2012-2013 Member Handbook

The New World Youth Orchestras' mission is to develop the musical talent and nurture the personal growth of young people in Indianapolis and central Indiana through the rehearsal and performance of orchestral masterworks, both traditional and contemporary.

Susan Kitterman, Founder and Artistic Director
Ardis Faber, Philharmonic and Concert Orchestras
Adam Bodony, Executive Director
Jennifer Page, General Manager (PT)

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Questions? Contact New World

32 E Washington Street, Suite 950
Indianapolis, IN 46204
abodony@gmail.com
317.408.4492 (phone)
317.236.4902 (fax)
www.nwyso.org

Report an Absence – more on page 6

For illness/emergency: abodony@gmail.com

Contact the Executive Director

Adam Bodony
abodony@gmail.com
317.408.4492

Contact your Conductor

Symphony – Susan Kitterman
317.485.5322 (home)
kitterman@nwyso.org

Philharmonic – Ardis Faber
574.453.6463
faber@nwyso.org

Concert – Ardis Faber
574.453.6463
faber@nwyso.org

2012-2013 Tuition

Symphony Orchestra - $495
Philharmonic Orchestra - $400
Concert Orchestra - $300

Payments may be made by check (made out New World Youth Orchestras) or by cash. Credit card payments are not accepted.

Refund Policy

Tuition will be fully refunded if the member chooses not to participate prior to the first rehearsal/retreat and this information is submitted in writing or via e-mail to the NWYO office prior to the first rehearsal/retreat.

During the first semester (through December), half of the tuition will be refunded if a member cannot participate in orchestra activities due to documented medical reason or relocation of the student's family only.

Requests for tuition refunds must be submitted in writing to the NWYO office.

Delinquent Tuition Policy

New World will issue reminders of balances due throughout the season. If a member has not paid his or her balance in full either by the specified payment plan date or April 1, that member may lose his or her seat for the final concert in May. Members with balances due by May 15 will not be allowed to return for one full season. If a member is unsure as to the ability to pay by the required deadline, please contact the NWYO office immediately to discuss options.

Seniors must be paid in full to participate in the final performance of the season.

Audition applicants for the following season must have their balances paid in full prior to scheduling an audition.

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2013-2014 Auditions

All returning members will be required to audition to retain their seats in NWYO.

Information about the audition process will be handed out in the spring and posted on the website.

Weekly Rehearsals

Check in Procedure – All members must check-in with the Ensemble Secretary/Parent Volunteer before entering the rehearsal room. Those who do not check-in will be counted as absent that day. If no one is seated at the table, it is the member's responsibility to return to the table and be checked in.

Parents at Rehearsals – Parents and family members are welcome to sit in on rehearsals. Children age 10 or under must have a parent or guardian stay for the duration of the rehearsal.

Music Stands and Rehearsal Clean-Up – Music stands are in constant demand at rehearsal (by other groups as well) and must be returned to stand racks at the end of rehearsal. Below is the clean-up policy for each orchestra:

> Concert Orchestra – Members are expected to bring their own stands to every rehearsal. Members are also expected to help with cleaning up the rehearsal room (trash/chairs) each Sunday.
>
> Philharmonic Orchestra – Members are expected to bring their own stands to every rehearsal. Members are also expected to help with set-up prior to the start of rehearsal. Members are responsible for the set-up/clean-up of their own section.
>
> Symphony Orchestra – There are approximately 50 stands available each week and significantly more NWYO members that need stands each week. Therefore, members are expected to bring their own stands each week to ensure they have access. Members are responsible for the set-up/clean-up of their own section.

Members are expected to behave in a manner that reflects positively on the New World Youth Orchestras. This means:

- Smoking, use of other substances, and alcohol use are not permitted while the member is engaging in NWYO activities.
- Keep voices low when dismissed for break and after rehearsal; other groups may be rehearsing in the surrounding areas.
- Food and drinks should be restricted to the areas indicated in the next section of the handbook.

Trash from these snacks should be disposed of at the end of rehearsal.
Rules are in effect before, during and after rehearsals, rehearsal breaks, road trips, retreats, and performances. Policy violations may result in the member being asked to relinquish membership in the orchestra. It is a privilege to rehearse at each location. Members are expected to treat the staff and the facility with respect.

Weekly Newsletter

A weekly newsletter will be e-mailed to all NWYO participants to provide the most up-to-date information and announcements for that week. E-mails may be sent from any of the following addresses – add these to your "safe" list:

- abodony@gmail.com
- kitterman@nwyso.org
- faber@nwyso.org

If you do not have access to e-mail please contact the NWYO office to discuss other options.

Rehearsal Locations

Jordan College of Fine Arts (Lilly Hall), Butler University

- Lilly Hall is located next to Clowes Memorial Hall near the corner of 46th and Sunset Avenue.
- Parking is available anywhere except the circle drive – restrictions are valid only Monday through Friday.
- Food should not enter the rehearsal room. Drinks with caps are allowed.

Hilbert Circle Theatre / Symphony Centre (32 E Washington Street)

- Enter through the Symphony Centre on Washington Street (NOT the main HCT entrance on Monument Circle).
- Parents have access to lounge areas and may watch rehearsal from the hall.
- Food and drinks are allowed in the backstage lounge only. The only exception is water for woodwind and brass musicians who may have water on-stage for instrument purposes only.

Other locations used for rehearsal in previous years:

- Marian University
- Pike High School
- Center Grove High School
- University of Indianapolis
- Ben Davis High School

Seating Auditions

General Information

- Seating takes place once during each concert cycle.
- Check the calendar for the date of each orchestra's auditions.
- Recordings of the auditions will be taken at rehearsal.
- Concert and Philharmonic Orchestra conductors reserve the possibility of altering the process outlined below.

Seating Auditions, cont'd.

Process

- Selected excerpts will be handed out at least two weeks prior to the audition date.
- Members should rehearse selections and prepare for the audition with their private teacher.
- Auditions will take place during the designated rehearsal.
- Members will be asked to leave rehearsal to enter a warm-up room.
- Members will be asked to mark the excerpts in their music with the provided materials.
- Once a recording room is available, the member will enter and record his or her audition.
- Members are assigned a random number in order to remain anonymous (Symphony and Philharmonic). Member names and voices are not recorded in order to keep the process anonymous; the adult recording will instead state the number assigned and ask that they begin their excerpts. MEMBERS MAY NOT REPEAT EXCERPTS IN THE EVENT OF A MISTAKE. Concert Orchestra – auditions will be recorded with a video camera in order to assess technique in addition to the performance of the music.
- Following auditions, a compiled CD will be given to the conductor to review. A corresponding list of names WITH numbers will be held by the adult who recorded the auditions or the Executive Director to ensure confidentiality.
- Once the seats have been determined, they will be posted on the website, members will be alerted via e-mail, and the list will be brought to rehearsal.

What if I can't attend seating auditions?

- Home recordings -

  Alert the Executive Director as far in advance as possible of the absence AND YOUR INTENTION TO DO A RECORDING.

  Parents must supervise the recording of an audition in the manner above, including timing. No repeating of the excerpts should be allowed and all excerpts should be recorded in one take (placed on one track – multiple tracks may disqualify your recording).

  Recordings must be received in the office by the Monday, or via email, immediately following the scheduled seating auditions.

  Do not speak on the recording – instead, write the name and instrument of the member on the CD. The CD itself will not be given to the conductor but compiled with the other auditions on the master CD and a random number will be assigned at that time.

- Members who do not submit a recording and cannot attend seating auditions will be seated at the bottom of the section for this concert cycle. There will be an opportunity to audition for each concert.

Absences

General Information

- Each member is allowed two **excused** absences prior to each performance.
- Excused absences are those reported by Sunday the week before the absence or those due to illness or family emergency (death in the family, for example). Absences not reported at least one week prior to the missed rehearsal will not be considered excused (except in the case of illness or family emergency).

How can I report an absence?

- Regular excused absence: Submit an absence notification form (available at rehearsal and on the website) **at least one week in advance.**
- Emergency/illness: Submit a notification via e-mail to abodony@gmail.com.
- Dress rehearsal absences: These should be EXTREMELY infrequent and are subject to your conductor's approval. We will NOT accept absence notifications for dress rehearsals within the week prior to the rehearsal/concert except in the case of illness, death in the family, or similar cases. For those with an individual part (winds, brass, percussion, soloists) and principals, there is less flexibility. Please note possible conflicts early so that we can work together to compromise or resolve the conflict altogether.

How can I make sure my child is not counted absent?

- A check-in table is provided at each rehearsal. **It is your child's responsibility to check in at rehearsal each week at this table.** An Ensemble Secretary (Parent Volunteer) will be stationed at this table to assist with check-in, but if no one is there your child should return at break to make sure he or she is noted as present.

Absences can make rehearsals difficult for everyone, particularly in the case of soloists or those with unique parts. We may also schedule sectionals for an individual section if deemed necessary, but this will only be effective if most of the section will be present.

Therefore, missing excessive rehearsals (more than two per trimester) is unacceptable and the conductor may take this into account during seating, and, if the problem persists, the conductor may take further action. Removing membership without tuition reimbursement is the final action that may be taken and the conductor may do so if deemed necessary.

School Music Participation

Does NWYO have a policy regarding participation in school music programs? Is playing in the school music program a requirement for participation in NWYO?

New World Youth Orchestras expects each of our members to participate in his or her school music program. School music programs are the backbone of music education in our country, and as an organization we support school music programs.

Is it a requirement? Although NWYO would prefer that each member participate in his or her school music program if one is available to them, we do occasionally make some exceptions, in individual circumstances. These exceptions must be documented, as outlined on our "School Music Participation" form.

The School Music Participation Form gives you a space to describe what steps you've taken as a family to try to include school programs in your schedule. If steps still need to be taken, New World staff will help facilitate discussion that may result in a creative solution unique to your child. We've found that there are solutions to boredom and scheduling conflicts that can be overcome with just a few conversations.

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Concert Attire – Philharmonic and Symphony

Members are expected to provide their own concert attire. Concert dress is **not** required for dress rehearsals. **Note to ladies:** Outfits in recent years have include skin-tight pants and skirts and short skirts. Please refrain from these outfits as they are unsuitable to the formal image that we expect on-stage.

Boys

Black dress slacks
Black tux or suit jacket
Black socks
Black dress shoes (no tennis shoes, hiking boots, sandals, etc)
Black bow tie
White, long-sleeved dress shirt

Tux pants, jackets, shirts and bow ties used by many school orchestras and bands are acceptable.

Girls

Black dress long-sleeved, floor-length, tea-length, or mid-calf
or
Black floor-length or tea-length skirt and black, long sleeved blouse or dressy long-sleeved knit top
or
Black dressy slacks, such as palazzo pants, and long-sleeved blouse or dressy long-sleeved knit top
Black colored pantyhose
No conspicuous jewelry or makeup
Black dress shoes (no tennis shoes, hiking boots, sandals, etc)
Sleeves must be three-quarter length or long sleeve. No tank tops or short sleeves.

Concert Attire – Concert Orchestra

Concert attire for Concert Orchestra is black bottoms and white tops. Bottoms should be dress slacks or skirts. Skirts should be at least knee length. White blouse, collared, and button-up shirts are acceptable. No sleeveless shirts or tank tops, shorts, or casual shoes. Black dress shoes are appropriate and black socks should be work with slacks.

Volunteers

General Information

Parents and families provide much needed support to the staff of NWYO by assisting with concerts, rehearsals, office work, and the music library. Our staff depends on this assistance to provide the musical services to your child.

Yuletide Celebration – Cookie and Wassail Sales

An NWYO Favorite! Each December, NWYO volunteers at 7 performances of the Indianapolis Symphony Orchestra's Yuletide Celebration. Volunteers at these performances allow NWYO to perform on the Hilbert Circle Theatre stage at a reduced cost for one concert each year.

We provide 16-21 volunteers per performance to do the following work:

- Bagging cookies before the concert
- Staffing the cookie and wassail stations before and during the concert
- Cashier each station (limited to volunteers age 16 and up)

Note: All volunteers should be at least 12 years of age – though please contact NWYO if you need to bring a younger volunteer. We may be able to accommodate depending on the circumstances.

Musicians, family members, and friends are encouraged to sign up for the same shift. As a perk for donating your time, you will be able to watch most of the performance. If seating is available, you may sit in the hall or you may watch through the Main Floor lobby windows.

We appreciate your donation of time during this hectic season. It is a fun way to spend the afternoon or evening and a way to see this holiday tradition for free! The dates this season are being determined. Please contact the NWYO office if you have questions or would like to sign-up.

We need a volunteer leader (Crew Chief) for each night to report to the ISO staff and assign duties to NWYO volunteers. If you've participated as a Yuletide volunteer in the past, we hope you will consider taking on this role.

Concerts - Volunteers are responsible for helping set up, tear down, sell merchandise, check in, backstage help, and audience surveys.

Rehearsals - These volunteers help with set up, tear down, check in, passing out music, seating auditions and other miscellaneous tasks. *Perk:* If you are a parent, you can help out while you wait for your child to finish rehearsing. No extra car trips.

Music Library - We need two consistent volunteers for sorting and filing music. These volunteers must come downtown to our office in the Symphony Centre. This is a great summer activity for members needing volunteer hours. *Perk:* You have access to study all kinds of scores. Plus, Circle Centre Mall and several great restaurants are within walking distance, so you can easily run errands without making an extra trip downtown.

Specialized Opportunities - We welcome any specialist volunteers, such as graphic designers, grant writers, or other applicable skills. *Perk:* These volunteer hours can be verified and may result in tax benefits for you.

Financial Support for NWYO

Tuition funds received from members of the orchestra account for only a portion of the income needed to support NWYO's programming. Tuition may account for about 40% of the annual budget leaving NWYO to raise funds in other ways. Below are some of the ways in which your family can help NWYO fundraise in the community:

Student Sponsorships

Student sponsors are financial supporters of the NWYO. These student sponsors can be comprised of friends, family, co-workers, or anyone who wants to make a tax-deductible contribution in the name of the student who procured the sponsorship.

We do ask that all participants in NWYO be responsible for a minimum of $50 per student. Of course, you may raise more than that amount. Once the sponsorship has been procured, please mail it to the NWYO office or have the donor mail it directly along with a student sponsorship form (available on the website). Once a sponsorship has been received, the donor will be sent a letter recognizing their donation to the NWYO. The donor's name will also be printed in the concert program for the duration of the season. Remember: this may be eligible for matching funds from the donor's employer!

Corporate Sponsorships

Many corporations in Indianapolis and the surrounding area provide financial support to non-profit and arts organizations. If you work for a corporation or business that would support NWYO with a financial or in-kind donation, please contact the NWYO office to discuss your thoughts.

In many cases, an internal request from an employee will be received with greater enthusiasm and support than a cold call from NWYO. Corporations are interested in supporting those activities that are important to their employees. You and your child are our greatest advocates. Call the office to find out how to help!

Program Advertising

New World offers advertising spots in concert programs throughout the season. This is another one of the many opportunities for your own company or one that you frequent to show support for the arts and the non-profit community and advertise their products/services. Forms are available on-line.

Our playbill, which lists our roster and program of music for the season, is handed out free of charge and is professionally designed and printed. We offer businesses a chance to advertise in our playbill for an incredible annual rate. These ads identify the business as a supporter of the arts and a friend of the community. We urge those of you who own businesses to advertise in our playbill. We also hope that those of you who work for corporations will take the form and help us by submitting it to your marketing departments.

Remember: Those who submit a tax-deductible contribution to NWYO may be eligible for matching funds from their employer. Check to see if your company offers a matching program to make your contributions go even further!

Graduating Seniors

NWYO recognizes each of our graduating seniors in our May concert program. We ask each senior to submit an information form that will be used to complete a bio.

Program Notes

Members of the Symphony and Philharmonic Orchestras may be requested to write program notes for the pieces being performed in each concert. Program notes help our audience and members to learn more about the pieces they are performing, creating a deeper understanding of the music and lives of the composers. Those who would like to write program notes may request to do so by speaking with their conductor or the Executive Director.

Ticket Donations

Concert tickets can be donated to charities and other non-profits for fundraising purposes (silent auctions, raffles, etc). If you are involved in a fundraising event and would like NWYO to consider a ticket donation to the charity or non-profit, please mail a letter from the organization to the NWYO office.

These donations are free publicity for our concerts and will broaden our audience base.

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NWYO Board of Directors

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Liz Efroymson-Brooks
Gary English
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