



New Dominion
Choraliers

of Prince William County, Virginia

The
Notebook

Fall 2008

*New Dominion Choraliers Executive Council
and Committee Chairs*

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I. GENERAL

A. Executive Council Meetings and Minutes

Executive Council meetings are held monthly and are open to all members of the New Dominion Choraliers. The Council welcomes your attendance and encourages your participation in these meetings. As a choir member, your input is valuable to the Council and your interest in the choir is appreciated. Voting at Executive Council meetings is restricted to Council members.

Meeting date, time, and location will be announced 2 weeks prior to the meeting. If you have an item you would like to have discussed at a Council meeting, advise your section representative or another Council officer. You may also drop a note in the suggestion box (“The Box”).

The minutes of all Council meetings will be made available on the NDC website. If you would like a copy of your own, please ask your section representative.

B. Committees

There are a number of standing committees, sub-committees and short-term task forces that are essential to the functioning of the choir. Your participation on a committee or task force is welcomed and your help is indispensable. Please consider volunteering for one or more of the following committees or task forces: Music, Production, Publicity, Social, Finance, Ways & Means, Planning and Governance, SerenAid, Freedom Concert, or others that may be formed. To join a committee or task force, please contact the Vice President or Chairperson of the committee or task force you wish to join. Sign up sheets are available during the first several weeks of rehearsal.

C. Registration

1. Registration for the following season begins approximately two-thirds through the current season. Music is ordered based on registrations received before the season begins. Although some extra copies of each

piece of music are ordered, members who do not pre-register cannot be guaranteed to have music on the first night of rehearsal.

2. Membership fees must be paid in full by the third rehearsal of each season. Membership fees are not refundable after the third rehearsal of each season. Partial refund of membership fees may be made with the return of all music by the third rehearsal of a season.

D. Fundraising

Members' dues do not cover all expenses of the choir. Typical expenses include, but are not limited to: music purchase, rehearsal facility rent, performance facility rent, sound and light equipment support, equipment rental or purchase, other production-associated costs, publicity, and advertising. Fundraising activities will be conducted from time to time. Participation in fundraising projects is voluntary and encouraged.

E. Select Groups and Solos

Select groups or soloists may be featured in our concerts. Audition is required and selection is made by the Director. Dates for these auditions will be announced early in the rehearsal season. The select groups and soloists include:

1. Featured performance – Music is selected and prepared by the choir member(s) auditioning for the performance (i.e., solo, duet, trio, etc.). The music should be consistent with the theme of the concert and must be concert ready at audition. The auditioning performer(s) is responsible for arranging accompaniment. The Production Committee will provide special staging instructions to featured performers at on-site rehearsals.
2. Line solos – The Director may select portions of the concert music for performance by soloists or small groups. Each line solo will be identified in advance so choir members have the opportunity to rehearse prior to the auditions. The Production Committee will provide special staging instructions to featured performers at on-site rehearsals.
3. NDC Singers – A small, auditioned group of NDC members that usually perform one or two numbers at each seasonal concert. This

4. Alternates – Alternates may be selected for each line solo. Alternates are expected to perform in the absence of principals in both rehearsals and concerts.

F. Comments and Suggestions – “The Box”

As a member of the New Dominion Choraliers, your comments and suggestions are important to the Executive Council. We hope you will make us aware of any concerns or ideas you may have in a positive and constructive manner. “The Box,” which is available at all rehearsals, is one way in which you may communicate your ideas and feedback. Every comment received in “The Box” will be addressed at the next scheduled Executive Council meeting. If appropriate, comments will be referred to a committee for follow-up or action. Comments and responses will be reported in the meeting minutes. If you also wish to receive a personal response, please include your name on your comment.

Alternatively, you may address your concerns to your section representative or any member of the Executive Council. Since we value our rehearsal time, please choose an appropriate moment to approach us or feel free to telephone or e-mail us. Phone numbers and e-mail addresses for the section representatives and Council members are listed at the beginning of this book and in the choir directory.

We appreciate your involvement with the NDC and we welcome your input.

II. REHEARSAL

- A. During the concert season, NDC rehearses regularly each week. Rehearsals are not cancelled when Prince William County Schools are closed because of inclement weather or when rehearsals fall on a Federal holiday. Members will be notified in the event of a rehearsal cancellation.
- B. Section representatives will take attendance each week. Members must check in with their section representative each week upon arrival, whether

before rehearsal or if arriving late.

- C. Attendance at rehearsals is required to assure professional quality performances, and missing rehearsals may impact concert preparedness. If you have three absences from rehearsal, your section representative will contact you. If you miss more than three rehearsals, you may not be permitted to perform in the concert. Determination of concert readiness will be made by the Music Director, Assistant Music Director, and the chairperson of the Music Committee.
- D. Prior to the concert, the choir will conduct on-site rehearsals at the performance facility. **Attendance at on-site rehearsals is mandatory.** On-site rehearsals are held to determine staging, sound levels, lighting, and other performance needs. If you must be absent, notify your section representative in advance. **If you miss the on-site rehearsal, you may not be permitted to perform.**
- E. Water in a sealable container is the only beverage permitted in the rehearsal and performance facilities.
- F. Members are requested to not use scented products (perfumes, aftershave, hair products, etc.) at rehearsals. Some members are sensitive or allergic to fragrances and exposure may trigger an asthma attack or cause severe respiratory distress. Even those people not usually sensitive to fragrances may have a reaction when they are in prolonged contact in close quarters.
- G. Please arrive early to take care of any business matters (ordering CDs, reading the weekly bulletin, checking the sign up sheets) and to visit with your fellow choir members. This will help us make the most use of our short rehearsal time.
- H. Be attentive to the Director or Assistant Director. Do not talk during rehearsals. Each member must have a pencil to mark changes or instructions in their music. Members are also encouraged to tape rehearsals.
- I. Occasionally, the Director will request that the choir memorize a piece of music. Please make whatever effort is necessary to memorize the music when requested.

- J. Do not talk, sing, or hum your part while another section is being rehearsed or while the accompanist is playing a part.
- K. If you can't hear your neighbor singing, you're singing too loudly. Remember, a choir is a blending of voices and parts.

III. CONCERTS

A. Policies

1. All members are expected to participate in the formal concerts. However, if you are unable to participate due to illness or other circumstances, please advise your section representative or an Executive Council member so that any necessary staging adjustments may be made.
2. If you arrive after the concert has begun, stay in the hallway just outside the stage door and do not enter the backstage area until you hear applause. Then quietly enter the backstage area, taking care that the door does not bang shut. Please enter the stage between songs and during the applause.
3. Community outreach performances are accepted on the basis of the availability of the Director, accompanist, and an adequate number of choir members. If you are unable to attend a community outreach performance for which you have made a commitment, contact the Director, Assistant Director, or your section representative so that any necessary adjustments can be made.

B. Concert Attire

1. NDC members are required to have the following attire:
 - a) Men – Black tuxedo ensemble: notched lapel tuxedo coat, tuxedo pants, white wing tip collar shirt, black satin cummerbund, black satin bow tie, black socks, and black shoes.
 - b) Women – Black metallic knit jacket, sleeveless knit top, black floor-length skirt with no slits above the knee, black hose, and black closed-heel and toe shoes (no slingbacks, mules, clogs or sandals).
 - c) Any jewelry worn should be unobtrusive.

2. The NDC blue polo shirt with khaki or black trousers or skirts (women only, please) may be the designated attire for community outreach performances.
3. Occasionally, additional attire accessories may be required (e.g., red bow ties for men, flowers for women). For certain musical numbers, members may be asked to add personal items such as scarves or hard hats, but these will not be required items.
4. Members are responsible for the cost and maintenance of their attire. The women's attire, tuxedos and polo shirts are available for purchase from NDC at the beginning of each concert season.
5. Each member must carry their music in a black notebook during performances. The notebooks are available for purchase from the choir.

C. Etiquette

1. Call (arrival time) for each concert will be announced. Please arrive on time so that any absences can be noted early and necessary adjustments made.
2. Be attentive to the Director. Know your music well enough to be able to bring your eyes out of the music and look up at the Director.
SMILE!
3. Pay attention to staging directions. Know your role in the performance (soloists in particular) and be aware of what is going on around you. When it is time to do so, move deliberately and quickly.
4. Be respectful of line soloists and featured performances by not engaging in any activity or movement that distracts the audience's attention from the primary performer. Do not hum along with the soloist – this will be picked up by the microphones.
5. Do **not** talk on stage. The professional concert microphones are always live and are extremely sensitive. The audience will be able to hear **any** sound from behind the closed curtains, such as whispered comments, creaking risers, and crinkling wrappers.

6. All concerts are professionally recorded. To assure the highest quality CD is produced, do not talk, whisper, or move until the applause has stopped.
7. Stand on the front edge of the riser to allow room for the choir member on the riser behind you. Flex your knees and try to stay comfortable, but try not to move on the risers. The risers creak, and the creaking will be picked up by the microphones.
8. **Do not** use scented products (perfumes, aftershave, hair products, etc.) at concerts. Some members are sensitive or allergic to fragrances and exposure may trigger an asthma attack or cause severe respiratory distress. Even those people not usually sensitive to fragrances may have a reaction when they are in prolonged contact in close quarters.
9. If you feel faint during a performance, quietly and unobtrusively sit in place on the riser. If you feel nauseous, leave the stage quietly. Do not worry about the audience noticing; if they do notice, they will assume your leaving is part of the show.
10. Performance Tips
 - a) Eat a light meal several hours prior to the performance.
 - b) Flex your knees while standing on the risers (but please do not bounce on the creaky risers unless you're moving as part of the number).
 - c) Remember to breathe deeply, filling your lungs with air.
 - d) Know your music. You will have more confidence and will be more relaxed.
 - e) Smile and enjoy the concert. After all, this is what all those rehearsals were for!