



Rocky Mountain Chorale

Singer's Handbook

2018-2019 Season

The mission of Rocky Mountain Chorale is:

1. To promote participation in and appreciation of the art of choral singing in the community
2. To entertain and educate members of the community through the presentation of concerts, including those people who would not normally be able to attend choral concerts
3. To provide community members with the opportunity to participate in choral singing and to further their musical education, through taking part in rehearsals, concerts, training sessions and related musical activities.

Rocky Mountain Chorale does not discriminate against any employee, volunteer or program participant based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation or disability.

Purpose: Rocky Mountain Chorale (RMC) is a mixed choir employing a professional conductor, accompanist, and other musicians as necessary. RMC's membership covers a wide spectrum of age and musical experience, from students to retirees. Our repertoire ranges from African folk songs through modern American choral pieces to major classical choral works. In addition to preparing fine music in a light-hearted atmosphere, we have social get-togethers on a regular basis.

Information: All scheduling and program information about the Chorale can be found on the website at:

www.rockymtnchorale.org

This website is updated regularly. Please check the Member Area section often to find out about RMC's schedule.

Rehearsal Music: A link to selected rehearsal music (midi and mp3 formats as well as YouTube videos) can be found on the Web at <http://rockymtnchorale.org/member-info/rehearsal/> Ask a board member for the password.

Auditions: Auditions for the Chorale are held in August for the fall semester and in January for the spring semester. Specific information about times can be found on the website.

Programs: We present two major programs each year, and we sing selections from those same works at two or three community outreach programs each semester.

Administration: Every year Chorale members elect a board of directors to manage the Chorale. The board is responsible for Chorale policies and programs. Members are encouraged to attend the board meetings, which will be announced to the membership at rehearsals and are posted on the calendar at the website.

Attendance: Being a member of RMC means making a personal commitment to the Chorale in terms of time, learning music, and being present for rehearsals and performances. All members are expected to attend scheduled rehearsals as well as the concert performances. In the event that a member will be absent from a rehearsal, the member should notify his or her section's attendance taker.

If a member misses *more than three rehearsals* during a semester, he or she will not be allowed to sing in the concert unless prior arrangements have been made with the conductor. If you have unexpectedly missed two rehearsals, please contact the conductor before missing a third rehearsal.

Attendance at the Pre-Concert Rehearsal is mandatory.

Weather policy: In the event of bad weather, the Conductor will decide two hours in advance whether a concert or rehearsal is cancelled. Members and staff shall be notified by e-mail and/or posting on the Member's section of the website.

For any rehearsal, concert or other RMC event, members and staff who feel they cannot safely travel to the site due to adverse weather should stay home.

Tickets: Chorale members are expected to promote the concert and to sell tickets in order to build an audience. Face value for tickets is typically \$15 per ticket for adults and \$10 per ticket for students, although prices may be raised if a special situation, such as a concert with a large number of instrumental accompanists, warrants. Children under 5 are admitted for free.

Pre-paid Tickets: Members are encouraged to pre-purchase concert tickets at a discounted rate of \$10. Prepaid tickets may be purchased in any quantity, with a minimum of five. Upon selling the tickets, members are allowed to sell them for the full price, for the discounted price, or to give them away to their friends.

Music: Members are issued music for their use during each concert season. The Chorale borrows, buys, or rents music as necessary and member dues cover this expense. **Members are encouraged to mark their music as needed but to use only a No. 2 pencil. Never highlight or permanently mark the music in any way.** The Chorale librarian hands out music at the beginning of the season and collects music following the last concert of the semester. If a singer leaves the Chorale before the season ends, music must be returned at the final rehearsal attended.

Folders: RMC requires that singers use **black** folders for all performances. The version that many Chorale members use is "The Black Folder," which may be ordered on-line at <http://www.musicfolder.com/en/us/index.php>

Performance Attire:

Men:

White dress shirt and black everything else (shoes, socks, pants, jacket, and bow tie). A tux (without tails) is great if you have one, but not required. A black bow tie is required.

Women:

Long (to the floor) black dress, skirt, or slacks. A top can be a black blouse, knit sweater (cotton is fine) with long sleeves or sleeves below the elbow. Necklines should be scoop, jewel or V neckline. Both men and women should have opaque black stockings with black shoes. Women will wear an RMC-owned silver scarf (provided by the chorale before each concert and collected following the concert) and small stud-like earrings.

DO NOT WEAR jeans, leggings, tops displaying cleavage, colored (not-black) stockings, sheer hose, bare legs, boots or casual shoes (if unsure, contact Ann Paradise). Do not wear large or showy jewelry.

For the **Outreach Concerts**, the tops for both men and women are to be *long-sleeved* pastel shirts. Bottoms for men will be black trousers and shoes. For women it will be black shoes and black trousers or skirts of at least three-quarter length with black socks and black shoes.

Dues: The Chorale is funded by dues that members pay and by ticket income from the concerts. This money is used to pay the Director, Assistant Director, and Accompanist, to pay for the venues where we rehearse and perform, to cover music costs, to pay concert musicians, and for many other purposes. Listed below are the dues' procedures used by RMC:

- ‡ Membership dues are \$75.00 per semester per member. Dues for students in full-time education are \$30 per semester.
- ‡ Dues for existing members are due by the end of the fourth rehearsal.
- ‡ Dues for new members are due six weeks after the new member starts and should not be paid until the members are sure that they are comfortable with the Chorale. We require new members to make a \$30 deposit before taking music home. This deposit is either returned or applied toward the payment of dues as is applicable.
- ‡ Members with financial hardship may request to have some or all dues waived on a semester-by-semester basis. To do this, they need to speak personally with either the president or the treasurer of the Chorale. Members who receive a partial scholarship are asked to provide additional hours of volunteer service to support the chorale.
- ‡ Dues will not be refunded. Any member who leaves the Chorale before the middle rehearsal of the season may ask to have their dues applied to a future season. Dues for members who leave after the middle rehearsal of the season will not be credited.
- ‡ Only members who have paid dues or had dues explicitly waived will be allowed to sing in the dress rehearsal or concerts.
- ‡ All members who have either paid dues or had dues waived will be listed in the concert program.
- ‡ Those members who paid but are unable to sing will be listed in the program with an asterisk denoting that they will not be singing.
- ‡ Payments: Members are requested to make payments by check whenever possible. Checks should be made out to the Rocky Mountain Chorale. Online payments are also accepted.

Donations: RMC relies on donations for a significant portion of its expenses, and welcomes contributions from members over and above the required fees. RMC is a not-for-profit 501(c)3 organization, and donations are tax deductible to the extent allowed. Ask the Treasurer if you would like a tax receipt for your donation. (Note that dues are not tax deductible.)

Contact Information

Board Members and Key Volunteers for Fall 2018:

(Note: Board Members are italicized.)

<i>President</i>	<i>Terry Mattison</i>	(720) 454-2098
<i>Vice-President</i>	<i>Chris Walther</i>	(303) 530-0501
<i>Secretary</i>	<i>David Norris</i>	(303) 442-5081
<i>Treasurer</i>	<i>Leah Tharpe</i>	(205) 515-3166
<i>At Large</i>	<i>Lisa Albright</i>	(303) 885-1345
<i>At Large</i>	<i>Susie Andersen</i>	(303) 868-4926
<i>At Large</i>	<i>David Butler</i>	(303) 449-4742
<i>At Large</i>	<i>Willem O'Reilly</i>	(303) 859-0464
<i>At Large</i>	<i>Ann Paradise</i>	(240) 423-6651
Director	Jimmy Howe	(303) 887-1655
Program	Kathleen Newton	(720) 548-8661
Librarian	Kay Norris	(303) 442-5081
Webmaster	Kathleen Newton	(720) 548-8661
Facebook Manager	Christie Swoboda	(303) 912-2345
Rehearsal Files	John Lamb	(720) 579-7091

Emails may be sent to the Board Members by using their "office name"@rockymtnchorale.org. For example, email sent to vicepresident@rockymtnchorale.org would go to Chris. Members can email the entire board of directors by sending to board@rockymtnchorale.org. Email and phone numbers for the entire Chorale are listed in the Chorale Roster.

Rehearsals: Monday evening rehearsals are held at Pine Street Church, 1237 Pine St., Boulder, CO. Regular rehearsals are held from 7:00 pm to 9:15 pm with one ten-minute break that includes snacks provided by one of the sections. Sectionals and small group rehearsals are scheduled on Monday evenings before the regular rehearsals. Additional sectionals may be scheduled throughout the semester if the Section Leaders and Director believe they are necessary. **Please arrive five to ten minutes early to rehearsals.**