



## 2019-2020 Membership Handbook

### Choir Membership and Fees

1. Woodstock Community Choir performs two concerts per year (Winter and Spring) and two additional community service-based concerts per year for Deerpath Assisted Living in Huntley, Illinois. All four concerts are included in the Winter and Spring schedules and attendance is expected. Other community singing opportunities throughout the year may be presented, but are not part of the formal season schedules.
2. Woodstock Community Choir, a membership based organization, requires a membership fee. This fee can be paid per season or for the year.
  - 2A. Winter Season: Registration is open August 1st, 2019 through September 1st 2019. Fee is \$115 per person.
  - 2B. Spring Season: Registration is open December 15, 2019 through January 15th, 2020. Fee is \$115 per person.
  - 2C. Yearly Membership: This membership includes **both** the Winter and Spring seasons. Opens August 1st, 2019 through September 1st 2019. Fee is \$230 per person.
3. Scholarships may be available and are dependent on the amount of donations received. The choir may award full or partial scholarships based on the funds available. If applying for a scholarship, register for only one season at a time.
4. Any choir member wishing to withdraw from the choir must do so in person no later than the second rehearsal. A choir member withdrawing under these circumstances will be charged a \$25.00 cancellation fee. When all materials are returned, along with a signed resignation form, a refund will be given for the balance.
5. Refunds are not issued for withdrawing after the second rehearsal and all materials must be returned.

### Rehearsal Attendance Requirements

1. Members are expected to attend all scheduled rehearsals. Every singer is of equal importance.
2. Members are required to inform the Secretary or Venue and Performance chair in advance if they will miss rehearsal. Same day absences must be sent to both the Secretary ([wccsecretary25@gmail.com](mailto:wccsecretary25@gmail.com)) **and** the Venue and Performance chair ([WCC.venueandperformance@gmail.com](mailto:WCC.venueandperformance@gmail.com))

3. After an absence, members are responsible for finding out what they missed and properly preparing for the next rehearsal.
4. All rehearsals for the 2019-2020 season have been set. Members are allowed 3 absences during the Winter season and 3 absences during the Spring season to participate in the concerts. Members who miss more than 3 absences will not be allowed to perform.
5. Attendance is **mandatory** at the final rehearsal before a concert. No exceptions. Any member missing the final rehearsal will **not** be allowed to perform. The only exception to this policy is a serious, unavoidable emergency which is handled at the discretion of the Artistic Director ([artisticdirector.wcc@gmail.com](mailto:artisticdirector.wcc@gmail.com)).
6. Members are contacted by email if rehearsal is cancelled for any reason.

## **Rehearsal Procedures**

1. Rehearsals begin promptly at 7:30 p.m. Choir members must arrive by 7:15pm to check in with the Secretary and pick up any new music. Warm-ups will begin promptly at 7:25pm.
2. Music will only be marked with pencil.
3. All music is property of the Woodstock Community Choir and must be returned upon request.
4. Choir members are responsible for music issued to them and will be charged a fee for additional copies. If music or folders are not returned, members will be responsible for paying the amount of that music or folder and will be unable to register for the next season until it is paid.
5. Choir members are expected to learn music to the best of their ability. Additional help via recordings on the website or other arrangements may be available at the discretion of the Artistic Director.
6. Members should not apply any scented hair products, lotions or other fragrances prior to rehearsal as this can affect members with allergies or other respiratory issues.

## **Concert Dress**

1. Concert dress for each performance is determined by the Artistic Director. Concert dress will reflect the overall theatrical vision or setting for each performance.
2. Members should not apply any scented hair products, lotions or other fragrances prior to a concert.
3. Members should refrain from bringing flowers into the dressing room or warm up space at a concert as this can affect members with allergies or other respiratory issues.

## **Committees and Volunteering**

The choir needs your help! Please volunteer for one of these committees. In addition, ad hoc committees may be appointed at any time by the Board of Directors and/or the President, in order to facilitate the business of the choir. The board will make the membership aware of these opportunities

### Fundraising Committee

- Develops a fundraising plan and finds concert underwriters.
- Develops a list of possible grant sources and writes grants.
- Researches and plans fundraisers.
- Provides materials and staff table at events to develop sponsors.
- Meets on a regular basis; chair keeps the Board informed of activity.

### Marketing and Promotion Committee

- Keeps the website and social media up to date.
- Designs programs, and other printed materials for the choir.
- Writes and distributes information to local media and newspapers.
- Provides material and staffs table at events to promote the choir.
- Meets on a regular basis; chair keeps the Board informed of all activities.

### Venue and Performance Committee

- Works closely with the Artistic Director when establishing schedule.
- Works a year (or two) in advance of the current season to establish concerts and rehearsals.
- Investigates opportunities to perform in venues such as festivals, concert series or events community organizations events that would benefit from a concert.
- Manages all performances of the choir. Work with facilities to make sure the director, choir, guest artist(s) and musicians have everything needed for the day of performance.
- Meets on a regular basis; chair will report on meetings to the Board.

### Social Events Committee

- Creates fun events for the choir.
- Plans, serves and cleans up for receptions at choir events.
- Meets on a regular basis, chair reports on meetings to the Board.

### Membership Committee

- Identifies methods of increasing and advertising membership
- Serves as a liaison for the active membership to the governing board
- Works with the social committee to create “get-to-know” events for membership
- Creates community events to draw interest to the choir

*If members have an issue of a sensitive nature, feel free to talk first to the Membership Chair, Diane Wlezien ([dianewlezien@gmail.com](mailto:dianewlezien@gmail.com)) , then to the President, Kathleen Bogolia ([president.woodstockcc@gmail.com](mailto:president.woodstockcc@gmail.com)) by email or in person.*

*I have read and agree to the commitment outlined in the Membership Handbook and can attend the rehearsals and concerts as outlined in the calendar. I am enrolling in the Woodstock Community Choir for the season indicated on my registration form.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*\*\*\*This form will be given to all members to sign at the first rehearsal and will be collected by the secretary at the end of the rehearsal.*