

**RENO POPS ORCHESTRA
ENROLLMENT FORM
2017-2018 SEASON**

Name _____ Instrument(s) _____

Phone _____ Cell/Alternate Phone _____

Physical Address _____

Mailing Address _____

Email Address: _____

Membership Status:

- Official Member in good standing since _____ (year).
- Have played with POPS previously, but need to audition to be official.
- Prospective Member. I would like to audition for the group. Please also put me on the sub list and contact me if there are any openings in the near future.
- Guest at an Open Rehearsal. (*Please do not take a folder home with you.*)

Donations to POPS:

- I have already donated to the POPS for the 2017 – 2018 Season
- I will donate through PayPal I will donate by mailing a check
Anticipated date ___/___/___ Anticipated amount \$_____
- I am attaching my donation to this enrollment form:
Check # _____ Amount \$ _____
- Other _____

Musical Background: _____

Favorite Style(s) of Music: _____

How did you find out about POPS? _____

Availability to Volunteer / Areas of Interest:

Please check all areas in which you would be willing to volunteer, and designate the approximate regularity with which you could serve as a POPS volunteer. If you have been doing something and are willing to continue doing it, please put a "smiley face" by that job. If you are interested in other areas, please mark them with an "X." Thanks!

- Flyer & Poster Designer** – works with the Marketing Committee to help design flyers and programs.
- Concert Program Designer** - does layout and design of our concert programs, submits them for printing, and delivers them the night of the concert.
- Music Librarian** - coordinates activities of the Music Library Committee.
- Outreach Program Coordinators and Committee Members** (designate areas of interest)
 - Composer's Night* *Conductor's Workshop*
 - Concerto Festival* *St. Vincent's Coordinator*
 - Summer Music Camp*
 - Kindergarten Roundup/Instrument Petting Zoo/Discover Music*

- ___ **Personnel Manager** – confirms musician availability for concerts, reminds Section Leaders about deadlines for concert programs. Assist conductor in ascertaining holes and recruiting needs.
- ___ **Player's Committee Chair** – calls and presides at Player's Committee meetings, oversees and advises Section Leaders in their roles, serves as a spokesman and leader in the orchestra regarding musician concerns and communicates musician suggestions and concerns to Board and Conductor.
- ___ **Production Manager and Assistants** – arranges for concert venues and manages logistics
- ___ **Sergeant-at-Arms** - makes sure the orchestra ends each rehearsal break and concert intermission on time. Monitors rehearsal etiquette and courtesy, and reminds musicians of important aspects as needed. Backs up Player's Committee Chair on Musicians Handbook concerns.
- ___ **Equipment Manager** – arranges equipment transport and supervises concert set-up.
- ___ **Stage Manager** – arranges and directs stage setup and take down, stand lights, etc.
- ___ **Multi-Media/Technology Director** – arranges slides and videos for concerts, assists with technological aspects of concerts and rehearsals.
- ___ **Section Leader/Section Rep** – records attendance, morale/cheering section, rehearsal etiquette, represents section at Player's Committee Meetings, calls and organizes section rehearsals, greets new players, distributes handbooks, and collects enrollment forms.
- ___ **Volunteer Coordinator** - recruits/coordinates the volunteers. In collaboration with conductor, collates information from this enrollment form for use in filling committees and open positions.
- ___ **Webmaster** - maintains and updates the orchestra website.
- ___ **Facebook/Social Media Coordinator** --maintains and updates an upbeat social media presence.
- ___ **Education and Outreach Coordinator(s)** – Oversees the coordination of our Outreach Program. Helps coordinators of each program develop and maintain a binder of checklists, timelines and procedures, and reports to the Board about our outreach programs.

Crews and Committees:

- ___ **Finance Committee** - help recruit Corporate Sponsors, plan fundraising events, write and submit grant requests
- ___ **Music Library Committee** - acquire, copy, distribute, track, and catalog music
- ___ **Players' Committee** - addresses and communicates orchestra concerns and suggestions
- ___ **Marketing & Publicity Committee** - publicizes concerts through printed material and media;
- ___ **Rehearsal Crew** – assists with set up and cleanup of rehearsal space
- ___ **Stage Crew** - transport, set up and tear down concert equipment
- ___ **Arranging / Orchestrating Staff** - assist with arranging and preparing our custom arrangements
- ___ **Other Talents We Should Be Aware of:** _____

Regularity with which you could be available to volunteer:

- ___ Occasionally, as work and family obligations allow
- ___ Pretty regularly (approximate hours per month: _____)
- ___ Regularly (approximate hours per week: _____)

**Return this completed Enrollment Form to your Section Leader or print and mail the form to:
 Reno Pops Orchestra, P.O. Box 20952, Reno, NV 89515-0952
 Or scan and email to: conductor@renopops.org**