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www.RenoPops.org

Musicians Handbook

I. Mission and Philosophy

The Reno Pops Orchestra is a volunteer community orchestra providing the opportunity for people of all ages and social backgrounds to play or listen to live orchestral music. Our goals are:

- To promote musical awareness and education by performing five to six free concerts each year, with entertaining theme-based formats to attract people from different age groups and backgrounds.
- To afford musicians of all ages the opportunity to continue their musical education by performing professional-level literature under an accomplished conductor.
- To encourage young talent through scholarships and guest artist opportunities.
- To promote community outreach opportunities to people of all ages, enhancing their artistic awareness and competency in music through appreciation, composition, conducting or performance.

II. Who May Join The Pops?

Our members include professional, non-professional and student musicians who have the requisite musical skills to perform professional editions of standard literature and who have the desire to commit their time and talent to the Reno Pops Orchestra.

Musicians may sit in on any open rehearsal and may join regular rehearsals with permission of the Conductor and Section Leader. We do this to share the orchestral experience with as many people as we can. Rehearsals not designated as “open” and dress rehearsal(s) are to be attended only by musicians who will be performing in the upcoming concert.

To become a regular, performing member of the Reno Pops Orchestra, you are invited to sit in for several rehearsals, after which we may schedule a musical interview with the Conductor. Once a musician joins the orchestra, he/she may sign out music. Guests should not take music. The Personnel Manager will provide a copy of the Musicians Handbook and the concert and rehearsal schedules.

III. Calendar and Rehearsal Schedule

- Regular rehearsals are held from 7:00 to 9:30 PM on Thursday nights, although there will be times when rehearsals run later than 9:30 PM.
- Rehearsals start in early September and run through mid July. We try to avoid holding rehearsals during holidays.
- Our typical performance season will include five to seven concerts.

IV. Musician Responsibilities

A. Attendance

Although we are an unpaid, volunteer community organization, we strive for the highest standards of professionalism and commitment. To accomplish this we expect that you:

- Attend a minimum of 75% of rehearsals in any concert set. If you are unable to fulfill this commitment, you must notify your Section Leader. Depending on the circumstances, the Conductor may ask you to sit out the concert.
- If you need to miss a rehearsal, please contact your Section Leader or Principal at least two days in advance to assist with rehearsal planning.
- Attendance at dress rehearsals is required. Please schedule your time so that you will be able to attend these critical rehearsals. Players who are unable to attend the dress rehearsals may, at the discretion of the Conductor, be asked not to play the concert.
- If you are a regular member of the orchestra and know you are going to miss a concert, notify your Section Leader or Principal well in advance of the first rehearsal of that set, so that substitutes can be arranged.

B. Punctuality

- Members should arrive at rehearsals at least 15 minutes early to allow time for set up and warm up and should plan to attend the entire rehearsal.

“15 minutes early is on time. On time is late.”

- Percussionists should arrive at least 30 minutes prior to rehearsal to set up equipment in time for the downbeat. They are also required to carefully and completely store all equipment at the end of rehearsal.
- The tuning note for rehearsal is sounded at 6:55 PM. The downbeat for regular rehearsals is at 7:00 PM.

C. Section Rehearsals

- Sectionals are a wonderful opportunity to learn from your fellow musicians. Because these sessions are critical to the success of the group, attendance is mandatory. The Principal may schedule a sectional rehearsal as needed.

D. Rehearsal Etiquette

- Be quiet and attentive in rehearsal. No talking or practicing while rehearsal is in progress. Use this time to listen and learn what others are doing, or silently review your own part.
- Always demonstrate respect, courtesy and kindness to other members of the orchestra.
- All musicians must assist with set up and clean up at each regular rehearsal. You are responsible to return your chair to the pre-rehearsal position and to place your stand in the rack provided.
- Do not touch any equipment not belonging to you or to the Pops.
- Practice during the week so you are comfortable playing your parts. This allows the rehearsal to proceed smoothly.
- Taking music lessons is encouraged.

E. Concerts

We strive for the highest standards of professionalism and therefore expect the following:

- Arrive on time for all sound checks and performances, properly dressed and ready to play your best. If you must be late to a sound check, contact the Conductor immediately.
- A sound check will be held at the performance site prior to the concert. Sound checks generally last for 60-90 minutes, followed by at least a 30-minute break before the beginning of the concert. The sound check is essential for balance and logistics, and attendance is mandatory.
- Absolutely no private conversation or talking during concerts, especially when we are using microphones or being recorded. This also means no discussion between pieces.
- Drinking of alcoholic beverages before or during a performance is prohibited because it compromises your ability to play your parts, which in turn adversely affects the performance of the entire group.
- All musicians are expected to dress uniformly in concert black unless you hear otherwise on an official information sheet or from the Conductor during rehearsal. Standard concert attire:

Men: Black tuxedo pants and jacket, or a nice black suit
White wing collar tuxedo shirt
Black Bow Tie
Black Dress Socks
All-Black Dress Shoes
No Cologne

Women: Black full-length dress (long-sleeved with no slits above the knee)
- or -
Black full-length skirt (no slits above knee) and long-sleeved black blouse
-or -
Black dress pants and long-sleeved black blouse

Black nylons or socks
Black dress shoes
Simple jewelry only
No perfume

- Outdoor performances can be uncomfortably warm or cold. We may alter our attire for the occasion if approved by the Conductor.

F. Music

- Players must sign out music folders to be taken home and bring music to every rehearsal. Winds and brass players must send their music if they are missing rehearsal. If not playing a concert, music must be returned ASAP.
- Each player should have a pencil on his or her stand for every rehearsal and sound check.
- Players should ALWAYS use a soft, #2 pencil to make markings in the music, especially in concert parts. Markings should be light enough that they can be easily erased. **Ink and colored pencil are absolutely forbidden.**
- You are responsible for the care and prompt return of all music. Some of the Pops music is rented and cannot be replaced. You will be held financially responsible for any music and folder not returned after the concert.

V. Seating

The Conductor will determine the section seating. The Conductor may rotate players through the section during the season to allow musicians to grow.

- Solos are generally played by the principal player in each section; however the Conductor reserves the right to rotate parts or solos around to best use the varied talents of the members of the section.

- We allow some doubling in the wind sections to provide ample strength to cover any instrumentation or contingencies and to allow more players to enjoy the experience of playing with the Pops.

VI. Volunteering

Volunteering is expected of every member of the Pops and is crucial to our success as a community orchestra. Members of the Pops are expected to perform some type of volunteer work for the organization, either in a leadership position or as a member of a crew or committee. We also encourage you to get family and friends involved in supporting the Reno Pops Orchestra.

Volunteer Opportunities:

Flyer & Program Designer – designs flyers and programs for our concerts

Music Librarian(s) - coordinates activities of the Music Library Committee

Outreach Coordinator(s) – Coordinates Composer’s Night, Concerto Festival, Kindergarten Roundup, Summer Music Camp, Conductor’s Workshop, etc.

Personnel Manager – confirms musician availability for concerts

Players’ Committee Chair – presides at Players’ Committee meetings and communicates musician suggestions and concerns to Board and Conductor

Production Manager – arranges for concert venues & manages logistics

Sergeant-at-Arms - makes sure the orchestra ends each rehearsal break and concert intermission on time

Stage Manager – arranges equipment transportation and supervises concert set up

Volunteer Coordinator - recruits and coordinates volunteers

Webmaster - maintains and updates the orchestra website

Crews and Committees:

Finance Committee - recruits Corporate Sponsors, plans fundraising events, writes and submits grant requests

Music Library Committee - acquires, copies, distributes, tracks and catalogs music

Players’ Committee - addresses orchestra concerns and grievances

Publicity Committee - publicizes concerts through printed material and media; develops and implements marketing plans

Rehearsal Crew – assists with set up and clean up of rehearsal space

Stage Crew - transports, sets up and tears down concert equipment

VII. Section Leaders

Section Leaders will be selected from each section based on instrument type. Responsibilities include:

- Compiling contact information for each musician
- Tracking attendance
- Encouraging section members to volunteer
- Calling for section rehearsals as necessary
- Reminding musicians of rehearsal etiquette
- Representing section at Players' Committee meetings

VIII. Financial Contributions

The actual cost to maintain our orchestra is over \$700 per player per year. We expect musicians, their families and friends to become supporting members of the Reno Pops Orchestra to help offset these expenses. Membership contributions go toward Conductor's fees, music costs, rehearsal site rental, and concert and operating expenses. Each musician is expected to make at least a minimal annual financial contribution to the Reno Pops.

IX. Organizational Structure

The Reno Pops is a nonprofit 501 (c) (3) organization, governed by a Board of Directors. The Executive Board includes a President, Vice-President, Treasurer, Secretary, and Past President. The full Board includes the above officers plus committee chairs covering a variety of duties and projects and representative(s) from the orchestra.

Tear-off Signature Page

HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE FORM

- I have read the Reno Pops Orchestra Musicians Handbook and agree to all the information, policies, and expectations described therein.
- I understand that my commitment to the Reno Pops Orchestra is strictly voluntary and on a season-to-season basis. I agree to support the Reno Pops Orchestra's quest for musical excellence.
- I agree to consult with my Section Leader if attendance issues or other questions or concerns arise.
- Since information and policies are subject to change, I understand that such changes will be communicated to me by my Section Leader or by another official of the Reno Pops Orchestra.
- I agree to allow my email address to be used for communication from the Reno Pops. My address may be included in a directory of Reno Pops musicians for orchestra use only.
- I agree to allow the Reno Pops Orchestra to publish photographs that include my image when germane to orchestra publicity, grants, or other orchestra business.

Name (Print) _____

Address _____

Phone _____ Email _____

Signature _____ Date _____

[Please complete, sign, and return this page to your Reno Pops Orchestra Section Leader.]