



**DEXTER
COMMUNITY
ORCHESTRA**

MEMBER HANDBOOK

REVISED AUGUST 2019

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MISSION STATEMENT

Purpose

- The Dexter Community Orchestra (DCO) is a nonprofit musical group dedicated to cultural enrichment through symphonic music; registered under the Internal Revenue Code, Section 501(c)(3).

Objectives

- To create and maintain a non-profit community orchestra
- To offer qualified instrumentalists an opportunity to perform symphonic music
- To foster music education for both youth and adults, and
- To contribute to the enhancement of the performing arts in Dexter and the surrounding communities.

MUSICIAN GUIDELINES

General

- Orchestra members are part of the mailing list, dextercommunityorchestra@gmail.com which is the primary method of communication.
- Orchestra members are also a part of the email newsletter list. Newsletters are sent using Mailchimp.com.
- Please keep your contact information current by notifying the Personnel Manager of any changes at dextercommunityorchestra@gmail.com.
- Auditions are at the discretion of the Music Director.
- The Music Director may determine section placement and Section Leaders.
- Members will assist in disseminating concert and fundraising literature.
- By participating with the DCO, you consent to the release of audio/video media which may contain your likeness and performance.
- The DCO is funded in large part by its members through:
 - Membership fees and assessments as listed in the Standing Rules of DCO
 - Voluntary donations through the Treasurer or via PayPal through our website.
 - Kroger Community Rewards, see the Treasurer for details
 - Other fundraising opportunities

Attendance

- Rehearsals are usually Wednesdays from 7-9 p.m., generally in the band room at Dexter High School.
- A rehearsal schedule with locations will be published on the DCO website.
- The Music Director will email rehearsal order prior to each rehearsal.
- Members will sign an attendance sheet at each rehearsal.
- Weather, emergency cancellations, or any change in venues, times, or dates will be communicated prior to 3:00 p.m. through email and our website. If the school district for the location of a rehearsal is closed, the rehearsal will be canceled.
- Members are expected to make rehearsal attendance a priority and must be present at a minimum of 4 rehearsals in order to play in the concert.
- Absences are to be communicated to the Music Director, your section leader, and the Personnel Manager via dextercommunityorchestra@gmail.com
- The Personnel Manager and/or Music Director may request members to “sit out” a concert due to attendance or score

requirements.

- Regular players NOT playing a specific concert should notify the Personnel Manager and Music Director immediately to allow time to fill the position.

Music

- Members will be responsible for printing their own music. If necessary, they may take their music to a copy shop to have it enlarged/bound/ etc. at their own expense.
- Music files will be in PDF format. To view and print, members will need the Adobe Reader application which is available for free at <https://get.adobe.com/reader/>.
- Any special requests regarding extra parts, help with printing, or any other general music questions should be directed to the appropriate Music Librarian at least 48 hours in advance of rehearsal. The contact information for the librarian(s) is listed on page 5.
- Music for the first concert of the season will be emailed to members after they have registered for the season and have paid the yearly membership fee (see Standing Rule #2 of DCO on website).
- Music for subsequent concerts will be emailed to members one week prior to the first rehearsal for the new concert, except in cases where rental/purchased music has not arrived in time. Late music will be emailed once it is available.
- String parts will have all bowings indicated.
- Wind/brass/percussion parts will include all parts for their respective sections. (i.e.: clarinets will receive all clarinet parts, horns will receive all horn parts). It is strongly encouraged that all members of the section have all parts on-hand at rehearsals in the event a part needs to be covered unexpectedly.

CONCERT GUIDELINES

Concert Dress (unless otherwise stated)

- Men will wear a black tuxedo or suit; black bow tie, shoes, belt, and socks; and white shirt.
- Women will be dressed equally formally by wearing a long black dress; or long black skirt, or long black dress pants with a black top. Dresses and tops will have at least $\frac{3}{4}$ length sleeves, and a tasteful, modest neckline. Women will wear black hose and shoes. Exercise pants, sweat pants, yoga pants, or mini-skirts are NOT permitted.

Gazebo Concert Dress (casual, outdoor attire)

- Men will wear black slacks, socks, shoes, belts, and white Orchestra polo shirt or plain white polo shirt.
- Women will wear black slacks or skirt, hose/socks, shoes, belts and white Orchestra polo shirt or plain white polo shirt.

Concert Etiquette

- When musicians are not playing in a piece, they will be off stage.
- There will be no electronics or other non-music items on stage during a performance.
- During applause, all orchestra members will be gracious by facing their audience; and will wait until the applause has stopped before moving their music or cleaning their instruments.

Concert Cancellation

- The decision to cancel a concert shall be made jointly by the Music Director and the DCO President.
- Emergency cancellations, or any change in venues, times, or dates will be communicated to members by 12:00 p.m. the day of the concert through email and on our website.
- These same changes will be communicated to our audience before 12:00 p.m. the day of the concert via the electronic newsletter, the DCO Facebook page, and our website.

CHAMBER ENSEMBLES

Mission Statement

- To encourage Dexter Community Orchestra musicians to play chamber music as an outreach for the Orchestra.

Forming ensembles

- Any Orchestra member may form an ensemble.
- It is encouraged that ensembles be made up primarily of DCO members.
- Ensembles wishing to perform are to contact the Ensembles Coordinator who will assist with dates, locations and logistics.
- Forward information, with photos, about all performing ensemble groups to the Ensembles Coordinator to be added to Facebook, Newsletter, etc. to keep our audience updated.

CONTACT INFORMATION

Orchestra Email Address: dextercommunityorchestra@gmail.com . Use this email to contact any Board member, the Music Director, or Personnel Manager.