

The logo features a stylized graphic of a triangle with a circle inside, composed of overlapping shapes in blue, red, and yellow. To the right of the graphic, the text "Philharmonic Association" is stacked above "Triangle Youth Music" in a large, black, serif font.

Philharmonic Association Triangle Youth Music

Full Orchestra Handbook

For the members and families of the Triangle Youth Philharmonic (TYP), our most advanced full orchestra, Triangle Youth Symphony (TYS), our intermediate orchestra and the Triangle Youth Orchestra (TYO) our least advanced full orchestra for musicians in grades 4 – 12.

Welcome to the Philharmonic Association (PA). Success depends on a joint effort between the PA staff, musicians, and parents. Please take time to become familiar with the contents of this handbook as it will contain valuable information that you will need throughout the year. Acceptance into a Philharmonic Association orchestra comes with responsibilities and we depend on musicians and their families to be fully informed. This handbook will cover:

- Responsibilities of membership including attendance
- Dress Rehearsal and Concerts including concert dress
- Calendar
- Fees
- Chamber Groups
- Honor Recitals
- Volunteering
- Special Events
- Concert Tickets
- Photography and Videography

Membership

TYP, TYS, and TYO membership is open to any musician in the grades 4 - 12.

1. Membership in PA full orchestras is decided by audition. Playing ability and balance of instrumentation are the determining factors in the selection of members. Membership is not automatically renewed from one season to the next. An audition fee of \$20 per audition will be charged to off-set our costs.
2. The PA recognizes the paramount importance of school music programs and the dedicated and expert instruction of their teachers. We expect our musicians to participate in their school music programs. If a musician is enrolled in a school music program and drops out of that program after an appointment to a PA ensemble, the PA appointment will be rescinded.
3. Members will have a more positive experience if they study with a private music teacher. Therefore, we highly recommend private music lessons.

Responsibilities

1. Each member is expected to be a good representative of TYP, TYS, and TYO whenever participating in a PA ensemble activity. This includes behavior during breaks as well as before and after rehearsals and concerts. All rules of the community and host facilities must be observed. Inappropriate conduct can result in termination of membership.
2. Absences and conflicts must be reported to your attendance volunteer as soon as you become aware of them.
3. Each member is expected to consult the PA website (www.philharmonic-association.org) and read e-mail for pertinent news information.
4. No food, beverage, gum, homework or cell phones are allowed in the rehearsals or concerts.
5. No member is allowed to leave the facility during breaks.
6. Each member should own a portable music stand and bring it, upon request, with his/her name on each piece.
7. All members are responsible for practicing at home and seeking help from a private teacher to learn their individual parts.
8. Members are expected to perform each program in its entirety, as assigned by the conductor(s). *Failure to comply with this responsibility can result in termination of membership.*
9. Volunteer hours will not be offered for regular rehearsals. Concerts, special events, and volunteer activities like coat check or stage crew will qualify.

Attendance Policy

A music ensemble is a collective effort requiring every member's full participation. The absence of one person affects the entire group. All musicians are responsible to their colleagues, themselves, and ultimately to the music itself. A serious commitment to the ensemble will ensure a quality musical experience for all its members. The following guidelines are followed to accommodate unavoidable conflicts such as illness, death in the family, required school performances, and established religious holidays.

1. Members shall have no more than two absences per semester. Those members holding positions of leadership, such as principal players, are allowed one absence per semester. If a member is unable to meet these requirements, it may be necessary to adjust seating. *
2. If a member accumulates more than four absences during the season, his/her membership in the ensemble will be reviewed and may result in termination.
3. **No one will be excused from a dress rehearsal or concert unless it is for severe illness or death in the family.** Musicians who fail to attend the dress rehearsal may be excluded from the concert. Failure to attend a concert may result in termination of all future PA membership.
4. It is the responsibility of members to notify Artistic Staff and Attendance volunteers as soon as they are aware of conflicts with rehearsals and concerts.
5. If a member is tardy three times, it will count as one absence. Members are counted as tardy if they:
 - a) are not in their seat ready to play, at the beginning of a scheduled rehearsal or at the call time before a performance
 - b) leave the rehearsal early
 - c) if they are late to their seat after the break.

6. **Everyone is expected to be ready to play at the beginning of a scheduled rehearsal and at the call time before a performance.**

** We will work with marching band participants to accommodate their fall schedule.*

Music and Folders

1. Each member will be issued music and a folder at the beginning of the season. Only PA music should be kept in this folder.
2. It is the member's responsibility to bring the folder, music, and a pencil to every rehearsal and concert. It is each member's responsibility to keep the music and folder in good repair, and to report missing music to the Conductor immediately. The member will be charged replacement cost for any music lost. Practice copies will be charged at a rate of 20 cents per sheet and rental music at the publisher's rate, usually \$10.00-25.00 per part.
3. The folder and all music will be returned at the conclusion of each concert. Music not turned in at the specified time must be returned immediately to the PA Administrative office.

Dress Rehearsal and Concerts

Each orchestra will complete the fall and spring semesters with a dress rehearsal and concert. These regular spring and fall dress rehearsals and concerts take place at Meymandi Concert Hall in downtown Raleigh, the only purpose built orchestral concert hall in Wake County and the home of the North Carolina Symphony. Additionally, TYP typically performs a Holiday Concert and/or a special performance with ballet in other performance venues. All scheduled dress rehearsals and concerts are mandatory and participation is a condition of membership in the orchestra. Dress rehearsal days of the week and times may vary depending on the orchestra and it is the responsibility of the musician and family to make note of these times. **Dress rehearsal and concert instructions will be emailed one month prior to events but ultimately it is up to musicians and families to stay informed via this handbook and our website.** TYP performs a full concert with an intermission while TYO and TYS perform on the same evening, TYS following TYO after an intermission. **Concert dress** is only required for the concert, not dress rehearsal, and is as follows:

Boys: Black pants (no jeans), white shirt, long tie, black socks and black shoes. No jackets, tuxedos or bow ties.

Girls: White blouse with sleeves and ankle-length black skirt or full-cut dress pants. Alternately, ankle-length all-black dress with sleeves, or black blouse with sleeves and ankle-length black skirt or full-cut dress pants.

Holiday Concert Dress: At the Holiday Concert performed by TYP, members are encouraged to wear holiday attire such as brightly colored tops.

Calendar

Please make note that the PA follows the Community Schools calendar. Rehearsals cancelled due to Community School closings will be published in the calendar on the PA website. **We do not necessarily observe WCPSS holidays or teacher workdays.** One noted exception is

the traditional calendar spring break. Unless many rehearsals been have lost due to school closings, rehearsals will not be held the week of spring break. If the decision is made to hold rehearsal over spring break, this will be announced and added to the calendar, but will not count toward attendance records.

*****Regarding inclement weather, if WCPSS closes due to any such event, Community Schools does as well so rehearsals are cancelled!*****

Full orchestra calendars are posted on our website. Please consult the calendar if you have any question as to the rehearsal schedule. Parent coordinators do send out reminders but ultimately it is up to the musician and family to be aware changes to the schedule due to holidays, spring break, etc.

Communication

Email is our primary form of communication and our parent coordinators work very hard to keep all parties informed. **If you are not receiving frequent emails from your coordinator, especially at the beginning of the season, please let us know there is a problem with your email.** Please keep in mind that our parent coordinators are volunteers. Musicians and families can make their job easier by staying informed so please refer to the information they send. Each Ensemble has a member page on the PA website that includes a calendar. Musicians and families are expected to keep abreast of the information on the ensemble page.

TYP: <http://philharmonic-association.org/typ-member-information/>

TYS: <http://philharmonic-association.org/tys-member-information/>

TYO: <http://philharmonic-association.org/tyo-member-information/>

Fees

The annual fee for participation is \$430. Families with multiple musicians, or single musicians participating in more than one ensemble, will receive a 20% discount on the smaller participation fee. **No musician is turned away for inability to pay the participation fee.** Fees are waived for those in Free or Reduced–Price Lunch Programs. **Documentation will be required for need-based financial aid.**

Withdrawal from a PA ensemble after more than two weeks or involuntary termination of membership will result in forfeiture of fees and privileges relating to membership.

Honors Recitals

All full orchestra musicians will have the opportunity to audition for a recital in the spring. The TYP recital audition, where the annual spring concerto performer is also chosen, will be held in early January, and TYS/TYO dates will be announced in late winter. Those interested in auditioning will perform a solo piece on the instrument in which they play in their orchestra. **Accompanists are required if your piece is written with an accompaniment.** If you need

help finding an accompanist, let us know. While we do not arrange this for you, we can provide a list of local pianists.

Holiday Outreach Program for TYS and TYO

A new program for 2018-19 is being piloted. This is open to TYS and TYO musicians since TYP already does extra services to present the PA Holiday Concert. Musicians who play strings and woodwinds may apply to be part of an outreach program to spread the joy of music during the holiday season in December. Rehearsals will take place 11/26/18, 12/3/18 and 12/10/18 at the regular places and times. Groups will be booked to perform at retirement homes, rehab facilities, for underserved audiences and other venues yet to be determined.

Chamber Groups

Full orchestra musicians have the opportunity to play in PA sponsored chamber groups. Membership in a PA Chamber Ensemble is considered an honor and only groups that represent the PA's high artistic standards will be sponsored. Musicians are encouraged to form a group and seek PA sponsorship. A brief audition as an ensemble will be required of new groups. (The TYP Woodwind Quintet is formed through an audition process led by returning members and the coach.) These chamber groups receive regular coaching and have the opportunity to perform for a variety of venues and audiences. There is an additional annual fee of \$200 that is used to help offset the expense of coaching. Please refer to the Chamber Music handbook for more information.

New Intern Program

Upperclassmen may apply for this new program providing educational and volunteer opportunities. Requirements and details will be posted on the PA website.

Fundraising

As fees only cover about half of our operating expenses, the PA must rely on fundraising to help meet our annual budget.

Corporate Support

Many companies partner with non-profits to match donations or volunteer hours and can provide the PA with funding. We are already qualified for matching donations from Verizon, Dell, Cisco, Duke Energy, IBM, Lenovo and GSK. Dell will donate \$150 for 10 or more hours of volunteer work, as well as matching donations. Cisco will match up to \$10,000 per employee for both volunteer time and matching donations. IBM's Community Grant program is dependent on IBM employees' volunteer hours and has helped the PA to purchase an English Horn, Baritone saxophone, drum set, classical percussion equipment, video equipment, and our portable public address system during past grant cycles.

Special Events

Our **Musical Marathon** has been a successful fundraiser and we encourage musicians to participate. Musicians are randomly assigned to one of three ensembles, each of which plays for 30 – 45 minutes. In addition, musicians collect sponsors who agree to pay an amount per minute of music played, much like a walk-a-thon. The Marathon is a community event and has been held at various locations such as Bond Park Senior Center, St. Paul's Episcopal Parish Hall and Chavis Park Community Center. Last season we combined this with an International Food Celebration celebrating the diversity of the Philharmonic Association.

Concert Tickets

Tickets for the Fall, Holiday, and Spring concert are used to offset the substantial cost of performing in Meymandi Concert Hall. In order to increase our audience size, a new requirement for 2018-19 is that every family be responsible for purchasing or selling 4 tickets to each of the concerts in which their musician performs. Additionally, for the Holiday Concert, each TYP family will be responsible for 4 tickets and each TYO or TYS family for 2. Tickets would make a nice gift and inviting prospective musicians (Child tickets are only \$5) is highly encouraged. Tickets can be purchased three ways:

1. Presales at the last two rehearsals prior to the concert.
2. Box Office at Meymandi the day of the concert
3. Eventbrite

Ticket prices do not vary for either Box Office or presales but there is an additional fee with Eventbrite.

Concerts are open to the public and we encourage families to invite family and friends. It is important that we build our audience to keep funders supporting the Philharmonic Association and to be able to continue to perform in Meymandi Concert Hall.

Photography, Video Recordings and CD/DVD Sales

The PA does not allow photography or any type of recording at our concerts as the use of devices is a distraction to those trying to enjoy the concert. Designated photographers will be present at each dress rehearsal and concert and the photos are shared with parents on the website Smugmug. All concerts are also professionally audio and video recorded and orders can be placed at presales and at the concert. This is done as a service to our parents, and we need a minimum order to make this service viable. Media are typically distributed at the first January rehearsal following the fall concerts and are mailed after the spring concerts. To keep costs low, a production company offering special rates produces our video that is duplicated in-house. Our CDs and DVDs are often not available until 8 weeks or more after the concerts.

Volunteer Requirements

The PA could not function without the help of our many volunteers. Each family is required to complete a minimum of 5 hours of volunteering per year. To work efficiently, each ensemble

requires a team of volunteers who fill specific roles. These roles include Parent Coordinator, Attendance Volunteer, and a Stage Crew. While these positions share a bigger time commitment, we have plenty of ways in which parents can get involved on an event-by-event basis. For these positions, our Parent Coordinators and Operation Manager use Sign-Up Genius. Descriptions of our volunteer positions are below:

- Parent Coordinator: Assists Artistic Staff to facilitate the smooth operation of the ensemble. Serve as liaison from the Staff to the Executive Director and Operations Manager. Must be available to send e-mail communications to parents and musicians. Works with the Operations Manager to recruit and coordinate volunteers for rehearsals and concerts to ensure the ensemble has attendance takers, set-up crew, parent on-call and additional volunteers, as needed.
- Attendance Volunteer: Take attendance at weekly rehearsals. Contacts musicians to ascertain reasons for lateness and absences. Compiles data into Excel-type worksheet and provide reports to Conductors.
- Stage Crew: Set up: Come early to arrange chairs and stands in rehearsal room per the conductor's seating chart. Tear down: Return rooms to school band director's set-up after rehearsal. Set up/tear down stage at Meymandi Concert Hall for spring and fall concerts and dress rehearsals.
- Parent On-Call: Attend weekly rehearsals to aide the conductor when needs arise with musicians. Stay with musicians till all parents arrive for pick-up. Parents can rotate this job week to week.
- Photography: Photographs (digitally) group and individuals at dress rehearsals and performances from special areas at Meymandi Concert Hall. Uploads photographs to Smugmug or gives a CD to Photography Team Leader. Must have own equipment.
- Videography: Man the second camera at the concerts in Meymandi Concert Hall.
- Concert: Assist with ticket and media pre-sales during rehearsals, conduct ticket and media sales during concerts, serve as usher at concerts. TYP parents serve as volunteers at TYS/TYO concert and TYS/TYO parents serve as volunteers for TYP concerts.
- Ad Sales: Sell advertising to businesses for fall, holiday and spring concert programs.
- Marketing: Assist in developing and implementing marketing strategies for the PA and performances.
- Coat Check for NC Symphony: Parents and musicians will work the coat check table at the NC Symphony concerts. Volunteers will receive a complimentary ticket to attend half the concert.
- Coat Check Coordinator: Set up and maintain Sign Up Genius for Coat Check volunteers, serve as first contact for volunteers, and ensure that all volunteer spots are filled.
- Sectionals: Twice a year during regular rehearsal, musicians are broken up according to instrument and coached by a NC Symphony member. Room monitors are needed for each

group to set the room for the rehearsal, stay in room during rehearsal, and return room to original condition.

- School Liaisons: One parent to communicate directly with their musician's schools music program to promote our program and events.
- Pizza Party: Each orchestra will hold a pizza party in the spring in the 45 minutes prior to rehearsal. Parents are needed to supply drinks, cookies, and paper products as well as serve and cleanup.
- Auditions: Auditions are a significant effort and require many volunteers to set-up and tear-down audition rooms, to work registration table, and to act as audition stewards.
- Special Events: These events require planning, set-up and tear-down, transporting of our larger percussion instruments, and a variety of task during the event.
- Community Festivals: The PA operates a booth at festivals such as Lazy Daze and Spring Daze. Volunteers act as ambassadors for our program, sharing printed material as well as their own knowledge and experience with the PA.