NMC Concert Band Members’ Manual

Revised January, 2013

I. INTRODUCTION

The purpose of this manual is to provide the members of the band with the operational procedures of the Northwestern Michigan College Concert Band. The headings include the primary areas of member responsibilities and duties.

The manual reflects the evolution of the band since its inception in 1973. The manual shall be reviewed periodically. Input from band members is welcome. The Advisory Board will revise the manual when appropriate.

II. BAND DESCRIPTION

The Northwestern Michigan College Concert Band is an adult musical organization supported by the College. Since its inception, it has grown from a small group of musicians to a group of 50+ artists today.

The band operates on the academic calendar of the College. Rehearsals are held in Milliken Auditorium each Tuesday of the semester.

There are four (4) performances during the academic year. These are presented at Milliken Auditorium. There is an additional required performance at the NMC Commencement in May. During the summer, there are normally four additional performances.

III. AUDITIONS

Formal auditions are not routinely held, however, the conductor may request an audition at his/her discretion.

IV. REGISTRATION

It is a requirement that each band member register with the College NMC Concert Band for each term in which the musician participates. Early registration is appreciated. Registration is required for the issuance of a folder. This helps the band librarian to assemble sufficient music for the first rehearsal.
The College accepts credit or debit cards (Visa, Mastercard, and Discover), or cash or personal check.

Extended Education Registrants may register:

- on-line (www.nmc.edu/extended-education/register.html)
- by surface mail (NMC-EES, 1701 E. Front St., Traverse City, 49686)
- by phone (995-1700 or 800-748-0566, ext 1700)
- in person (NMC’s University Center Campus off Cass Rd.)

Student members may register for credit through the appropriate campus registration, or may register through Extended Education for no college credit.

V. ATTENDANCE

Attendance is expected for each rehearsal and for each concert. On those occasions when circumstances prevent attendance, it is the responsibility of the member to inform the conductor.

Student members are required to sign-in with the conductor at each rehearsal.

VI. REHEARSAL WEATHER CANCELLATIONS

The weather policy for the College is as follows:

- For daytime schedules, a decision to delay the opening of the College or close entirely will be communicated before 6:00 AM.
- For evening schedules, delays or closings will be announced by 3:00 PM. There is a possibility that NMC would cancel all day classes and hold evening classes.
- Up-to-date information regarding class cancellations and College closures will be communicated on a 24 hour telephone line at 995-1100.
- College delays or closures will be reported to area radio and television stations as well as NMC’s home page and website.

Barring official closure of the college, if weather conditions preclude safe travel, the rehearsal may be cancelled by the conductor after consultation with the Music Department chair.
Notification of band members will be made via e-mail. In the case of individuals with no e-mail access, contact will be made by telephone. In this case, said individuals need to inform the conductor and give contact information.

Considering the variety of locations from which band members travel, common sense suggests that individuals, in the interest of personal safety, may make a decision to refrain from travel to a rehearsal even if the rehearsal is not cancelled.

**VII. REHEARSAL DISCIPLINE AND CONCERT ETIQUETTE**

It is imperative that individual rehearsal behavior not be disruptive to the conduct of the rehearsal. Conversation interrupts the conductor and impedes the communication of issues of musicality.

Musicians must ALWAYS attend rehearsal with at least one functional pencil.

**Rehearsal Etiquette Expectations**

1. Please assist in setting up the stage and putting chairs and stands away.

2. Be in your seat, warmed up, and ready for the downbeat by 7:25 PM.

3. **Conversation during rehearsal is inappropriate** for several reasons:
   - It is distracting to others around you,
   - It means that you are missing instruction given by the conductor,
   - It raises the noise level in the rehearsal room,
   - It is disrespectful to both the ensemble and the conductor,

4. It is your responsibility to notify the conductor and section leader if you are unable to attend a rehearsal.

5. Your music folder is your responsibility. Take it home after each rehearsal and practice.

6. Always have a pencil at rehearsal.

7. You are a part of a larger ensemble. Mind your musical manners. Listen to others, balance and blend with your section, match pitch, dynamics, articulation and timbre. Don’t try to dominate the “conversation.”

8. Tune before rehearsal, during rehearsal, and at all times with your stand partner and section. This is done with your ears not just an electronic device. Know the pitch tendencies of your instrument. This is where the electronic tuner is valuable.
9. Look at the conductor once in each measure. In rehearsal, ALWAYS stop when the conductor stops. Stopping facilitates making necessary adjustments. **It is not a time to talk with your neighbor. Listen to instructions even if they are directed toward another section.**

10. Tuning to the concert master’s pitch must be done with your electronic tuner turned OFF. Otherwise you are not tuning to the common pitch and we are wasting time by pretending to tune.

11. Listening to fine recordings of the music we are learning can be helpful to grasping the total musical landscape in relation to your own individual part. This will make rehearsal and practice time more meaningful and productive.

12. Please **wear no fragrances.** Some band members may experience allergic reactions.

**Performance Etiquette**

1. Arrive, help set up stage, warm up, tune, and be seated on stage one hour prior to performance. There will be rehearsal of crucial parts of selected concert pieces at this time.

2. Avoid wearing anything that causes you to stand out more than anyone else on the stage. Holiday head gear may be excluded when it adds to audience appreciation of the season.

3. When tuning note is given, listen and tune. Talking at this time interferes with this process.

4. The ensemble should stand when the conductor comes on the stage for the first time. The first flute is in a position to see the entrance and will stand as a cue to the rest of the band.

5. Avoid talking during a performance. This includes counting measures out loud or mouthing the count as well as using hands to visibly count.

6. Learn to count without foot tapping. This is distracting. Develop a talented toe!

7. Upon the completion of a piece, pause until the audience responds.

8. Do not change music until the audience has finished applauding.

9. Following the ensemble’s warm up, leave the stage to practice your own areas of concern and to tune with your stand partner again. **PLEASE MOVE OFF STAGE TO ACCOMPLISH THESE TASKS.**
10. When you return to the stage for the performance, avoid playing except for necessary preparation for the performance.

11. When you stand for audience recognition, face the audience and...SMILE!

12. Please assist in removing chairs and stands after the performance.

VIII. MUSIC FOLDERS

Each registered member is furnished with a folder containing the music for the ensuing concert. Registering at least one week prior to the first meeting will help the Music Librarian have a folder for you. No folders will be issued in the absence of a completed registration. It is the responsibility of each musician to return the folder to the Music Librarian immediately at the end of the last concerts of both the Fall and Winter semesters. The member will arrange the contents of the returned folder in alphabetical order before turning it in. All extraneous material must be removed. Students who fail to return a folder will have grades withheld.

If a musician is missing a piece of music, a request must be made to the Music Librarian by e-mail at least 24 hours in advance of a rehearsal. djamesdep@yahoo.com

IX. PERFORMANCE UNIFORMS

A. Gentlemen will dress in:
   • -dark blazer or suit coat
   • -dark dress trousers
   • -white dress shirt
   • -long tie (no bow ties)
   • -dark shoes and dark socks

B. Ladies will dress in:
   • -long dark skirt, slacks, or pant suit
   • -black long-sleeve (or ¾ sleeve) blouse or jacket
   • -dark shoes and dark hose

The summer uniform is khaki slacks with a colored golf shirt (with collar) and no writing, with the exception of the band logo.
X. INSTRUMENTS

Most instruments are privately owned and it is the responsibility of the individual member to insure her/his music equipment. The College assumes no responsibility for loss or damage. The Concert Band provides percussion and some low brass instruments.

XI. SECTION LEADER RESPONSIBILITIES

The section leader is a senior member of the section who is designated to the role by the conductor. The leader may serve as the conductor’s voice to the section especially in matter of tuning, offering assistance in special fingerings or other technical concerns.

The conductor may request the section leader to assign parts. However, concern for balance, range or other musical matters to serve the best musical outcome are ultimately the conductor’s prerogative.

Perhaps the single most important function of the section leader is to serve as an example to the section. Ideally, the section will develop a sense of unity that results in a coordinated musical performance in matters of phrasing, articulation, intonation, and breathing.

XII. ANNUAL MEETING

A meeting of the membership shall be held annually in February for the purposes of electing representatives to the Advisory Board and to address matters of band business.

XIII. ADVISORY BOARD RESPONSIBILITIES

The band’s Advisory Board is comprised of not more than nine (9) members. Six (6) of the members shall be selected by the band membership, three each year to rotating two year terms. The conductor, band secretary, and Music Department Chair shall serve as ex-officio members. The secretary may be one of the six players elected to the Advisory Board. The Advisory Board shall meet once each month of the academic year. Member responsibilities include:

- Representing the general membership of the
- Serve as chairs of any ad hoc committees
- Establish band policies and procedures
- Volunteer to assist with various band-related endeavors
- Attend all Board functions
- A member to serve as chairperson and act as spokesperson
- Maintain a record of all Board deliberations

XIV. SUMMER BAND

The summer band performs four (4) times during the outdoor concert season.

Registration for summer participation is required, however, fees are waived.