



# **Canton Symphony Chorus**

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## **Chorus Guidelines**

**2010-2011**

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# Chorus Guidelines

## THE CHORUS

The Canton Symphony Chorus, founded in 1984, is a volunteer adult ensemble which rehearses weekly late August through April under the direction of C. M. Shearer. The Chorus performs major choral works with Music Director Gerhard Zimmermann and the Canton Symphony Orchestra. In addition, three Showcase concerts are presented by the Chorus each season.

## AUDITIONS

Membership in the Canton Symphony Orchestra Chorus (CSC) is determined by audition. Each audition is simple, non-judgmental, and designed to give the conductor an idea of how to best utilize the auditionee's talents in the Chorus. The audition consists of three parts: singing a prepared solo in any language; vocalizing to determine his/her range, flexibility and vocal timbre; and demonstrating an ability to learn music, either through preparing a new piece (music obtained in advance) or sight reading one's voice part of a piece of music with the piano playing all voice parts or accompaniment. Current members will be expected to sing a portion of a work sung during the previous season. A general re-audition of the choir will be made by the director, auditioning men and women in alternating years (women in odd years; men in even years).

## ACCEPTANCE AND COMMITMENT

Acceptance into the CSC implies a commitment to attend and be prepared for all rehearsals and to sing the complement of concerts for the season. Each member is expected to review his/her notes and music during the week, thoroughly learning any specific musical passages, texts, or notations assigned by the conductor. Attendance at all rehearsals is expected. Attendance at dress rehearsals and performances is mandatory – no exceptions. Members should notify the Membership Chair either by phone or email if they are sick and unable to attend regular rehearsals.

## COMMUNICATION

The main form of communication for the CSC is email. At the beginning of the season, please provide your current email address (one that you check frequently). If you do not have email, please find someone in your section that is willing to pass along information to you. Emails will be sent regarding any changes to the schedule and notations to the music as well as outside rehearsal activities. It is the member's responsibility to make sure he/she has received the current information. Please make it a habit to check your email prior to leaving for rehearsal in case of last-minute changes.

## **MEMBER ROSTER**

A complete roster will be created at the beginning of each season listing all current members. Each member must check over the information to make sure it is correct. Each member must also sign to give approval for his/her information to be shared with the rest of the group. When everyone has approved the information, the roster will be made available to everyone. It is the member's responsibility to provide the Membership Chair with any changes of contact information during the season.

## **ATTENDANCE**

Attendance: Rehearsals will begin and end on time, and attendance will be taken at every rehearsal. Members must sign in at each rehearsal. Failure to do so will constitute an absence. It is not the Membership Chair's responsibility to track down individual members regarding attendance at rehearsals. Members are asked to arrive a few minutes early to be in place ready to sing at the beginning of the rehearsal. If a member anticipates being late or absent from a rehearsal, he/she is to notify the Membership Chair. If a member misses a rehearsal, it is his/her responsibility to check with a fellow chorus member for any changes in the schedule and what was assigned or rehearsed.

Types of Rehearsals: Members should be aware of three types of rehearsals: preparation rehearsals (number varies depending on literature); piano-dress rehearsals (usually two); and orchestra-dress rehearsals (usually two). The term "dress rehearsal" is a figure of speech in music and means a type of final rehearsal; it does not mean that you should wear your concert attire. Attendance at all piano and orchestra dress rehearsals is mandatory. Anyone missing one of these rehearsals will not be allowed to perform on that concert – no exceptions.

Absences: Members may miss two preparation rehearsals for each concert period. Anyone missing more than two rehearsals may be asked not to perform in the upcoming concert.

Excessive Absences: If, during the season, excessive absences are noted, a chorus member may be asked by the director to take a leave of absence.

## **REHEARSAL ROUTINE**

What to Bring: Please bring your music and a pencil to every rehearsal. Water is also suggested. Do not plan to share music. Phrasing, diction, dynamics, attacks, releases, etc., may be dictated at rehearsals; it is imperative that these markings be written into one's music. If a member misses a rehearsal, it is his/her responsibility to transfer markings from the music of another chorus member to his/her own music.

Handouts: The conductor will occasionally prepare handouts (most often sent via email) for the chorus that will contain material to better facilitate learning and performing the music

under study. It is each member's responsibility to transfer the information from the handout to one's music before the next rehearsal. Handouts may be posted on the CSC's web site.

Observing Visitors: Adult visitors are welcome to all chorus preparation rehearsals. Visitors to the piano and orchestra dress rehearsals are permitted only with the advanced permission of the director. Children are not permitted in rehearsals.

Standing: While singing, members are expected to stand. There will be ample occasions to sit and rest during the 2½-hour rehearsal. In general, choir members should sit if the director begins working with another section or instructions become longer than three or four sentences. Likewise, everyone should stand when asked to sing. Members are to inform the conductor prior to the beginning of the rehearsal if he/she is physically unable to stand while singing. Persons sitting and singing must sit with good posture and in a position to see the conductor easily.

Illness: Members who are too ill to sing but physically able to attend rehearsal are expected to attend. One can learn a great deal by listening to the rehearsal. Members should always inform the director if they are ill and will not be singing. If one is contagious, please sit apart from other singers.

Canceled Rehearsals: If it becomes necessary to cancel a rehearsal (a rare occurrence), members will be notified by telephone, e-mail, or the Chorus web site. The decision to cancel rehearsal is made by the CSC director in consultation with the Symphony office.

### **CONCERT AND DRESS REHEARSAL ROUTINE**

Warm-up: Unless otherwise indicated, all warm-up sessions will be one hour before an orchestra dress rehearsal and one hour before all concert.

Stage Deportment: Chorus members are in direct line of sight with the audience and any motions (adjusting glasses, scratching nose, etc.) or indecorous behavior will distract the audience from the performance. Never talk or read during a performance, and always maintain good posture and stage deportment. When entering the stage, hold music down at one's left side. Remain standing until signaled to sit. The chorus will be given a signal when to stand. Music is usually opened when the chorus is asked to stand. When standing and sitting, do so as quietly and sprightly as possible.

What to Bring: Before each concert, a performance folder will be issued. Insert music in concert order into the folder, and bring only the folder and that music to the stage. No purses, food, beverages, gum, mints, etc., are allowed on stage during performance. In addition, no programs should be taken on stage unless approved by the conductor.

Hygiene: Take extra care of personal hygiene before performances and rehearsals. Do not wear any perfumed products during rehearsals or performances - only unscented products, please!

Page Turns: Turn pages quietly, and never follow soloists. Clip together all pages that are not sung by the chorus.

Applause for Soloists and/or Conductors: In general, the chorus should not applaud; however, if the orchestra members begin to applaud, chorus members may do likewise.

### **CONCERT ATTIRE**

Women: Long, black CSC concert dress (purchased by members)  
Black hose and black dress shoes  
CSC pearl necklace (purchased by members)

Men: Black standard tuxedo  
Black socks and dress shoes  
White formal wing-tip tux shirt (no ruffles) or white dress shirt  
Black bow tie and cummerbund (or vest)

### **MUSIC POLICY**

Music Issued: Each member should write his/her name in pencil on the cover of each piece of music and erase any other names that may appear on the music. Records are kept by member's name and not by number. It is the member's responsibility to inspect and maintain his/her music. Any noted damage or missing pages in the music should be brought to the attention of the CSC librarian when first received. If you are in doubt as to the condition of the music, ask the librarian. All music must be returned to the CSC librarian following each performance.

Marking and Erasing Music: Mark music only in light pencil. Rental music must be erased before being returned. Erasing is easiest if you mark in a single line in each system. Do not erase your name from the cover as this is used to confirm its return. If the performance is the final one for the season, all erased music (except your name) must be returned to the CSC librarian no later than one week following the performance.

Rented Music: The CSO is charged a substantial fee, beyond the rental price, for lost or damaged copies and for late returns. The cost of rented music is often substantially more expensive than music that is published. Rented music is not for sale.

Non-Returned or Damaged Music: Chorus members will be billed for music not returned and for damaged music (not originally reported to the librarian).

## TICKET POLICY

Chorus members are entitled to a 40% discount on single tickets purchased by them in advance for performances in which they are singing. (Exceptions may be determined by the CSO President/CEO.) The member should call the CSO box office to make arrangements for all tickets. Box office number is 330-452-2094. Tickets must be purchased no later than 4:30 p.m. on the Friday preceding a concert to receive the Chorus discount. A discount code will be given for online orders, but there is a per-ticket charge for tickets purchased on line.

## CHORUS FUND

Each season, members are asked to contribute \$20 each to support various social activities of the Chorus.

## CHORUS OFFICERS

There are three elected officers: President, Secretary/Treasurer, and Membership Chair. The term of those offices is two years. The terms run June 1 through May 31.

President: The President of CSC serves on the Canton Symphony Orchestra Board of Trustees to represent the Chorus. A special election may be held at any time to fill a vacancy.

- Election held in the spring of odd-numbered years
- Responsibilities
  - all day to day member issues
  - biennial (every two years) elections of officers
  - chorus banquet
    - Work closely with Membership Chair on all aspects of the banquet.
    - Work with symphony office on any necessary details.
  - Open Rehearsals
    - Send out email reminders to potential members.
    - Coordinate details with Membership Chair.
    - Promote event to chorus members.
  - attendance at Chorus Auditions as Chorus representative

Secretary/Treasurer:

- Election held in odd-numbered years
- Responsibilities
  - collection of annual dues and maintenance of accurate records
  - collection of any money from members for chorus events (such as banquet)
  - close coordination with Symphony Financial Director on chorus account
  - ordering of women's dresses

- maintenance of record of donations to chorus separate from general account
- attendance at Chorus Auditions as Chorus representative

#### Membership Chair:

- Election held in even-numbered years
- Responsibilities
  - maintenance of accurate attendance records, reporting to the Chorus Manager
  - maintenance of mailing lists
    - current member roster
    - inactive and potential members
  - responses to email/phone-call interests from new members
  - contact of members regarding attendance problems
  - coordination with Chorus President to organize all open rehearsals and parties
  - attendance at Chorus Auditions as Chorus Representative

The Chorus Manager, Librarian, and Historian are chosen by the Director.

#### Chorus Manager

- Provide symphony with updated chorus roster prior to each concert.
- Send out email reminders to chorus as necessary regarding rehearsal changes, etc.
- Contact symphony office if change in rehearsal is necessary.
- Contact symphony office regarding any issues with rehearsal facility.
- Coordinate chorus auditions.
  - Coordinate with office and chorus director.
  - Respond to inquiries and set up audition times with new and current members.
  - Coordinate with office to make sure symphony website is updated with current information.
  - Attend auditions as greeter and chorus representative.
- Coordinate all chorus publicity in conjunction with symphony.
  - Publicity photos
  - Coordination of chorus table at symphony concerts when necessary
    - Solicit volunteers
    - Prepare necessary marketing materials in conjunction with CSO marketing dept.
- Prepare posters and marketing for open rehearsals.
- Design and maintain chorus brochure and chorus handbook.
- Maintain chorus schedule and assist elected officers with their duties as necessary.

- Serve as chorus liaison to symphony office, staff, and CEO.

Librarian: Maintain updated spreadsheet with all music owned by CSC.

Historian: Maintain collection of pictures, articles, etc., from the chorus' history.

### **20010-2011 OFFICERS**

Bill Kendrick    President  
Mardy DiGiacinto    Secretary/Treasurer  
Ann Ferrell    Membership Chair  
Michelle Mullaly    Manager  
Fred Linxweiler    Librarian

### **CHORUS WEB SITE**

<http://cantonsymphony.org/people/canton-symphony-chorus>

### **SYMPHONY OFFICE: CONTACT INFORMATION**

Administration Offices: Phone (330) 452-3434, Fax (330) 452-4429

Ticket Office: (330) 452-2094

On-Line Tickets: [www.cantonsymphony.org](http://www.cantonsymphony.org)