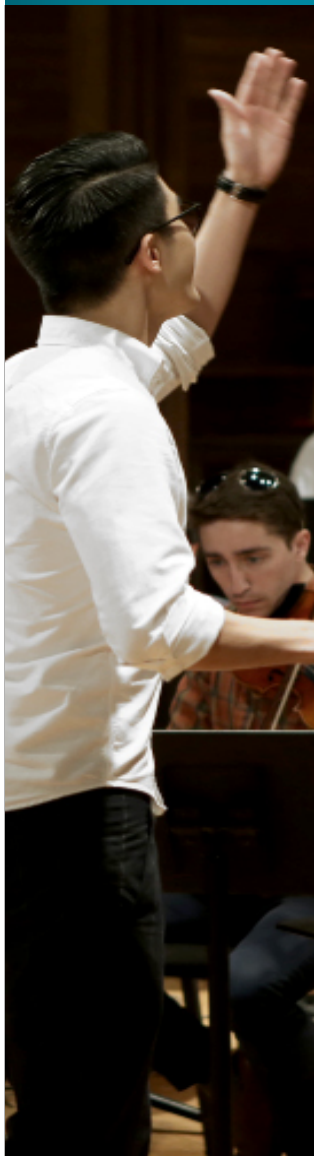


NORFOLK

Norfolk Chamber Music Festival
Yale School of Music

CHORAL WORKSHOP

2024



Music Among Friends

2024 Calendar

CHECK-IN

Sunday, August 11

12 pm – 2 pm

Check-in at Battell House

☞ Check into residences

6 pm – 6:45 pm

Dinner

7 pm

Orientation ☞ Grounds Tour

FIRST DAY

Monday, August 12

8 – 8:45 am

Breakfast

9 – 11:45 am

Rehearsal

Noon – 12:45 pm

Lunch

12:45 pm

Conductors meet

1:30 – 3:00 pm

Rehearsal

3 – 3:10 pm

Break

3:10 – 5 pm

Rehearsal

5:15 – 5:45 pm

Conductors meet

6 – 6:45 pm

Dinner

7 – 8 pm

Conductors meet

CHECK-OUT

Sunday, August 18

8 am

Breakfast

8 am – 11 am

Check-out ☞ Vacate residences

Contact Us

Year Round

tel 860.542.3000

email norfolk@yale.edu

web norfolkmusic.org

May 28 – August 21

tel 860.542.3000

mail PO Box 545
Norfolk, CT 06058

street Battell Stoeckel Estate
20 Litchfield Road
Norfolk, CT 06058

September – May

tel 203.432.1966

mail PO Box 208246
New Haven, CT 06520

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*Lionel Chen,
Director of Goodwill (DoG)*

Welcome to the Festival!

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, as well as the Brentano, Guarneri and Tokyo String Quartets, NY Woodwind Quintet and the NY Brass Quintet 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 (with a few toiletries and incidentals), a bank with an ATM machine, a post office, a

restaurant, and a pub. There are no music stores or clothing stores for miles.

Please do not hesitate to approach the staff if you need assistance. We are here to help you in any way we can.

Have a wonderful session!

The following information is offered to help you get acquainted with the Festival. Please read carefully. You are responsible for knowing and following the rules and policies listed.

Violation of NCMF /University rules and policies, town ordinances, and state law may result in the revocation of your Fellowship or loss of your refundable deposit.

COVID-19 Vaccination | Testing

The Norfolk Chamber Music Festival–Yale School of Music (NCMF-YSM) follows all COVID Health & Safety Protocols required by Yale University. These protocols are subject to change without notice and in conjunction with public health guidance and/or Federal, State, or City guidelines and requirements for health and safety.

[CLICK HERE FOR COMPLETE INFORMATION.](#)

All attendees:

- Are strongly encouraged to be up-to-date with COVID-19 vaccinations as recommend by the CDC and for which you are eligible, as well as the flu shot.
- Are strongly encouraged to mask, isolate, and test immediately if you develop symptoms suggestive of COVID-19. Individuals who test positive should contact Ben Schaeffer, Norfolk's COVID-19 health and safety officer, at 860.542.3000 or benjamin.schaeffer@yale.edu for further guidance.

The Festival will provide free rapid antigen tests (RAT) at Battell House.

PRIVACY

The Norfolk Chamber Music Festival abides by the privacy practices of the [YALE COVID-19 CAMPUS HEALTH & SAFETY PROGRAM](#). All personally identifiable COVID-19 health information, including vaccination records and test results, is held in strictest confidence; only Norfolk staff members with health and safety responsibilities have access to this information.

Arrival | Departure

Arrive during the official check-in time only. If you arrive EARLY, you will not be able to check-in, and residences will not be open.

If you arrive LATE without permission, a \$50 late check-in fee will be deducted from your \$300 deposit.

You are required to remain at the Festival for the entire six-week session of study. Absences, late check-ins and early check-outs are only permitted with the written approval of the Director.

Getting to Norfolk

There is no public transportation between the shuttle locations and the Festival.

The Festival is one hour away from the airport pick-up and 1.5 hours from the train pick up. There is no taxi service in the area. There are a few Lyft and Uber drivers in the area, but you will be responsible for the cost; the Festival will not reimburse you.

The Festival staff plans pickups meticulously. **To be picked up at the Bradley Airport or the New Haven train station, the Festival office must receive your [TRAVEL FORM](#) by July 22.**

BY AIR

Bradley International Airport (BDL), in Windsor Locks, Connecticut (CT), is the closest major airport and is approximately 1 hour from Norfolk. New York City area airports may also be a possibility.

The Festival will only make one scheduled pickup from Bradley Airport only. If you arrive into a New York City airport you must:

Take Metro North Railroad (MNR) from Grand Central Terminal to New Haven Union Station. The Festival will make one scheduled pickup from New Haven Union Station.

BY CAR

The Festival grounds are located at 20 Litchfield Road, on Route 272 just south of the intersection of Route 44 in the center of Norfolk. The main entrance is opposite the fountain located on the town green. Norfolk is approximately 1.5 hours from New Haven, an hour from Hartford, and 2.5 hours from New York City.

GPS address: 20 Litchfield Road, Norfolk, CT 06058.

BY TRAIN

Metro North Railroad (MNR) runs from Grand Central Terminal in New York City to New Haven Union Station. Estimated time from New York to New Haven is approximately 2 hours. New Haven is 1.5 hours from Norfolk. The Festival will make one scheduled pickup from New Haven Union Station.

Festival Pick-up | Drop-off

The Norfolk Festival shuttles will pick you up and drop you off **ONLY** at the times and locations listed below. **NO EXCEPTIONS.**

If arriving or departing outside of the posted schedule, you will need to make overnight accommodations to meet the shuttle. Accommodation is at your own expense. No stipends or reimbursements will be given.

Pick-up | Sunday, August 11

Shuttle Service will pick-up from:

- Bradley Airport: at 12 pm
- New Haven Union Station: at 12 pm

Drop-off | Sunday, August 18

Shuttle Service departs Norfolk at 10 am and arrives at:

- Bradley Airport: 11 am
- New Haven Union Station: 11:30 am

Dining Hall | Meals

All meals are provided for Festival Fellows, faculty, and staff. Three meals are offered each day from the dining hall at Battell House. Vegetarian and vegan selections are always available.

If you have dietary requirements include them on the [HOUSING FORM](#) and return by July 22. The chef is happy to work with you.

Occasional guests are permitted in the dining hall. Requests must be submitted by email to norfolk@yale.edu at least 24 hours in advance of a guest's arrival.

Fellows are responsible for the cost of their guests' meals. Payments for guests (cash or checks only) are to be submitted directly to dining hall staff. Make checks payable to Yale Dining Services. Please see posted rates for meals at the dining hall entrance.

Unpaid Dining Hall bills for guests will result in forfeiture of the \$300 deposit.

MEAL TIMES

Monday - Friday

Breakfast	8 – 8:45 am
Lunch	Noon – 12:45 pm
Dinner	6 – 6:45 pm

Saturday

Breakfast	8 – 8:45 am
Lunch	12:30 – 1:15 pm
Dinner	6 – 6:45 pm

Sunday

Breakfast	8 – 8:45 am
Lunch	11 am – Noon
Dinner ⁺	6 – 6:45 pm

The Dining Hall is available for your convenience between meals and in the evenings, assuming respectful use of the space.

+ *Deli Sandwiches & Salads*

Housing

Fellows are housed on the Festival grounds in shared cottages and a new housing facility – Eldridge Barn. Housing assignments are provided at check-in. Sheets, pillowcases, blankets, and towels are provided.

Cottages and Eldridge rooms will be cleaned every other week. General household cleaning products, to be shared amongst all Fellows, are available in Eldridge throughout the summer so you may clean for yourselves as well.

While on campus, if you have requests or questions related to your housing, please submit a Facilities Request form found in the lobby of Battell House. If you believe you have an urgent issue related to your housing, email norfolk@yale.edu.

To ensure the most appropriate housing for your needs, **return the [HOUSING FORM](#) by July 22**. Preferences are considered on a first-come, first-served basis.

Accommodations for pets are not provided under any circumstances.

All participants are asked to respect the following Residence Rules:

- No smoking in cottages or Eldridge Barn. Smoking is prohibited inside all buildings on the Festival grounds.
- Please respect cottage and Eldridge Barn quiet hours after 10 pm. (No parties.)

Overnight Guest Policy

Overnight guests are not permitted in Fellow residences. If you have questions email the Norfolk Office at norfolk@yale.edu.

Failure to observe the guest policy will result in forfeiture of your \$300 deposit.

Attendance

ABSENCE

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

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

Aside from scheduled transportation on Check-in and Check-out days, all transportation on and off the grounds is your responsibility.

ATTENDANCE AT REHEARSALS AND COACHINGS

Fellows are expected to maintain a professional attitude and to be punctual to all coachings and rehearsals.

Facilities

The 70-acre Ellen Battell Stoeckel Estate serves as the Festival's home. Many buildings are unmarked, so please familiarize yourself with the estate map. Only Festival participants are allowed in Festival spaces.

Barn

Music studios and practice rooms

Battell House

Dining hall, administrative offices, mailboxes, scheduling board, and recital hall.

Brookside Cottages

Staff and Fellows housing

Brookside Studio
Piano faculty studio

Cone House
Staff housing

Eldridge Barn
Fellows housing and
common room

Greenhouse
Music studios, practice rooms

Grey Cottages
Fellows housing

Little House
Guest artist housing

Music Shed
Concert hall

Music Shed Annex
Music studios, practice rooms

Potting Shed
Music studio

Sunset Cottage
Guest artist housing

Whitehouse
Director's residence,
and music library.

MUSIC LIBRARY

Hours will be posted. An extensive amount of chamber music scores and parts are available. Please be sure to bring scores and parts of music you would be interested in performing to Norfolk.

You are responsible for returning all Festival music back to the music library. Unreturned music will result in a \$50 deduction, for each missing piece, from the \$300 deposit.

LAUNDRY ROOM

Laundry facilities are located in the basement of Eldridge Barn.

Quarters can be exchanged for cash between 9am and 6pm, Monday – Saturday, in the Norfolk administrative office at Battell House. National Iron Bank in downtown Norfolk will also accept cash for quarters. Quarters are not available on Sundays.

Please help us keep the laundry facilities clean.

ATM

The National Iron Bank in downtown Norfolk has an ATM on location.

PRACTICE STUDIOS

Practice rooms are available the Barn, Greenhouse, and Brookside studio.

All practice rooms and studios will be cleaned every other week by the Festival's Facilities Crew. On the days between cleanings please use the provided wipes to clean and wipe down your room and take out the garbage so you don't attract varmints and wildlife. Please leave a detailed written message in the mail box labeled "Office" in Battell lobby to report any problems with a practice room or a piano in a practice room.

In practice rooms and studios please respect the following:

- No smoking.
- No parties.
- Do not leave food or drinks in practice spaces; it attracts the wildlife.
- The fire code forbids sleeping in practice studios.
- Do not leave instruments or valuables unattended in practice rooms or studios.



CARS | PARKING

The Festival has a ZERO TOLERANCE policy towards drinking and 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, please drive carefully.

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 very diligent.

Parking is permitted only in:

- The field adjacent to the Music Shed
- The paved lot behind Battell Chapel. Enter at Battell House driveway.
- The paved lots behind Eldridge Barn, and near the Grey Cottages
- Eldridge Barn parking lot and at Brookside Studio



Communications

Official means of communication with Festival staff and faculty include: in-person, telephone, email, and text message. Messages through social media platforms, (Facebook, Instagram, Twitter, etc.) will not be monitored and will not receive responses.

BULLETIN BOARD

Schedules and announcements will be posted on the bulletin board in Battell House. Be sure to check the bulletin board several times each day – especially before and after meals – for scheduling updates. For any scheduling conflicts, contact Robert Whipple immediately.

CAMPUS MAILBOXES

Mailboxes are located in Battell House lobby. Your mail and messages will be left in the slot indicated by the first letter of your last name.

SOCIAL MEDIA

We encourage you to share your Norfolk experience on social media and ask that you tag official Festival accounts.

WIFI*

Wireless internet is available in the residences, the Barn, Eldridge Barn, Music Library, Music Shed, and Music Shed Annex.

MAIL

Your Norfolk mailing address:

Norfolk Chamber Music Festival
Attn: YOUR NAME
PO Box 545
Norfolk, CT 06058-0545

Street address for packages:

Norfolk Chamber Music Festival
Battell Stoeckel Estate
20 Litchfield Road
Norfolk, CT 06058-0545
Attn: YOUR NAME

A basket for outgoing mail is located on the mailbox table in Battell lobby.

Packages will be left on either the table in Battell lobby or inside the Dining Hall.

** subject to change*

Emergencies | Illness

In emergencies, call 911.

Please report sickness, injury, or any ongoing medical situation immediately to the General Manager, Robert Whipple.

For emergencies and other health issues you, family members, or a guardian may phone:

Robert Whipple
General Manager
609.462.7113 (mobile)

or

Deanne Chin
Associate Manager
203.430.3226 (mobile).

The nearest hospital is Charlotte Hungerford Hospital in Torrington, approximately 20 miles south of Norfolk, off of Route 8. Directions are posted in the Battell House Box Office.

Charlotte Hungerford Hospital

Emergency Dept.: 860.496.6650

540 Litchfield Street
Torrington, CT

7 Days a Week | 24 Hours a Day

Charlotte Hungerford Hospital also operates the Hartford HealthCare HealthCenter in Winsted. It is approximately 15 miles southwest of Norfolk.

Hartford HealthCare HealthCenter, Winsted

Emergency Dept.: 860.738.6650

80 South Main Street
Winsted, CT

7 Days a Week | 9 am – 9 pm

Staff

José García León *Dean*

Melvin Chen *Director*

Jeffrey Douma

Director, Choral Workshop

Robert Whipple *General Manager*

Deanne Chin *Associate Manager*

Benjamin Schaeffer

Associate Administrator

Health and Safety Officer

Office Hours

The staff is always happy to help. Please let us know if you have any questions or problems. The Festival's main office is located in Battell House.

Office hours are:

Monday – Saturday: 9 am – 5 pm

Sunday: closed

Except for check-in and check-out days.

Fees

A \$300 refundable deposit is due upon acceptance into the Festival to ensure your participation.

Payment is by credit or debit card only. Deposits will be returned less the cost of any damage, dining hall costs, lost items, or unreturned library materials.

There may also be deductions for failure to satisfactorily complete work-study assignments; and failure to comply with all Festival and Yale University regulations. .

Failure to check-out will result in forfeiture of \$50 from the refundable deposit. Any Fellow who arrives after the registration hours without written permission will forfeit \$50 from the \$300 deposit.

If you have questions about payment of fees, please contact the Norfolk Office at 860.542.3000 or email norfolk@yale.edu.

Concert Attire

Please bring all required clothing.
There are no clothing stores near Norfolk.

Please bring all items listed below:

- Black slacks, black dress pants, or long black skirt
- Black, collared dress shirt or black dress top
- Dark shoes
- Dark socks
- Black belt, *if needed*
- Black blazer/jacket/coat, *optional*

Recordings

All Festival concerts are recorded with state-of-the-art equipment. Digital audio and video files for all performances* will be available. You will receive a link where files may be downloaded when they are available. Please do not ask the Recording Engineer about Festival recordings.

Concerts and masterclasses will be live streamed* on the Festival's website and YouTube channel.

PRIVATE RECORDING SESSION

Private recording sessions are approved and scheduled at the discretion of the Director and are held only when they do not conflict with Festival activities. Fees and payments are arranged directly between you and the Recording Engineer.

** Available only when released by the artists*

Recreation

TOBEY POND

Tobey Pond is a private beach about one mile from the Estate. It's a wonderful swimming area that Fellows, faculty and staff are invited by the Town of Norfolk to use.

Tobey Pond Regulations

Remember the town has invited you as a guest to this private beach. Please visit the Town of Norfolk's website for a list of pond regulations and for pond car permit applications.

[→VIEW REGULATIONS](#)

Hours

9:00 am to 8 pm

No entry if the gate is closed.

Not even on foot.

It is ILLEGAL to visit the pond after dark.

Parking

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

Swimming

No swimming unless a lifeguard is on duty. Swim in roped-off areas only; 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 privileges.

HIKING | CYCLING

There is excellent hiking nearby at Haystack Mountain, Dennis Hill, and Campbell Falls State Parks. The area also has many beautiful winding country roads suitable for cycling and jogging.

OVERUSE SYNDROME

Overuse Syndrome is the current term for performance related injury. A temporary rest from practicing and playing is usually recommended. If you are having trouble, notify the Director so the schedules may be adjusted.

Weather

Summers are generally warm, ranging from 80s to 90s during the day to 60s to 70s at night. In early July and mid August it has been

known to be in the 40s at night. Thunderstorms also happen often and quite suddenly.

Policies

SMOKING

Smoking is prohibited inside all buildings on the Festival grounds including concert halls, practice spaces, and residences. Smoking is prohibited outside within 25 feet of all buildings.

ATTENDANCE AT REHEARSALS AND COACHINGS

The Fellow / faculty relationship is a partnership formed for the express purpose of assisting the Fellow in his / her musical development. Fellows are expected to maintain a professional attitude and be punctual and prepared for all coachings, masterclasses, and rehearsals.

LEAVE OF ABSENCE | EARLY DEPARTURE

Fellows are expected to remain in Norfolk for their entire session of study. Absences, late check-ins and early check-outs are permitted only with the written approval of the Director.

CHECK-OUT

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

Check-out is from 9 am to 11 am. During this time, Fellows must vacate all residences and report to Battell House. As part of check-out, you will be asked to complete a brief survey.

RECORDING | PHOTO RELEASE AGREEMENT

Fellows consent to participate in School and Festival audio and video recordings and photographs without compensation.

Recordings are for archival and promotional purposes and will be made available only to NCMF / YSM Fellows, faculty, and staff.

NCMF / YSM reserves the right at its sole discretion to distribute recordings for public relations, grants, applications and donor cultivation, or post on our website streaming audio or video and / or podcasts without compensation to the artists.)

All Norfolk Festival concerts are streamed live.

Alumni Information

Please let us know how your career is progressing. We enjoy sharing your success with our patrons and alumni. Have you been offered faculty position; a position with an orchestra; placed in a

competition; created an outreach project; started a new musical organization? We want to hear it all. Send your information to us at norfolk@yale.edu.

University Regulations

POLICIES TO PROMOTE A SAFE CAMPUS

It is University policy that:

Access to the University's property is limited to members of the University community and their guests and invitees, and to those authorized to be on campus property.

All students, staff, and faculty on or in the vicinity of the campus must present a valid Yale ID card at the request of any University official.

The University reserves the right to enter and inspect its property and work areas.

PROHIBITION OF WEAPONS

The University specifically prohibits the possession of weapons by any faculty or staff member, student, or visitor while on or in the vicinity of University-owned or controlled property, whether or not the owner is licensed to carry such weapon. This ban includes keeping a weapon or transporting it to another location. With the exception of the University Police, employees are prohibited from carrying a weapon while performing services for the University on or off University premises. Other law enforcement professionals must have the permission of the University Police to carry weapons on campus. Weapons may include, but are not limited to, guns, ammunition, knives, explosives and the like, crossbows, swords, or similar items with the potential to inflict physical harm. Included are disarmed weapons and simulated weapons which could reasonably cause apprehension. Possession of unlicensed or illegal weapons at any location may be grounds for discipline. Appropriate disciplinary action, up to and including termination or expulsion in the case of a student, and/or criminal proceedings will be taken against persons who violate this policy.

Source: your.yale.edu/policies-procedures/policies/hr-campus-and-workplace-violence-prevention-policy

NONDISCRIMINATION AND TITLE IX

Yale University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds.

In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, race, color, religion, age, disability, status as a protected veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, and protected veterans.

Inquiries concerning these policies may be referred to Valarie Stanley, Director of the Office for Equal Opportunity Programs, 221 Whitney Avenue, 3rd Floor, 203.432.0849.

Title IX of the Education Amendments of 1972 protects

people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, Stephanie Spangler, at 203.432.4446 or at titleix@yale.edu, or to the U.S. Department of

Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, phone 617.289.0111, fax 617.289.0150, TDD 800.877.8339, or ocr.boston@ed.gov.

Source: yale.edu/nondiscrimination

For additional information:
yale.edu/equalopportunity

Important Phone Numbers

Festival Main Office

New Haven Through May 24
203.432.1966

Festival Main Office

Norfolk Beginning May 30
860.542.3000

Festival After Hours Emergency

Robert Whipple, General Manager
609.462.7113

Deanne Chin, Associate Manager
203.430.3226

Ambulance &

Emergency Services

911

Charlotte Hungerford Hospital in Torrington

860.496.6650

HHC HealthCenter in Winsted

860.738.6650

Important Dates | Deadlines

July 22

Housing Information Due
Travel Information Due

August 11

Check-In: noon - 2 pm

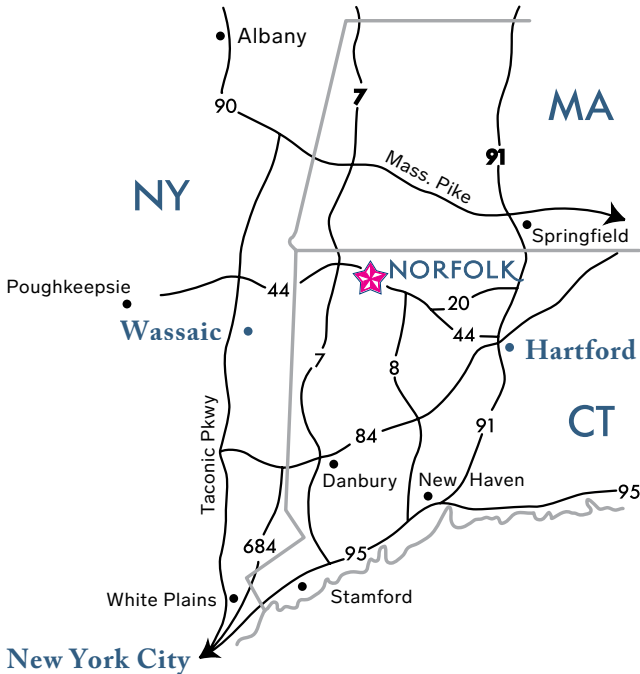
August 18

Check-Out: 9 am - 11 am

Things to Bring

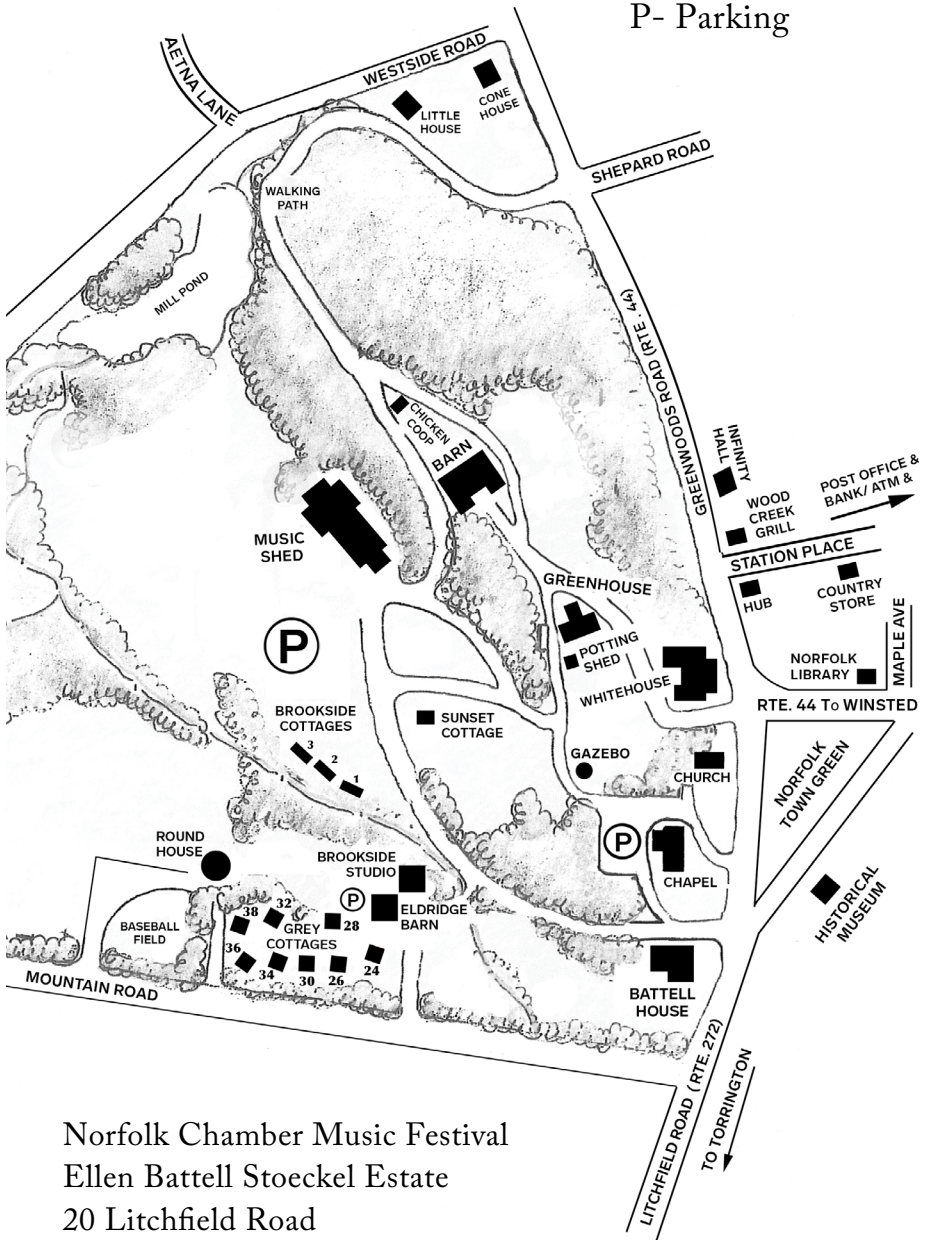
- All music supplies you may need – reeds, rosin, strings, etc
No music stores are nearby.
- Concert clothing
- Flashlight (a necessity at night)
- Mosquito repellent
- Folding music stand
- Swimsuit and swimming towel
- Cell phone and charger
- Sunblock • Lip protection
- Sunglasses
- Bicycle and bicycle lock
- Scores and parts you might like to work on
- Fleece • Lightweight layers
Jacket • Sweater
- Umbrella • Raincoat
Rain shoes
- Headphones
- Concert attire

Tri-State Area



Festival Grounds

P- Parking



Norfolk Chamber Music Festival
 Ellen Battell Stoeckel Estate
 20 Litchfield Road
 Norfolk, CT 06058

Town of Norfolk

