS Student Health Plan offers three free visits to AVH for physical therapy if referred from IMA. PT received by any provider other than AVH will be subject to their insurance deductible.

If injury persists, the student will be referred to the Dean for an interview. Recurring problems that interfere with ensemble requirements, or other participation in the AMFS, may result in the suspension of private lessons and all other musical activities after consultation with the AMFS health team, the student's private teacher, and the Dean.

Students with pre-existing chronic medical problems that could curtail participation in required performance activities should not attend the AMFS. Students unable to participate in AMFS activities may be dismissed in order to tend to their injuries in a focused manner, under their regular medical care.

## NON-ORCHESTRAL OPPORTUNITIES

(orchestra ensembles p. 14)

### Chamber Music Elective Program

Students interested in participating in the Chamber Music Program must audition upon arrival. Once placed, ensembles work closely with a primary coach from the AMFS artist-faculty roster, receiving weekly coachings and performing throughout the summer. Pre-formed ensembles are strongly encouraged to audition together. A specific time block, void of all conflicts, is devoted weekly to chamber music coachings. Ensembles are expected to receive one coaching per week within the Chamber Music Block, and can arrange to have additional coachings as needed. Participants have many opportunities to perform, and are expected to perform at least once over

the course of the summer. Select students may also be invited to perform on faculty chamber music concerts and other special opportunities. **Placement in an ensemble is not guaranteed and priority is given to Full Session students. Once assigned to an ensemble, students are expected to remain committed to rehearsals and coachings for the duration of one's session at the AMFS.**

### Master Classes

Master classes are hosted throughout the summer by members of the AMFS artist-faculty and visiting guest artists. All students are welcome to attend master classes. Please consult the Master Schedule and the weekly tearsheets for times and locations of regularly scheduled master classes. Announcement of special master classes by guest artists will be posted. Students interested in performing in any guest artist master class must submit a



AMFS students perform with Daniel Hope, Beth Guterman Chu, and Eric Kim

permission form with teacher approval to the Office of Student Services. Forms are due by 4:30 pm one week prior to the class.

## Spotlight Recital Series

This recital series provides students with chamber music and recital opportunities. Students wishing to perform must fill out an application. Spotlight Recital forms are available at the Office of Student Services. Please submit applications as far in advance as possible. The form must be signed by the primary teacher or coach. Upon submitting the form, students will be scheduled for an audition screening before being placed in a recital.

## Festival for Kids

Through the Education and Community Programming department, the AMFS offers student performance opportunities geared towards children and families. Kids'/family activities include Tunes and Tales (stories blended with music, at the Pitkin County Library and Basalt Regional Library), Music on the Mountain (Saturdays on Aspen Mountain), Free Family Concerts with Kids' Notes (pre-concert activities), Peanut Butter & Jam (interactive orchestra exploration), and Gotta Move! (music learning in a playful, active environment). AMFS students interested in being hired to work with the Festival For Kids program should contact the Director of Education and Community Programming for details.

## Concerto Competitions

The Aspen Music Festival and School hosts six faculty-adjudicated competitions each summer: violin, piano, lower strings (viola, cello, double bass), woodwinds, harp, and brass/percussion. In addition, the American Academy of Conducting at

Aspen hosts one competition for violin and one for piano. These competitions are adjudicated by the student conductors, guided by a master conductor, to allow the student conductors to gain experience in the hiring of soloists. Winners receive the opportunity to perform as soloist with the Aspen Philharmonic Orchestra or the American Academy of Conducting at Aspen Orchestra.

A list of concerto repertoire will be emailed to you with your letter of admission. Students who have won a competition within the last five years may not compete in that specific competition again. Violinists and pianists: the faculty-adjudicated competitions and the student-conductor-adjudicated competitions are different competitions, thus students may have the opportunity to win both competitions. Students are required to submit a form with their teacher's signature by the published deadline in order to enter the competition; forms are available at Student Services. Students must find their own accompanist using a list posted at Student Services. The AMFS covers the cost of an hour of rehearsal time with an accompanist selected from the Student Services list, as well as the time spent at the competition. See the concerto competition flyer for memorization guidelines. Competition order is determined by lottery and emailed to applicants and posted on bulletin boards on Campus. In some cases, a preliminary competition may be held in a particular instrument. Cuts will be emailed and posted the morning of the competition.

**Disqualification Notice: Students must not miss Festival/School commitments (orchestra, private lessons, chamber music, or any other obligation) the seven days prior to the competition and must gener-**

ally exhibit good citizenship. Necessary absences must be accompanied by a doctor's note. Incidents will be reviewed on a case-by-case basis. Applications submitted past the deadline or without teacher signature will not be accepted.

## Informal Performing on the Aspen Pedestrian Mall

Performing on the mall with friends is a popular way for student musicians to play music for fun while earning money. The City of Aspen and the AMFS strongly encourage students to engage in this enjoyable activity.

## Student Dinner Program

This program offers students and families in the community the opportunity to become acquainted over dinner in private homes. The free dinners also offer students a relaxing break from School activities. Sign-up sheets are available on the bulletin board outside the Office of Student Services.

## Lunch with AMFS President and CEO

This program offers students the opportunity to become acquainted with Aspen Music Festival and School President and CEO, Alan Fletcher, over a casual lunch. Students are able to ask questions, discuss their Aspen experience, and learn about pursuing a career in music. The free lunches also offer students a relaxing break from School activities. Sign-up sheets are available on the bulletin board outside the Office of Student Services.

## Monday Activities

Every Monday is a day off for students. Required musical activities resume at 5 pm; artist-faculty may offer but may not

require attendance at lessons on Mondays. Activities are often planned for these days off, including Monday morning hikes with the staff. Longer hikes may require a reservation ahead of time.

## CD Recordings

Concert recordings are available to students for study and audition purposes only and may not be broadcast or resold. The purchase of recordings for AMFS performances are available ONLY to performers (students/faculty/guest artists) that participated in the requested performance and are available as a download or by CD. The cost is \$10 per download code, \$15 for a single CD performance, or \$20 for double CD performances. Please inquire backstage at the Benedict Music Tent Dub Room to make these purchases.

## STUDENT WORK OPPORTUNITIES

Students who wish to work in town should contact local merchants upon arrival in Aspen. The AMFS offers a limited number of work opportunities, however most jobs are only available a few hours a week and will not provide substantial income. **Representatives from most departments will be available at Registration to speak to students interested in these opportunities.**

- Hire a Musician
- Teaching
- Box Office
- Library
- Ushers
- Computer Lab Monitors
- Parking Crew



# PAYCHECKS & OTHER FINANCIAL REIMBURSEMENT

You must present your AMFS Student ID card to the Office of Student Services to receive paychecks. Paychecks will not be issued to students with a balance due to the AMFS; these paychecks will be credited toward the balance due.

### Paycheck/reimbursement distribution dates (Fridays):

- ☐ July 8    ☐ August 5
- ☐ July 22    ☐ August 19

The last paycheck will be mailed with your security deposit at the end of September.

### Fellowship stipend check distribution dates (Fridays):

☐ Full Session:	<b>July 1</b>	\$900
	<b>July 22</b>	\$900
	<b>August 19</b>	\$525
Total:		\$2,325
☐ Half Session I:	<b>July 1</b>	\$900
	<b>July 22</b>	\$300
	Total:	
☐ Half Session II:	<b>July 29</b>	\$900
	<b>August 19</b>	\$300
	Total:	

## Check Cashing Guidelines

Students may cash their own personal checks for \$75 or less and student paychecks from the Aspen Music Festival and School in any amount at Alpine Bank Aspen or Airport Business Center locations. Alpine Bank requires additional identification, including fingerprinting, from any non-Alpine Bank customer for cashing a check. Below is a summary of the procedures and requirements for cashing checks at Alpine Bank (located at 600 East Hopkins, and at the Airport Business Center).

Students **must** show their AMFS Student ID to cash a check. Alpine Bank does not maintain a list of current students. In addition, one of the following forms of identification is required:

- 1.) Current State Identification Card with photo (includes Puerto Rico and U.S. Virgin Islands)
- 2.) Current State Driver's License with photo (includes Puerto Rico and U.S. Virgin Islands)
- 3.) Current Permanent Resident/Resident Alien Card with photo
- 4.) United States Uniformed Services card with photo
- 5.) U.S. Passport card

Second party checks will not be accepted. Checks being cashed must be made out to the student. Any checks returned unpaid ("bounced checks") and fees are the responsibility of the student, not the AMFS.

## Banks in Aspen

The following banks are located in Aspen. **Bank of America is NOT available.**

- Alpine Bank
- American National Bank
- Bank Midwest
- First Colorado National Bank
- Timberline Bank
- United Western Bank
- US Bank
- Wells Fargo Bank

# ASPEN MUSIC FESTIVAL & SCHOOL POLICIES

## Lesson Policy

The student/artist-faculty relationship is a partnership formed for the express purpose of assisting the student in his/her musical development. Students are expected to be punctual and adequately prepared for all lessons and studio/master classes.

## Teacher Changes

Any change in private teacher assignment must be processed in advance through the Office of Student Services and approved by the Dean.

## Extra Lessons

Extra lessons (in addition to the weekly private lessons included in tuition) should be arranged with the student's desired teacher. Payment is negotiated and made directly to the teacher.

## Lesson Cancellation Agreement

If a student or artist-faculty member must cancel a scheduled lesson, either party is expected to notify the other party at least twenty-four hours in advance. If a student cancels less than twenty-four hours in advance, the artist-faculty member is not obligated to schedule a make-up lesson unless the student has a doctor's note. If an artist-faculty member cancels at any time, s/he is expected to make up the lesson. **Refunds will not be given for scheduled lessons that have not been taken, regardless of circumstances.**

## Rehearsal Attendance Policy

All students are expected to maintain a professional attitude and to be punctual to rehearsals. Attendance will be taken at all rehearsals. Two unexcused absences

will result in expulsion from the AMFS with no refund of fees. Students will not be excused from rehearsals to attend religious services.

As rehearsals and concerts are part of the educational environment and process, the AMFS is unable to provide specific rehearsal times for each work. Any change in rehearsal order will be communicated to ensemble members in advance of the service. If you are not assigned to all pieces, please plan to be in attendance at the top of the service and until all pieces to which you have been assigned have been rehearsed.

**Regularly scheduled orchestra rehearsals have priority over private lessons, classes, master classes, and other rehearsals.** Class attendance and private lessons must not conflict with regularly scheduled performing ensemble rehearsals.

The AMFS health care providers will be asked to confirm any illness as a cause of absence. **Artist-faculty members are not empowered to excuse students from orchestra assignments.** If a student presents a doctor's note for an illness or injury, all parties including orchestra managers, private teachers, chamber coaches, and the Schedule Coordinator will be notified. Continued practice and participation in other musical activities will not be permitted to ensure the student's full recovery. Unexcused absences and frequent tardiness will result in disqualification from competition and recital opportunities, and may result in suspension of private lessons, withholding of the security deposit, forfeiture of scholarship, and/or expulsion.

## Leave of Absence/Early Departure

Students are expected to remain in Aspen through the final week of the program. Leaves of absence requests must be submitted at the time of enrollment. Submitting a request does not guarantee approval. Students must know their expected arrival and departure dates for their year-round institution prior to enrolling at AMFS.

## Release Agreement

Students of the Aspen Music Festival and School have the opportunity to benefit from influential members and organizations of the arts and education community. Oftentimes, the AMFS collaborates with these institutions to help facilitate significant arts and academic opportunities. The AMFS strives to impact the professional lives of our students and by enrolling, you are agreeing to allow the AMFS to share your materials and information with these organizations.

## Alcohol and Controlled Substances Policy

**The possession or consumption (and being in the presence) of alcoholic beverages is prohibited on the AMFS Campus and in School housing, even if you are of legal age.** Along with being a dry campus, the AMFS Alcohol Policy also conforms to all local, state, and federal laws. It is illegal for a person under twenty-one years of age to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages containing alcohol.

The possession or consumption (or being in the presence) of controlled substances is prohibited on the AMFS Campus, even if you are of legal age. In accordance with the Omnibus Drug Bill legislated by Congress in 1988, the AMFS maintains a drug-free environment. Under the federal

Controlled Substances Act (CSA), marijuana is classified as a Schedule I controlled substance. Use and/or possession of any amount of marijuana is a criminal activity under federal law and will result in immediate disciplinary action. This policy applies to all use and/or possession, whether such activities occur on - or off - campus, whether such activities occur at a school-sponsored event or elsewhere, and whether the student has a medical prescription.

Distribution of alcohol or any controlled substance by sale or gift to persons under the age of twenty-one is forbidden and unlawful. The AMFS reserves the right to search bags, rooms, and other personal belongings if there is suspicion of alcohol or other items not permitted on the AMFS Campus.

## Smoking Policy

The Bucksbaum Campus, Burlingame, Marolt Ranch, and the Benedict Music Tent have designated smoking areas. Smoking is prohibited at the Aspen School District Campus. Smoking in areas other than those designated is forbidden.

## Firearms and Dangerous Articles Policy

Possession, storage, and/or use of a firearm of any description (including, but not limited to, air rifles, airsoft guns, paint ball guns, pellet guns, pistols, ammunition, gunpowder, etc.) on the AMFS Campus is prohibited. In addition, possession, storage, or use of a dangerous weapon (including, but not limited to, clubs, dangerous knives, and martial arts weapons), hazardous chemicals or biological substances, explosive devices of any description (including but not limited to fireworks, regardless of size or type), incendiary devices specifically modified to be used as a weapon, hunting equipment,

and other dangerous articles, weapons, or substances is prohibited on the AMFS Campus.

### **Anti-Discrimination Policy**

The AMFS admits students of any race, color, creed, sex, marital status, affectional or sexual orientation, family responsibility, national origin, ancestry, handicap, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the AMFS. It does not discriminate in the administration of its educational policies, admissions policies, scholarship programs, and other AMFS-administered programs.

### **Sexual Harassment Policy**

The AMFS is committed to maintaining a work environment where every employee, student, artist-faculty member, and guest artist is treated with respect and dignity. All individuals have the right to work, learn, teach, or perform in an atmosphere that promotes equal opportunity and prohibits discriminatory practices and treatment, including sexual harassment. Sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

For purposes of enforcing this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when: 1.) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment, education, or performance; and/or 2.) this conduct interferes substantially with an individual's employment, education, or performance; and/or 3.) this conduct creates an intimi-

dating, hostile, or offensive environment in which to work, learn, teach, or perform.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtation, advances, or propositions; verbal abuse of a sexual nature; graphic or verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting, obscene comments or gestures; and display of sexually suggestive objects or pictures.

This policy governs all permanent and temporary employees of the AMFS, as well as students, artist-faculty, and guest artists. The AMFS will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees or supervisors, or by non-employees who conduct business with the AMFS, including students, artist-faculty, and guest artists. The AMFS encourages reporting of all incidents of sexual harassment, whoever the offender may be, and promises thorough protection to the reporter.

Individuals who believe they have been subjected to sexual harassment should report the incident to one of the following AMFS staff by calling 970-925-3254:

- Vice President and Dean of Students  
Jennifer Johnston
- Associate Dean  
Kathryn Sansone
- Vice President and General Manager  
Daniel Song
- Senior Vice President for Strategy and Administration  
Jenny Elliot
- President and CEO  
Alan Fletcher



Artist-faculty member Robert Lipsett teaches a private lesson

Complaints of sexual harassment will be investigated promptly and in a manner that is as impartial and confidential as possible. Retaliation against any employee, student, artist-faculty member, or guest artist for complaining about sexual harassment or for participating in an investigation is strictly prohibited.

Violations of this policy will result in appropriate disciplinary action. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination.

### **Consensual Relationship Policy**

The AMFS has a policy regarding consensual relationships between faculty or supervisory staff and the staff or student that they supervise, teach, or coach. No staff member or faculty member is permitted to be involved in a relationship (sexual and/or romantic) with any other staff member or student whom he or she has a direct professional relationship (such as teaching

or coaching) or an indirect professional relationship (such as placement decisions, leading a section, or managing an orchestra). Such relationships may adversely affect the teacher/student relationship and give rise to conflicts between personal and professional interests. Furthermore, no staff or faculty member should be in a supervisory position (including teaching and coaching) over a staff member or student with whom they have had a previous relationship.

Pre-existing relationships of this nature should be disclosed to the hiring manager, General Manager, Dean, Director of Finance, or President upon receipt of their letter of agreement (or prior) in order to determine and resolve any potential conflicts between their employment and the relationship with a student of the AMFS.

In addition, students are prohibited from renting rooms from faculty members.

## Code of Conduct

1. As a student of the Aspen Music Festival and School, I will adhere to all rules, regulations, and policies stated in Student Handbooks and by the administration.
2. As a student of the Aspen Music Festival and School, I will take responsibility for my own schedule and put my musical education first.
3. As a student of the Aspen Music Festival and School, I will be honest and respectful and ensure that I represent the AMFS well, both on and off Campus.
4. As a student of the Aspen Music Festival and School, I will comply with all city, state, and federal laws.
5. As a student of the Aspen Music Festival and School, I understand that breaking the Code of Conduct could mean disciplinary action as severe as expulsion without refunding of fees paid.

## LEAVING ASPEN

Bus service will be available through Monday, August 22.

## Check-Out Procedure

- Students living in School Housing must pick up a check-out form at the Student Information Center at Marolt Ranch. Students living off-campus must pick up a checkout form from the Office of Student Services. Please pick up your check-out form at least two days before leaving Aspen.

- If living in School housing, follow all check-out procedures listed in the AMFS

Residential Handbook. Half Session I students must vacate their rooms by **10 am on Sunday, July 24**. Half Session II and Full Session students must vacate their rooms by **noon on Monday, August 22**.

- Complete an online student exit survey by the deadline to be eligible for a refund of your security deposit. The security deposit will be mailed in late September to the address that you provide on the check-out form.

## Important! Security Deposit

**Students who do not complete the check-out procedure and neglect to fill out the survey will forfeit their security deposit.**

## ALUMNI INFORMATION

You are encouraged to keep us informed of your performances and other successes in your career. Please let us know if you are offered a position with an orchestra, are teaching at a school, or place in a competition. Send your information to the Alumni Office at [alumni@aspenmusic.org](mailto:alumni@aspenmusic.org).

## CULTURAL OFFERINGS & SPECIAL EVENTS

### **Aspen Chamber Resort Association**

800-670-0792 or 970-925-1940

[www.aspenchamber.org](http://www.aspenchamber.org)

### **Aspen Art Museum**

970-925-8050

[www.aspenartmuseum.org](http://www.aspenartmuseum.org)

Admission is free.

### **The Aspen Institute**

970-925-7010

[www.aspeninstitute.org](http://www.aspeninstitute.org)

### **Aspen Santa Fe Ballet**

970-925-7175

[www.aspensantafeballet.com](http://www.aspensantafeballet.com)

### **Aspen Historical Society**

970-925-3721

[www.aspenhistory.org](http://www.aspenhistory.org)

## Events

### **Fourth of July**

The Fourth of July in Aspen is celebrated with an old-fashioned hometown parade, a spectacular fireworks show, and a free band concert sponsored by the AMFS.

### **Carbondale Mountain Fair**

This popular Roaring Fork Valley event features crafts, dancing, exotic food, and continuous music. The fair will take place in July. Carbondale is located thirty miles west of Aspen.

## Ongoing Events

### **Aspen Saturday Market**

A farmers' market-meets-arts fair, takes place every Saturday, 8 am–3:30 pm, on Hunter and Hopkins Streets.

### **Jazz Aspen Snowmass**

June Festival, [www.jazzaspen.org](http://www.jazzaspen.org)

**Outdoor Tuesday Market** at Highlands

### **The Snowmass Summer of Free Music Series**

Thursdays, [www.snowmassvillage.com](http://www.snowmassvillage.com)

### **SummerFILMS**

Aspen FilmFest, [www.aspenfilm.org](http://www.aspenfilm.org)

### **Theatre Aspen**

[www.theatreaspen.org](http://www.theatreaspen.org)

## HOUSES OF WORSHIP

### **Aspen Chapel**

(Non-denominational), 970-925-7184

### **Aspen Community Church**

(United Methodist), 970-925-1571

### **Aspen Jewish Congregation**

970-925-8245

### **Christ Episcopal Church**

970-925-3278

### **Church of Jesus Christ**

**of Latter-Day Saints**

970-925-7330

### **Crossroads Church in Aspen**

970-925-7828

### **Jehovah's Witness Kingdom Hall**

970-920-4723

### **St. Mary's Catholic Church**

970-925-7339

### **Snowmass Chapel**

(Non-denominational), 970-923-6192



- Map not to scale**
- 1** Benedict Music Tent  
**2** Harris Concert Hall and Box Office  
**3** Wheeler Opera House  
**4** AMTS Campus  
**5** Marrot Ranch Housing  
**6** Kozlowski Housing  
**7** Aspen Middle School and Aspen High School (Black Box Theatre)
- A** Koby Park Zoo Territorial  
**B** The Hotel Jerome
- Bus Service to AMPS facilities

Map of Aspen



# PHONE LIST

<b>AMFS</b>	Vice President and Dean of Students Jennifer Johnston	970-205-5051	
	Associate Dean Kathryn Sansone	970-205-5053	
	Manager of Enrollment and Student Benefits Azusa Chapman	970-205-5052	
	Manager of Admissions and Student Affairs Alyssa Saint	970-205-5054	
	Director of Education and Community Programming Katie Hone Wiltgen	970-205-5055	
	Education and Community Coordinator Sarah Beske	970-205-5057	
	Manager of Chamber Music	970-205-5052	
	Scheduling Coordinator	970-205-2012	
	Manager of Orchestral Operations	970-205-2020	
	Marolt Student Information Center	970-920-3499	
	Harris Hall Box Office	970-925-9042	
	<b>Libraries</b>	Chamber Music Library	970-205-2019
		Tent Library	970-429-1637
		Student Orchestra Library	970-205-2017
		Pitkin County Library	970-429-1900
<b>Transportation</b>	Amtrak Service	800-USA-RAIL	
	Aspen Chamber Resort Association	970-925-1940	
	Bustang	800-900-3011	
	Colorado Mountain Express	970-754-7433	
	High Mountain Taxi	970-925-8294	
	Roaring Fork Transportation Authority	970-925-8484	
	Ski.com	800-928-9463	
<b>Health</b>	Internal Medicine Associates	970-544-1131	
	Carl's Pharmacy	970-925-3273	
	Aspen Community Health	970-920-5420	
	Aspen Counseling Center	970-920-5555	
	Aspen Police Department (Non-Emergency)	970-920-5400	
<b>Exercise</b>	JR's Gym	970-920-9049	
	Aspen Club and Spa	970-925-8900	
	Aspen Recreation Center	970-544-4100	
	Aspen Wilderness Outfitters	970-928-0723	
	National Forest Service	970-925-3445	
<b>Other</b>	Alpine Bank	970-920-4800	
	Aspen Daily News	970-925-2220	
	Aspen Institute	970-925-7010	
	Aspen Post Office	970-920-3845	
	Aspen Santa Fe Ballet	970-925-7175	
	Aspen Times	970-925-3414	
	Cleaner Express	970-925-7525	
	Instrument Repair	<i>Refer to Student Information Packet</i>	

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# ASPEN MUSIC

FESTIVAL  
— AND —  
SCHOOL



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970-925-3254

