



ARVADA CHORALE COMPANY

Member Handbook

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Introduction

Welcome!

We are delighted that you have joined us to experience the joy of singing with the Arvada Chorale Company. We are a volunteer, non-profit 501 (c)(3) company. . Our motto is: ***We Came to Sing!***

Mission Statement:

The Arvada Chorale Company brings joy and enrichment to the community through beautiful music.

Vision Statement:

The Arvada Chorale Company will be a vital, thriving organization committed to musical excellence; and, as a noteworthy provider of cultural value and goodwill, the Chorale will be a cooperative partner with the Arvada Center and an integral part of Arvada and the Front Range community.

This handbook has been prepared to assist you in participating fully as a member of the Chorale.

General information

Membership, Rehearsals and Attendance

Auditions: Membership in the Chorale is by audition only. Auditions are a tool used by the Artistic Director to ensure the quality of the Chorale and to have a chance to meet each singer individually. Auditions include an analysis of range, tone quality, tonal-rhythmic memory, and sight-reading ability.

High School Singers: High School singers may be accepted into the Chorale at the discretion of the Artistic Director.

Non-performing Singers: Some of our long-term members started out as non- performing singers. The Artistic Director may determine through the audition process that a singer needs more experience before performing with the Chorale. A non- performing singer is invited to attend rehearsals but does not perform until such time as the Artistic Director determines readiness to perform with the Chorale.

Rehearsals: Regular rehearsals are on Mondays from 7:00PM to 9:30PM. During concert weeks, technical rehearsals will be held in the concert venue in addition to non- dress, full concert run-through. Concert performances are normally held on Friday evening, Saturday afternoon and/or evening. Sectional rehearsals are also held by individual Chorale sections, at the request of the Artistic Director.

Workshops: To enhance the music learning process and the community aspect of the Chorale, Saturday Chorale workshops are held, as needed, during the Chorale season. Singers are encouraged to attend and their attendance counts as 1 regular rehearsal. A small fee may be charged for workshops.

Singer's Responsibility: All singers must contribute musically, and pay Chorale dues. Some scholarships are available through the Chorale Manager. Singers may also request to have their dues waived for the

next concert season by selling \$800 in King Soopers gift cards in the prior concert period.

Singer Attendance: Because the music the Chorale performs is often challenging and since full-group rehearsal time is limited, singers are required to make as many rehearsals as possible and to work on the music outside of rehearsals as required to make sure each singer knows the music. All singers must attend at least 80% of rehearsals. Any singer missing more than 20% of rehearsals will be required to attend a concert readiness rehearsal with the Artistic Director to determine if that singer is prepared to sing in the up-coming concert.

If you cannot continue to sing: If a singer must become inactive at any time during a concert season, he or she should notify the Section Leader or Chorale Manager and return all music as soon as possible. Singers will need to re-audition to participate in future concerts.

Funding:

The Chorale is funded by concert ticket sales, membership dues, fundraising events, and individual and business donations.

Funding is needed to cover substantial Chorale costs of about \$60,000 per year. These expenses include staff, music, guest artists, piano tuning, occasional instrument and performance space rental and other miscellaneous items.

The Chorale conducts several kinds of fundraising activities which include a concert with silent auction and gift card sales. The Chorale participates in the King Soopers Reward program and sells reusable gift cards to singers and their friends who load them with an amount up to \$500 dollar at their local store to purchase groceries, fuel and prescriptions. The Chorale earns 5% of the amount added on these cards.

Donations made to the Chorale are tax deductible and individual member donations are encouraged for those who are willing.

Expenses:

Expense Item	Description
Membership dues: \$34 for each concert (\$136 for 4 concerts) or \$120 annually if paid in advance	Dues are payable at the beginning of each concert season for members and non-performing singers. Dues are collected at the first rehearsal divided equally among all concerts. For example, dues are \$34/ concert season for a 4 concert year. Dues may change depending on the financial status of the Chorale
Workshops: \$5 - \$10 (2 to 5 times a year)	Saturday Day workshops. A fee may be collected from singers to cover costs of venue rental and lunch.
Fundraisers	Singers are asked to donate their musical talents, as well as food, drink and auction items.
Formal concert attire: Women: up to \$80 Men: \$100 (for tuxedo) Informal	Attire to be selected and approved by the Artistic Director and Concert Attire Committee. See Concert Attire section below for more information.

Expense Item	Description
Black folder for concerts	About \$25
Concert Tickets	Singers are encouraged to sell four to six tickets to each concert.

Concert Attire

It is important for the Chorale to present a uniform and professional appearance. The formality of attire can vary depending on the type of concert we are presenting, with more casual concerts warranting a less formal look.

For formal concerts, men will wear tuxedos with a white shirt, black bow tie and cummerbund, black shoes and socks. Women will wear a long black concert dress or black dress slacks or a floor-length black skirt paired with a black "V" neck (3/4 or long sleeve) top, black stocking or socks and black closed-toed dress shoes. There may also be a decoration provided by the Concert Attire Committee.

For less formal concerts, men will wear a plain long sleeved jewel-tone button down dress shirt and black dress slacks; black undershirt; black socks; black dress shoes. Women will wear a dressy jewel-tone blouse that is either 3/4 length or long sleeved, black dress slacks or black floor-length skirt; black or flesh colored stockings or socks; black close-toed dress shoes.

Stage Etiquette:

To present a professional appearance and to make the concert a pleasant experience for all, please observe the following guidelines for stage etiquette.

- Do not wear any scented products such as perfume, cologne, after-shave, hair spray or strongly scented lotions during rehearsals or concerts. Some members of the Chorale are allergic, and fragrances can make breathing difficult.
- Refrain from conversations while on stage
- Refrain from excessive gazing around the audience
- Wear makeup. Our faces need to be visible from the audience, so you need to wear more makeup than you would ordinarily think is reasonable.
- No water bottles on stage. Drink water before the performance and during intermission, not during the concert.
- Don't chew gum during performances.
- Except on very rare occasions, Chorale members are asked not to applaud on stage, even for guest performers.
- Carry music in black folders.
- Do not bring cell phones on stage

Music policy:

Music is distributed and managed by the Chorale Librarians. Below are the Chorale Library Policies:

- Music must be returned undamaged, with all markings erased before new music can be issued.
- The replacement cost of damaged or lost music must be paid before new music can be issued.
- A late fee of \$5 will be charged if music is not turned in by the due date.
- Black music folders are required for all performances. A group order for good quality choir folders is usually placed once each concert season, or you may use your own folder.

Working Structure and Officers

The Chorale is governed by the Arvada Chorale Company Board of Directors. The Chorale Manager serves as a communication liaison between the Chorale members and the Board of Directors as well as the Arvada Center.

The Arvada Chorale Company Board of Directors:

The Chorale is governed by the Board of Directors that is responsible for planning, oversight and development of Chorale policies. The Board is made up of nine elected members and two ex-officio members:

- President
- Vice President
- Treasurer
- Secretary
- New Member Representative
- Two At-Large Members
- Two Board-Appointed At-Large Members
- Chorale Artistic Director (ex-officio)
- Chorale Manager (ex-officio)

In addition, the Board of Directors may appoint two members at large from outside the Chorale and within the Denver metro area. Documents detailing the Board of Director's duties, tenure, election and procedures are described in the By-Laws and available on the Chorale website.

Nominations:

Anyone interested in serving on the Board will submit application for nomination, including biographical information, at least 60 days prior to the election. The Board will vet qualifications for the positions of President, Vice President, Secretary and Treasurer. Information regarding the qualifications of all nominees, both vetted and non-vetted, will be presented to the Members 4 weeks prior to the election.

Nominations may be made from the floor; however, nominees must provide clearly-written statements of qualifications, in the same format provided by other candidates, to all members of the Chorale.

No nominee will be allowed to address the Chorale verbally the night of elections.

Elections:

As needed, elections are held to fill Board positions and will occur in May before the last rehearsal. The voting will be by written ballots, which will be counted by the Board members not currently up for election. A simple majority of eligible voters in attendance shall determine the winners of the election. Voter eligibility is defined in Section III of the By-Laws.

- If the slate is composed of one person per position, eligible voting Chorale members vote to confirm the entire slate.

- If more than one person is running for any one position, voting for that position only will be by written ballot, with the person gaining the highest number of votes for that position being elected.

Professional and Volunteer Helpers

Professional Staff

The Artistic Director, Accompanist, Chorale Manager, and Librarian are employees of the Arvada Chorale Company. Each individual is subject to annual review by the Board of Directors. Details of the positions are available from the Chorale Manager.

Technical Section Leaders

Sections leaders are appointed by the Artistic Director and hold an important position in the Chorale, carrying out musical responsibilities, as outlined below:

- Welcome new members to the section and help them get established
- Lead sectional rehearsals if required, or find a musical leader and pianist for sectional rehearsals
- Serve as liaison between section members and the Artistic Director to address questions concerning music
- Provide feedback to the Artistic Director on musical performance and rehearsal standards within the section
- Ensure section members have music markings as defined by the Artistic Director

Committees

The continued success of the Arvada Chorale Company depends on the work of many volunteers. All Chorale members are encouraged to participate in the committee of their choice. Each committee is made up of liaison with the Board of Directors, a committee chair and members. The Chorale has the following committees.

Concert Readiness: This committee consists of all the technical section leaders and is coordinated by the Chorale Manager who works with the Artistic Director to determine needs for sectional and the learning aides to improve concerts readiness.

- Holds sectional rehearsals as needed, either at their own discretion or at the request of the Artistic Director
- Makes recommendations on areas that need special attention or additional learning aides
- Assists in preparing learning aides such as .midi files, mp3s, CDs, etc.

Concert Attire: This committee assures that the Chorale presents a unified and professional appearance for concerts by helping members obtain appropriate concert dress.

- In consultation with the Artistic Director and BOD, determines what additional costume elements will be required for each concert
- Creates, purchases or find costume elements using existing stored materials where possible
- Communicates costume requirements for each concert to Chorale members

The committee recommends future costumes for the Chorale, taking into account input from the

Artistic Director. Time commitment is approximately six hours per concert.

Fund Raising and Finance Committee: This committee organizes the planning and implementation of various Chorale fundraising events. Samples of these events include raffles, bake sales, cabaret evenings and silent auctions. Time commitment varies based on nature of events. The committee also handles the financial accounting of King Soopers and other gift cards sales, Social Committee fees, and touring. Under the supervision of the Treasurer, it collects monies.

Historical Records Committee: This committee preserves copies of printed materials for each concert (fliers, programs, etc.) and keeps copies or recorded versions of concerts. It takes pictures and organizes them in a manner, such as scrapbooks, that can be shared with the Chorale. Historical displays are created and shared with the Chorale twice a year for the membership to enjoy and during recruitment activities. Time commitment is approximately three hours per concert.

Marketing Committee: This committee creates a marketing strategy in conjunction with the Artistic Director and Manager.

- Assists in creating marketing pieces such as poster, programs and postcards
- Sends postcards to mailing list of interested individuals
- Writes articles and submit to appropriate news organizations
- Assists in writing digital newsletter (Chorus Lines) to be sent to mailing list
- Helps maintain mailing list and work to solicit new subscribers

Membership Services Committee: This committee has several related but diverse purposes:

- Is aware of special and exceptional events in the lives of Chorale members and corresponds in an appropriate way on behalf of the group.
- Singer recruitment and lapsed member contact. This committee works on recruiting new Chorale members and on contacting lapsed members. They develop ways to attract new members and keep records of good candidates who were not selected for the current season, former members who had to take a break from the Chorale, and lapsed members, contacting them periodically to invite them back to the group.
- Chorale member surveys. Done annually to provide feedback to the Chorale and its leadership this survey is given to all current Chorale members as well as non- returning and former members.
- Audition assistance. Working closely with the director and manager to coordinate auditions and new member orientation activities. Committee members monitor Chorale audition requests and contact potential members to schedule auditions. Committee members also help new members become acquainted and integrate into the Chorale throughout the season.
- New member orientation activities. Committee members help new members become acquainted and integrate into the Chorale.

Social Committee: This committee is responsible for planning and implementing Chorale social events. The committee strives for one after-concert party per season concert as well as several socials during the Chorale year. The committee organizes the availability of food and snack during our regular rehearsal time.

Ticket Sales Committee: This committee coordinates ticket sales for each concert. Committee members work with the Chorale Manager and the Arvada Center box office.

