CHAMBER CHOIR &
CHORAL CONDUCTING WORKSHOP
2017

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SUMMER CALENDAR

Please arrive in Norfolk during the registration time listed.

If you arrive EARLY, residences will not be open, and you may not register until the times listed.

If you arrive LATE without permission, a $25 late registration fee will be deducted from your $300 deposit.

Remain in Norfolk for your entire session of study. Absences, late Check-ins and early Check-outs are permitted only with the written approval of the Director.

Check-out from Norfolk Failure to check-out will result in forfeiture of $50 from your $300 deposit.

Basic Schedule Below is a general outline. The schedule is subject to change. Please watch the Battell House bulletin board for daily updates. Please see the enclosed brochure for a complete concert schedule.

Basic Schedule

Sunday, August 13 5:00 pm - 6:00 pm Registration at Battell House and check into housing
6:00 pm - 6:45 pm Dinner - Dining Hall, Battell House
7:00 pm Welcome Meeting at Battell House Dining Hall; obtain schedule; tour of Festival grounds

Monday, August 14 8:00 am - 8:45 am Breakfast - Dining Hall, Battell House
9:00 am - 11:30 am Coaching and rehearsing
Friday, August 18* Noon - 12:45 pm Lunch - Dining Hall, Battell House
1:15 pm - 4:00 pm Coaching & rehearsing
6:00 pm - 6:45 pm Dinner - Dining Hall, Battell House
Individual coaching sessions with Conductors

Saturday, August 19 12:30 pm - 1:15 pm Brunch
4:00 pm Choral Workshop Concert

Sunday, August 20 8:00 am Continental breakfast
9:00 am - 11:00 am Vacate residences; check-out at Battell House
11:00 am - Noon Brunch available

*Monday - Friday schedule may vary from day to day. Complete daily schedules will be posted. Mealtimes are subject to change.
Welcome to the Norfolk Chamber Music Festival - Yale School of Music. This summer, you will be following in the footsteps of musicians like Rachmaninoff, Sibelius, Kreisler, and Paderewski with the beautiful Ellen Battell Stoeckel Estate in historic Norfolk, Connecticut, serving as the backdrop for your activities. We hope you will find your stay musically productive, relaxing, and stimulating, and we encourage you to take advantage of all that the surroundings have to offer.

Norfolk is a very small New England town. There is a country store, a bank with an ATM machine, a post office, a restaurant and a pub. There is no music store for miles. If you plan to have family or friends visit, there are a few inns nearby; a listing is available on the Norfolk website at norfolkmusic.org and in the enclosed season brochure.

The following information is offered to help you get acquainted with Norfolk. Please read carefully. You are responsible for knowing and following the rules listed. Violation of these rules may result in the revocation of your Fellowship. Please do not hesitate to approach the appropriate staff member if you need assistance. We are here to assist you in any way we can. Have a wonderful session!

Getting to Norfolk

**IMPORTANT:** The Festival staff plans pickups meticulously. To be picked up at the airport, bus or train station listed below, the Festival office must receive your Travel Information form by Monday, July 4.

**By Car:** The Ellen Battell Stoeckel Estate is located at 20 Litchfield Road, on Route 272 just south of its intersection with Route 44 in the center of Norfolk. Our main entrance is directly opposite the fountain located on the town green. Norfolk is an hour west of Hartford by car, and approximately two and one-half hours north of New York City.

**IMPORTANT:** At Bradley airport, a Norfolk car will meet you outside the Terminal A baggage claim area.

You must schedule your travel to accommodate the scheduled times below:

**By Air:** Bradley International Airport, near Hartford, Connecticut, is the closest major airport (approximately 60 minutes east of Norfolk). New York City airports are also a possibility. From New York you must take either the Peter Pan Bus Line from the Port Authority Bus Terminal in New York City to Winsted, CT, or a Metro North Train from Grand Central Terminal to the Wassaic stop in Amenia, NY. The Festival will make scheduled pick up stops at Bradley Airport, the Wassaic train stop and the Winsted bus stop only.

**By Train:** The Festival will make a scheduled pick up from the Wassaic Train Station in Ameina, NY. The Harlem Line of Metro North Railroad runs from Grand Central Terminal in New York City to Wassaic. Estimated time from New York to the Wassaic stop is approximately 2 hours. (mta.info/mnr/html/planning/schedules/index.html)

**By Bus:** The nearest bus stop is in Winsted, CT, 11 miles from Norfolk. Peter Pan Bus Line runs buses to Winsted from the Port Authority Bus Terminal in New York City. Estimated time from New York to Winsted is approximately three hours. The Festival will make scheduled pick up stops the Winsted bus stop. (peterpanbus.com 1.800.343.9999)

New York City Port Authority — Location: 41st Street & 8th Avenue Tel: 1.888.221.9903

*Note:* Purchase tickets prior to boarding at the Coach USA ticket plaza, windows 13 & 14 located on the Main concourse south wing.

Peter Pan: NY City Port Authority to Winsted, CT
(Daily. Monday through Sunday)
Depart 9 am, Arrive 11:55 am
Depart 5 pm, Arrive 7:55 pm

Winsted, CT to NY City Port Authority
(Daily. Monday through Sunday)
Depart 11:55 am, Arrive 2:50 pm
Depart 6:05 pm, Arrive 8:50 pm

**Festival Pick Up & Drop Off Times:**

<table>
<thead>
<tr>
<th>Pick up - August 13</th>
<th>Drop off - August 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Airport</td>
<td>Depart Norfolk 9:00 am</td>
</tr>
<tr>
<td>Noon &amp; 2:00 pm</td>
<td>Arrive Airport 10:00 am</td>
</tr>
<tr>
<td>Winsted Bus Stop</td>
<td>Depart Norfolk 11:00 am</td>
</tr>
<tr>
<td>12:15 pm &amp; 8:00 pm</td>
<td>Arrive Bus Stop 11:20 am</td>
</tr>
<tr>
<td>Wassaic Train Stop</td>
<td>Depart Norfolk 11:00 am</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Arrive Train Stop Noon</td>
</tr>
</tbody>
</table>
HOUSING IN NORFOLK

Fellows’ Housing

Some Fellows are housed in nearby homes of Norfolk residents and some will be housed in shared residences on the Estate. Directions to your house will be provided when you register. Sheets, pillowcases, towels and paper products will be provided by your host. Any questions regarding your housing at any time should be directed to Benjamin Schaeffer, Associate Administrator.

Fellows of the Yale Summer School of Music are extremely fortunate to be recipients of the unique hospitality of the town and community of Norfolk. Since your conduct reflects on the School and the Festival, you are asked to respect the “house rules” of your host family. Please do not practice at your host family home, unless they offer; there is ample practice space on the estate. **Guests are not permitted in Host Family homes without permission from the Norfolk Office. (Please see Benjamin Schaeffer). Failure to obtain permission for guest housing will result in forfeiture of your $300 deposit.**

**IMPORTANT:** To ensure the most appropriate housing for your needs, the Housing Form must be completed and returned by Monday, July 3. Housing preferences are considered on a first-come, first-served basis. Accommodations for pets are not provided under any circumstances.

Faculty Housing

Housing for Artist-Faculty is provided in cottages on the Ellen Battell Stoeckel Estate. Towels, bed linens and paper products are provided. Please complete the housing information sheet so that we can anticipate your housing needs.

MEALS & DINING HALL

Three meals are offered each day in the Battell House Dining Hall. All meals for Fellows and Faculty are provided. Meals for all guests may be purchased in advance from the dining service; there are special rates for children. If you have any special nutritional requirements, please let us know by Monday, July 4.

**Meal times are generally as follows:**

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Continental Breakfast</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>8:00 am - 8:45 am</td>
<td>8:00 am - 8:45 am</td>
<td>8:00 am - 8:45 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>Brunch</td>
<td>Brunch</td>
</tr>
<tr>
<td>Noon - 12:45 pm</td>
<td>12:30 pm - 1:15 pm</td>
<td>11:00 pm - Noon</td>
</tr>
<tr>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
</tr>
<tr>
<td>6:00 pm - 6:45 pm</td>
<td>6:00 pm - 6:45 pm</td>
<td>6:00 pm - 6:45 pm</td>
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</tbody>
</table>

**Guests**

Guests are welcome to use Norfolk's dining service. The following rates apply to all guests: Breakfast $7.50, Lunch/Brunch $12.50, Dinner $17.50 (Dining rates are subject to change.)

**Fellows**

Guests must cover the cost of their meals taken in the estate dining hall. Please submit payments to the Dining Hall. Unpaid Dining Hall bills for guests will result in forfeiture of your $300 deposit. Checks should be made payable to Yale Dining Services.

**Faculty**

To better assist Dining Services, please let the Norfolk office know of any guests who will join you for meals.

*The Dining Hall is available for your convenience between meals and in the evenings, assuming respectful use of the space.*
The seventy-acre Ellen Battell Stoeckel Estate serves as the Festival’s home. Since many buildings are unmarked, you should familiarize yourself with the Estate map (page 10). The building names and functions are as follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barn</td>
<td>Music studios, art studios, art gallery, Fellows’ Lounge</td>
</tr>
<tr>
<td>Battell House</td>
<td>Dining hall, administrative offices, mailboxes, scheduling board, recital and rehearsal hall</td>
</tr>
<tr>
<td>Brookside Cottages</td>
<td>Staff and Faculty housing</td>
</tr>
<tr>
<td>Brookside Studio</td>
<td>Piano faculty studio</td>
</tr>
<tr>
<td>Cone House</td>
<td>Staff and Faculty housing</td>
</tr>
<tr>
<td>Eldridge Barn</td>
<td>Brass studio</td>
</tr>
<tr>
<td>Greenhouse</td>
<td>Music studios, laundry room</td>
</tr>
<tr>
<td>Grey Cottages</td>
<td>Faculty housing</td>
</tr>
<tr>
<td>Little House</td>
<td>Staff and Faculty housing</td>
</tr>
<tr>
<td>Music Shed Annex</td>
<td>Music studios</td>
</tr>
<tr>
<td>Painting Studio</td>
<td>Art School painting studios</td>
</tr>
<tr>
<td>Potting Shed</td>
<td>Music Studio</td>
</tr>
<tr>
<td>Whitehouse</td>
<td>Director’s residence; music library</td>
</tr>
</tbody>
</table>

**Practice/coaching Studios**

Practice rooms are available the Barn, Greenhouse, Eldridge Barn and Brookside studio. Please respect the following:

- No smoking and no parties.
- Eating and drinking in practice rooms attracts the indigenous wildlife.
  
  **Do not leave food or drinks in practice spaces.**
- The fire code forbids sleeping in practice studios.

Please leave a detailed written message in the Office mail box in Battell Lobby to report any problems with a practice room.

**Music Library**  
Hours will be posted.

**IMPORTANT:** A limited amount of chamber music scores and parts as well as records, CDs, and listening equipment are available. Please be sure to bring scores and parts of music you would be interested in performing to Norfolk.

**Laundry Room**

Laundry facilities are located in the Greenhouse on the Festival grounds. Quarters are available during regular business hours at the administrative office. Please help us keep the laundry facilities clean.
MAILBOXES & TELEPHONES

Mailboxes & Bulletin Board
Mailboxes, located in the Battell House lobby, are the most effective way of communicating with Fellows, faculty, and staff. Be sure to check the bulletin board several times each day for scheduling updates. Since the bulletin board and mailboxes are adjacent to the dining hall, it is convenient to check them both before and after each meal. For any scheduling conflicts, please see James Nelson immediately.

While in Norfolk, your mailing address is:  
Norfolk Chamber Music Festival
Attention: YOUR NAME
PO Box 545
Norfolk, CT 06058-0545

Our street address for packages is:  
Norfolk Chamber Music Festival
Battell Stoeckel Estate
20 Litchfield Road
Norfolk, CT 06058-0545

The Dining Hall and Battell House lobby is open Monday through Sunday, 8 am until 10 pm.

Telephones, Faxes, Email
In the event of an emergency a message may be left with the main office at 860.542.3000 (Please do not expect to receive calls at this number). For serious emergencies after hours, you, or a family member may phone the mobile number of: James Nelson, General Manager, 203.640.4919 or Deanne Chin, Associate Manager, 203.430.3226.

Phone: Cell phone coverage in Norfolk may be unreliable for your carrier, but both AT&T and Verizon have cell towers in Norfolk and work very well.

Fax: No public fax is available. If you must send or receive a fax, please contact the Norfolk office.

Email: Wireless internet access is available at the Barn and outside Greenhouse. High-speed internet and email access are available by reservation at the Norfolk Library for one hour each visit.

Norfolk Library Telephone:  860.542 5075
Norfolk Library Hours:  
Monday 10:00 am – 7:00 pm
Tuesday – Friday 10:00 am – 5:00 pm
Saturday 10:00 am – 2:00 pm
Sunday 1:00 pm – 4:00 pm

IMPORTANT: Office phones are not available to Fellows, except in emergencies.

OFFICE HOURS & STAFF
The staff is happy to help. Please let us know if you have any questions or problems. The Main Office in Battell House is open Monday through Saturday, 9 am until 5 pm. The office is closed on Sunday, except for check-in and check-out days.

Norfolk Administration
Melvin Chen, Director
Belinda Conrad, Production Coordinator
James Nelson, General Manager
Alisa Goz, Box Office Assistant
Deanne Chin, Associate Manager
Noa Michaud, Box Office Assistant
Benjamin Schaeffer, Associate Administrator
Iris Rogers, Librarian/ Director’s Assistant
Sean Tanguay, Recording Engineer
FEES

A $300 refundable deposit is due upon acceptance into the Festival to ensure your participation. Payment is by credit or debit card only. The deposit will be returned — less the cost of any damage or dining hall costs, lost items or unreturned library materials. Failure to check-out will result in forfeiture of $50 from the refundable deposit. Conductors participating in the Chamber Choir and Conducting Workshop are required to pay a $800 non-refundable tuition fee. No other deposit fees are required. All deposits will be refunded onto the credit card you provided for the deposit.

Any Fellow who arrives without written permission after the registration hours indicated will forfeit $25 from the $300 deposit. If you have questions about payment of fees, please contact the Norfolk Office at 860.542.3000.

ABSENCES

Absence from any School function is allowed only at the discretion of the Director. To be excused, you must obtain permission from the Director.

Unexcused absences will result in a deduction from your deposit and may result in termination of your Fellowship.

Aside from transportation to and from Bradley International Airport, the Wassaic Train Station and Winsted bus stop on Check-in and Check-out days, all transportation on and off the Estate is your responsibility.

SICKNESS & EMERGENCIES

Report sickness or injury immediately to the Director or Manager. In an emergency, telephone 911. The nearest hospital is in Torrington, approximately 20 miles south of Norfolk, off of Route 8. Directions to the hospital are posted in the Box Office at Battell. The emergency room number is 860.496.6650.

Please inform the General Manager, James Nelson, of any ongoing medical situation about which the Festival should be aware.

IMPORTANT: For serious emergencies after hours, you, or a family member or guardian may phone James Nelson, General Manager, at 203.640.4919 or Deanne Chin, Associate Manager, at 203.430.3226.
CONCERTS

A limited number of complimentary tickets for guests may be obtained prior to concert days. Please speak with the Box Office to make arrangements.

FESTIVAL DRESS

Festival Concerts

Everyone, please bring with you all items listed below:

**Ladies**
- Dress or skirt (knee-length or longer)
- Long black dress
- Black slacks or long black skirt
- White dress top
- Black dress top
- Dress blouse

**Gentlemen**
- Collared, white dress shirt
- Collared, black dress shirt
- Black dress pants
- Dark shoes and dark socks

**IMPORTANT:** Please bring all required apparel. There are no clothing stores in or near to Norfolk.

DAILY SCHEDULE

A typical day at Norfolk:

- **8:00 am - 8:45 am** Breakfast
- **9:00 am - 10:15 am** Coaching/Rehearsal
- **10:30 am - 11:45 am** Coaching/Rehearsal
- **Noon - 12:45 pm** Lunch
- **1:15 pm - 2:30 pm** Coaching/Rehearsal
- **2:45 pm - 4:00 pm** Coaching/Rehearsal
- **4:15 pm - 5:30 pm** Coaching/Rehearsal
- **6:00 pm - 6:45 pm** Dinner
- **Evening** TBA

You are responsible for checking the bulletin board several times each day for scheduling updates.
RECORDINGS

All Festival concerts and recitals are recorded with state-of-the-art equipment. Digital audio and video files of the dress rehearsal and August 20 performance will be made available for download via Box.

Please do not approach the Recording Engineer concerning recordings. He/She is not authorized to provide recordings unless payments are received. Special arrangements for private recording sessions can be made at $80 per hour and may be scheduled at the discretion of the Director, and only when they do not conflict with Festival activities.

The August 19 concert will be streamed live on the Festival’s website.

*Festival concerts are available only when released by the artists.

AUTOMOBILES & PARKING

THE FESTIVAL HAS A zero tolerance POLICY TOWARDS DRINKING & DRIVING.

The Estate speed limit is 15 MPH. This speed limit must be strictly adhered to. There are many small children and animals on and around the Estate throughout the summer, so please drive carefully. Parking is permitted in the following areas ONLY:

- In the field adjacent to the Music Shed
- In the lot behind Battell Chapel (enter through Battell House driveway)
- In the lot behind Eldridge Barn, near the grey cottages
- In front of Eldridge Barn/ Brookside Studio

There is no parking at Battell House, Whitehouse, in any driveway, within 50 feet of any public building, or within five feet of any road. Cars parked in violation of these rules will be ticketed and towed by local fire officials who are diligent in their enforcement.

ATM

The National Iron Bank has an ATM on location.
RECREATION

Softball and soccer are the “official” recreational sports at the Festival. There are several ball fields on the Estate. Pickup games are after dinner and are open to all. Bring a mitt!

Tobey Pond is a private beach located about one mile from the Estate. It is a wonderful swimming area that Fellows, faculty and staff are invited by the Town of Norfolk to use. There is excellent hiking nearby at Haystack Mountain, Dennis Hill, and Campbell Falls State Parks. There are also tennis courts, volleyball, and lots of winding country roads suitable for bicycling and jogging. Other activities include art gallery openings, receptions, and lectures by visiting artists.

TOBEBY POND REGULATIONS:

Please remember that you are invited as a guest of the town of Norfolk to use this private beach. Hours: 10:00 am to sundown. It is illegal to visit the pond after dark.

Parking: A permit must be affixed to your windshield or you may be towed. Permits are available at Town Hall.

Swimming: Swim in roped-off area and obey the lifeguards at all times. Children at the beach are the responsibility of their parents. Any action which endangers the safety of a swimmer will result in suspension of pond privileges.

Picnicking: Use the picnic tables, not the beach.

IMPORTANT PHONENUMBERS

Festival Main office:
Through May 25 203.432.1966 (New Haven)
Beginning May 26 860.542.3000 (Battell House, Norfolk)

Festival After Hours Emergency Numbers:
James Nelson, General Manager 203.640.4919
Deanne Chin, Associate Manager 203.430.3226

EMERGENCY NUMBERS

Medical Emergency 911
Fire Emergency 911
Police Emergency 911
Ambulance 860.379.6300
State Police 860.542.5249
Charlotte Hungerford 860.496.6650
Hospital (Torrington, CT)

Winsted Health Center 860.738.6300
115 Spencer Street (Winsted)

IMPORTANT DATES

July 3 Forms due: Housing, Repertoire and Work-study
July 3 Form due: Travel
Aug 14, 5:00 pm - 6:00 pm Chamber Choir and Choral Conducting Workshop Check - In
Aug 21, 9:00 am - 11:00 am Chamber Choir and Choral Conducting Workshop Check - Out

Failure to check-out will result in forfeiture of $50 from your $300 deposit

THINGS TO BRING WITH YOU

- *Any & all music supplies you might need (reeds, rosin, strings...)
- *Flashlight
  (Necessary when walking at night.)
- Mosquito repellent
  (Twice as much as you think you need)
- Folding music stand
- Softball glove
- Swimsuit
- Swimming towel
- Cell phone or calling cards
- Umbrella/raincoat/rain shoes
- Suntan lotion/sunblock
- Bicycle
- Travelers checks
- Scores & parts

*Required
THE FESTIVAL GROUNDS
on the
ELLEN BATTELL STOECKEL ESTATE

P- Parking
R- Public Restroom