

Charleston Symphony Orchestra

Policies and Expectations

Active membership in the Charleston Symphony Orchestra Chorus includes the commitment to prepare for and deliver the excellent performances that our audiences expect and pay for. Achieving that excellence requires an understanding of Chorus expectations and adherence to policies established by the Chorus Board. This paper outlines those expectations and policies. Each member is responsible for learning what is expected during the concert season, preparing music for each performance, and helping the organization meet its financial obligations.

ACTIVE MEMBERSHIP

Active membership in the Chorus involves commitment and includes:

- Attendance at rehearsals and participation in all Chorus concerts
- Preparation of concert material for rehearsals and performances
- Paying dues and fees promptly.

SECTION LEADERS

Section Leaders are the primary conduit for questions about the Chorus. If you haven't already done so, introduce yourself to your section leader(s). These folks do our Chorus a great service! Direct administrative questions through them. Do NOT give production-related input/comments to anyone other than your Section Leader. If you have comments/concerns/questions during a dress rehearsal with the Orchestra, tell your Section Leaders. They will pass your comments to the right person.

Section Leader responsibilities include:

- Maintaining attendance records. Attendance records are used to determine eligibility for singing in concerts and continued active chorus membership. **Let your section leader know in advance if you can't make a rehearsal or will be notably late to a call.**
- Maintaining the official roster of who plans to sing each concert within their section. Ensure your section leader knows early if you have an unresolvable conflict that prevents concert participation.
- Developing seating charts. They need to know your section / part (e.g. S1 or S2, etc.) height, and contact information. Your preferred phone number(s) is essential should they need to reach you for a last-minute schedule change
- Working with the Library Committee to hand out and track music to the section.
- Collecting annual dues, fees, donations, and ticket proceeds.

Soprano Section Leader:

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Crystal Javaux csocsopranos@yahoo.com 843-708-0032

Alto Section Leader:

Joyce Peach joypeach50@comcast.net 843-553-3893 or 843-437-3084

Tenor Section Leader:

Mark Lazzaro lazzarom@cofc.edu 843-814-5779

Bass Section Leader:

Dwight Williams [dwightandlindsey@aol.com](mailto:dwrightandlindsey@aol.com) 843-971-5065 or 843-743-5649

CONCERT PREPARATION

Rehearsals are typically held every Tuesday, 7 – 9 PM (times may vary) from mid-August to early June with an additional mandatory dress rehearsal before each performance. Concert rehearsals with the orchestra generally involve call times one hour prior to the scheduled concert. Chorus members are expected to attend all rehearsals and all concerts on time unless excused by their Section Leader. Excessive absence from rehearsals (excused or not) prior to a performance or absence from a dress rehearsal, excludes participation in the concert. Rehearsal requirements vary with each performance. Rehearsal requirements for the current year are provided as an attachment and can be obtained from your section leader. Some may find that additional personal rehearsal is required to meet artistic expectations. Incomplete preparation may result in concert excusal at the Director's discretion. Repeated failure to sing in concerts will be cause for removal from the active chorus at the discretion of the Chorus Board.

Helpful rehearsal tools include:

- Website: www.CSOChorus.com
- Learning Files for Major Choral Works: http://cyberbass.com/Major_Works.htm
- The CSO Chorus Dropbox: <https://www.dropbox.com/sh/7rkt0owx0zuiuji6/kkgKL0irQ3>
- Latin Pronunciation Guide: <http://web.ku.edu/~cmed/rehnotes/latin.html>
- German Pronunciation Guide: <http://www.stanford.edu/~jrb/reference/german.html>
- Italian Pronunciation Guide: <http://www.stanford.edu/~jrb/reference/italian.html>
- Charleston Symphony Orchestra Website: www.charlestonsymphony.com

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REHEARSAL AND PERFORMANCE ETIQUETTE

- **Be on time.** A 7:00 'Call' or '7:00 PM Downbeat' means: *in your seat, ready to sing before 7:00.* Not '*walking in the door...*'
- Wear name tags at rehearsals.
- Since the smell of smoke is irritating to some, please refrain from smoking prior to either rehearsal or performance.
- **If you're not singing, stay still, eyes forward, music folders closed.** Watch the conductor or a guest soloist. If we have long passages of rests, turn your music directly to the page where you come in – don't flip pages while a soloist is singing.
- **ZERO chatting on stage during a concert or during rehearsal.** If you must talk to your neighbor (e.g., to ask a question about a musical marking, etc.), use a VERY soft whisper.
- **Whenever we're rehearsing with the Orchestra, we're on a strict time clock.** The conductor is responsible to ensure we start and finish on-time. Don't be a distraction!
- **STAY CLEAR of all instruments!** Do NOT walk through or near any of the musicians' instruments. They can cost tens of thousands of dollars.
- **Be aware of CSO procedures in our concert venues.** Seemingly simple things like removing chairs from the risers must be executed by the stage crew. Some of that is for safety/liability reasons. Ask before being helpful.

CONCERT ATTIRE

ALL: Black folder to hold all music

No jewelry (wedding rings are an exception)

Black, closed-toe shoes

No perfumes, after-shave, or perfumed hair products / hairsprays.

WOMEN: Custom two-piece dress that is procured through the Wardrobe Manager. Sample dress sizes are available to try before ordering. Fitting and hemming is available with sufficient lead-time. No dress substitutions (top or skirt) may be made unless there are extenuating circumstances and you have prior approval from the Wardrobe Manager, Theresa Robards (t.a.robards@gmail.com).

MEN: Tuxedo, white shirt, black bow tie, and black cummerbund. The Wardrobe Manager can also order complete tuxedos for men, including shirt, tie, and cummerbund for

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approximately \$110. Contact Theresa Robards (t.a.robards@gmail.com) for more information.

NOTE: The Holiday Pops concert attire may be an exception to the above at the discretion of the CSO and concert conductor.

FINANCIAL RESPONSIBILITIES

Dues \$50 - Annual membership fee, due at the time you join the Chorus and every subsequent year. Payment is expected at the first rehearsal and due not later than the last rehearsal prior to the first concert.

Dresses (women) \$84 - Dress orders will be made several weeks before a scheduled concert and must be paid for in advance. Infrequently dresses are offered by former members at a reduced cost.

All music provided for a concert is to be returned to the Library Committee at the completion of the appropriate concert. You will be charged for music not returned. No additional music will be issued until the music for previous concerts is returned or paid for.

Checks payable to CSO Chorus.

Deliver the dues check to the section leader.

Deliver dress checks to the Wardrobe Manager.

If financial responsibilities pose a hardship, payment of dues in installments may be arranged. Contact the section leader.

AUDITIONS

Auditions with the Director or Assistant Director are required prior to Chorus participation.

With the advent of the 2015 – 2016 concert season there will be a biennial audition requirement for all active Chorus members to ensure continued vocal excellence.

From time to time, there are opportunities for the active Chorus membership to audition to participate in concerts where the full chorus is not required, e.g. Chamber Singers, Messiah, or Spoleto. These auditions will be announced and scheduled with sufficient notice to provide adequate preparation. Audition success is determined solely by the Director.

Selection to participate in Messiah concerts requires active participation in the Chorus and participation in the Holiday Pops concerts in the same season as well as a commitment to sing in all scheduled Messiah performances that season.

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When there are either insufficient voices available or where deemed necessary to ensure performance quality, the Director may augment the Chorus with additional local singers at his discretion.

COMMUNICATIONS

Concert information is posted on our website: www.CSOChorus.com. There is a members' only page on the site that contains useful information to the active chorus. Section Leaders can provide the log in and password.

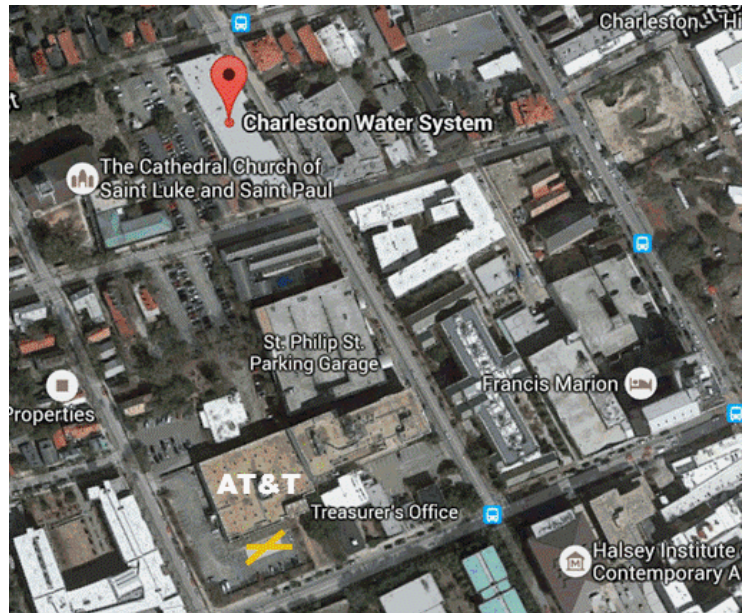
In addition to announcements at rehearsal and the Chorus web site, most information will be transmitted by email. Check your e-mail regularly, especially the afternoon of a scheduled rehearsal or concert to be aware of last-minute changes. **If you do not have e-mail, it is your responsibility to make arrangements with your section leader to ensure you receive information sent electronically.**

Follow these steps to get set up.

1. The Vice President will cause your name to be added to the whole chorus and section email distribution lists following your successful audition
2. You will receive an email invitation to accept the additions
3. Respond positively to the invitation and you will be added to those email distribution lists.

PARKING

Section leaders can provide a parking pass for two nearby private parking lots to use during rehearsals and performances. These lots are the Waterworks lot at the corner of St Phillips and Vanderhorst and the AT&T lot accessed off of Coming Street just north of Calhoun. Note that we are able to use these lots through the generosity of the businesses that own them. It is essential that we comply with any restrictions they impose. Both lots are pictured. Please refrain from parking in the concrete paved area marked with the orange X in the AT&T lot.



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ADDITIONAL PARTICIPATION OPPORTUNITIES

Choral performances and fund raising often require Chorus member support. Volunteer as you are able. There is always a need for participation on the Production and Music Library teams. For Production contact Dwight Williams at (843) 971-5065. For the Music Library, contact Lee Kohlenburg at (843) 852-5247. Positions on the Chorus Board are available every year.

As a Chorus Member, you're an ambassador for both the Chorus and Symphony. Please encourage friends, neighbors, co-workers etc. to attend Symphony concerts, especially Chorus fundraiser concerts. Chorus fundraiser performances, when they occur, are often our main or only fundraising event of the year. It is critical that we all do our best to sell tickets in advance and help promote these concerts.

CHORUS OFFICERS FOR THE 2015-2016 SEASON

President	Susan Cheves	mosbc@bellsouth.net
Vice President	Rick Goldmeyer	rick.goldmeyer@comcast.net
Secretary	Bobbye Wilson	bobbyecwilson@gmail.com
Treasurer	Joe Gamboa	j.gumbo@gmail.com

Performance and Rehearsal Requirements 2015 – 2016 Season

There are five performances scheduled for the 2015-2016 performance year: The schedule of performances, including the Chorus and Chamber Singers follows. Rehearsal requirements are described for each performance. **Dress rehearsal attendance is always mandatory.**

Gala

Program Handel *Zadok the Priest*

Saturday October 17 – **Dress rehearsal** with orchestra – Gaillard – 7 pm to 8 pm – Call 6:30 pm

Sunday October 18 – Performance – Gaillard – 4 pm – Call 3:30 pm

Rehearsal Requirements – There are nine rehearsals between Tuesday 18 August and Tues. Oct. 13. These rehearsals combine preparation for the Gala and Master works 1. During the period 18 August through Oct. 13 one must attend at least six of the nine Tuesday scheduled rehearsals to sing the Gala.

Masterworks 1

Program *Belshazzar's Feast*

Tuesday Nov. 3 – Rehearsal with orchestra - Location TBD (not the Gaillard) - 7 pm to 9:30 pm
Call 6:30 pm

Wednesday November 4 – Rehearsal with orchestra – Gaillard – 8:30 pm to 9:30 pm – Call 8 pm

Thursday November 5 – **Dress Rehearsal** – Gaillard – 7 pm (concert order)

Friday November 6 – Performance - Gaillard – 7:30 pm – Call 7 pm

Saturday November 7 – Performance - Gaillard – 7:30 pm – Call 7 pm

Rehearsal Requirements - There are thirteen rehearsals between Tuesday 18 August and Wednesday November 4. Nine of these rehearsals combine preparation for the Gala and Masterworks 1. During the period between 18 August and 4 November, one must attend at least nine of the thirteen rehearsals to sing Masterworks 1.

Messiah – For Chamber Singers only

Tues. Dec. 8 – Rehearsal with orchestra – Location TBD – 7 pm – Call 6:30 pm

Wed. Dec. 9 – **Dress Rehearsal** with orchestra – Location TBD – 7 pm – Call 6:30 pm

Thurs. Dec. 10 – Performance – Gaillard – 7:30 pm performance – Call 6:30 pm

Fri. Dec. 11 – Performance – Summerville – 7:00 pm – Call 6:30 pm

Sat. Dec. 12 – Performance – St. Andrews, Mt. Pleasant – 7:30 pm – Call 7 pm

Rehearsal Requirements - Rehearsals will occur every Tuesday evening between October 13th and December 1st from 6 pm to 7 pm and Tuesday December 8th from 7 pm to 9 pm with the exception of Tuesday 3 November and Tuesday 24 November. Of the seven Tuesday evening rehearsals, one must attend at least four to be participation eligible.

Performance and Rehearsal Requirements 2015 – 2016 Season

Holiday Pops

Program TBD

Fri. Dec. 18 – Rehearsal with orchestra – Gaillard – Call 6:30

Sat. Dec. 19 – **Dress Rehearsal** with orchestra –Gaillard – Call 10:30 am

Sat. Dec. 19 – Performance – Gaillard – 7:30 pm – Call 7 pm

Rehearsal Requirements – There are five Holiday Pops rehearsals scheduled between Tuesday 10 November and Friday 18 December (no rehearsal either 24 November or 8 December). One must attend three of the five to participate in the concert.

Masterworks 7

Program:

Edward Hart – *Dover Beach*

Poulenc – *Gloria*

Faure – *Cantique de Jean Racine*

Tuesday March 29 – Rehearsal with conductor and piano accompaniment at C of C – 7 to 9 pm

Wednesday March 30 – Rehearsal with orchestra –Gaillard – 7 pm – Call 6:30 pm

Thursday March 31 – **Dress Rehearsal** with orchestra –Gaillard – 7 pm – Call 6:30 pm

Friday April 1 – Performance – 7:30 pm – Gaillard – Call 7 pm

Saturday April 2 – Performance - 7:30 pm – Gaillard – Call 7 pm

Rehearsal Requirements – There are fourteen rehearsals scheduled for Masterworks 7 between Tuesday 5 January and Wednesday 30 March. One must attend at least ten to participate in the concert.