



P.O. Box 20952, Reno, Nevada 89515-0952 775-673-1234 [www.renopops.org](http://www.renopops.org)

# Musician's Handbook

## I. Orchestra Mission Statement

As musicians of the Reno Pops Orchestra, our vision is to make the world a better place through sharing great orchestral music with each other and with our community. In order to accomplish this mission, the Reno Pops Orchestra musicians:

- Explore great orchestral music in a wide variety of styles under the direction of an accomplished professional conductor, collaborating under the leadership of the finest professional musicians and teachers.
- Provide entertaining, accessible performances of the highest quality, performing in the finest venues for families, friends, and seniors in our community.
- Prepare and perform family-friendly concerts that deeply move our audiences and help them develop a love for great orchestral music.
- Create a positive, nurturing environment in which we embrace and encourage one another and strive for musical growth in a spirit of inclusivity and commitment to personal improvement and excellence.
- Encourage and nurture young, dedicated musicians in our region through private tutoring, open rehearsals, educational and outreach programs, and membership in our orchestra.
- Work closely as a team with the board of directors to help encourage the continued success of the organization as it strives to reach its potential as a purveyor of wonderful music for our community.

## II. Who May Join The Pops?

The Reno Pops Orchestra is a community of musicians serving the Northern Nevada/Northeastern California region. The members of our orchestra come from a wide variety of ages, levels and walks of life. Our members include professional, para-professional and highly- skilled student and community 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.

Guest musicians may sit in on any open rehearsal. All musicians interested in playing in the POPS should study the Musician's Handbook – which can be found on our website at <http://renopops.org>. They should also sign the "Handbook Acknowledgement and Acceptance Form". Hardcopies of all of these documents can also be obtained from your section leader. Rehearsals not designated as "open" (regular and dress rehearsals) 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 multiple rehearsals, after which you may schedule a musical interview with the conductor. Only regular members of the orchestra are permitted to sign out black folders or take original sheet music home. They may, however, request practice photocopies.

Substitutes and perspective members may request from the librarian a temporary folder with copies of the music.

### **III. Calendar and Rehearsal Schedule**

- Regular rehearsals are held from 7:00 to 9:30 PM on Wednesday nights. Rehearsals can run later as predetermined by conductor.
- The tuning note for rehearsal is sounded a few minutes before the hour. The downbeat for regular rehearsals is at 7:00 p.m.
- Our season starts in late August/early September and runs through mid-July, and typically consists of five to seven concerts.
- The season schedule and musician's calendar can be found on our website at <http://www.renopops.org>

### **IV. Musician Responsibilities**

#### **A. Attendance**

Although we are a volunteer community organization, we strive for the highest standards of professionalism and commitment. To accomplish this you are expected to:

- Attend a minimum of 75% of rehearsals in any concert set. If you are unable to fulfill this commitment, it is your responsibility to notify the Section Leader well in advance.
- If you need to miss a rehearsal, please contact your Section Leader at least two days in advance if you are going to be absent.
- Attendance at the dress rehearsal and sound check is required. Please schedule your time so that you will be able to attend. Players who are unable to attend the dress rehearsal and/or sound check may be asked not to play the concert. If you are unable to attend, it is your responsibility to communicate this information to the Section Leader.
- Arrive at rehearsals at least 15 minutes early to allow time for set up and warm up, and be present for the full rehearsal.

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

- Percussionists should arrive at least 20 minutes prior to rehearsal to help set up equipment. They are also required to carefully and completely store all equipment at the end of rehearsal.

#### **B. Rehearsal Location**

The Reno Pops Orchestra rehearsal location has changed from time to time. Here is information about our current rehearsal location:

- Address: North Valleys High School 1470 E Golden Valley Rd
- If you bring a snack to rehearsal, please eat it outside during break.

#### **C. Sectionals**

- Sectionals will be scheduled by your Section Leader.
  - There is usually one sectional scheduled per concert.
  - Attendance is mandatory.
  - More sectionals may be scheduled as needed or requested by the Conductor.

#### **D. Rehearsal Etiquette**

- Musicians must be quiet and attentive in rehearsal in order for us to achieve success. Talking, distracting comments, and practicing are unacceptable during rehearsal.
- Always treat your fellow members of the orchestra, and all who attend rehearsals, with the utmost courtesy, kindness, inclusiveness, and respect.
- All musicians must help set up and clean up. Return your chair to the pre-rehearsal position and place your stand in the racks as requested.
- Treat the rehearsal and concert facilities with utmost respect. Do not touch any equipment not belonging to you or the Pops.
- Drinking alcoholic beverages or consuming substances that impair one’s judgment is strictly prohibited before or during a rehearsal.
- Please turn your cell phones on silent during rehearsals, and refrain from using them until break. Out of sight, out of mind.

#### **E. Concerts**

To achieve the highest standards of professionalism you are expected to:

- Arrive on time for all sound checks and concerts, properly dressed and ready to play. If you are going to be late to a sound check, contact your Section Leader immediately.
- A sound check will be held at the concert site prior to the concert. Sound checks could last from 60-90 minutes, followed by at least a 45-minute break before the beginning of the concert.
- Please see the Attendance policy regarding sound checks (IV. Musician Responsibilities A. Attendance).
- Absolutely no talking or cell phone use during concerts.

- Drinking alcoholic beverages or consuming substances that impair one’s judgment is strictly prohibited before or during a concert.
- Standard concert attire, unless otherwise specified by the Conductor:

**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)
- \*Black full-length skirt (no slits above knee) and long-sleeved black blouse
- \*Black dress pants and long-sleeved black blouse
- \*Modest jewelry
- \*NO PERFUME

- “Pit Black”: Full length, black attire for everyone. Intended for outdoor performances, or other less formal events, the orchestra may opt to wear “Pit Black.” Pit Black should be nice all black, full-length attire.

**F. Music**

Players must be regular members of the orchestra in order to sign out music folders. You must provide your name and contact information on the music sign out sheet. Bring the music to every rehearsal.

- Each player must bring a pencil to every rehearsal and sound check.
- Players should ALWAYS use a soft, #2 pencil to make markings in the music. Markings should be light enough to be easily erased. Use of sticky notes and other safe, nonpermanent study aids are allowed as long as it doesn’t damage the music and must be taken out of the music before returning.
- NEVER use ink, colored pencil, highlighters, tape, glue, or other permanent adhesive on the music.
- 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 or folder not returned after the concert, and any markings in music that are difficult to erase.
- Wind and brass players must send their music any time they are going to miss a rehearsal.
- If a player is not playing a concert, music must be returned immediately – and in all cases, before the day of the concert.
- Always remember: the music does not belong to you.

**V. Seating**

- The Conductor will determine the section seating.
- Solos are generally played by the principal player in each section.
- Some doubling is allowed in the wind sections, subject to Conductor approval.

## VI. Volunteerism

Volunteerism is expected of every member of the Pops and is crucial to our success as a community orchestra, either in a leadership position or as a member of a crew or committee. However, volunteerism is not limited to only orchestra members; family and friends are always welcome to volunteer with the Pops! Check our website for open volunteer positions.

### Crews and Committees:

- **Marketing & Publicity Committee** – publicizes concerts through printed material, website, and social media.
- **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** – section leaders or their designee address and communicate orchestra concerns and suggestions.
- **Rehearsal Crew** – assists with set up and cleanup of rehearsal space.
- **Stage and Loading Crew** - assists with transport, set up and tear down of concert equipment.
- **Arranging/Orchestrating Staff** – assist with arranging and preparing our custom arrangements.
- **Outreach Committee**
  - Composer's Night
  - Concerto Festival
  - Summer Music Camp
  - Conductor's Workshop
  - St. Vincent's Coordinator

### Specific Positions:

- **Music Librarian** – coordinates activities of the Music Library Committee.
- **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 & manages logistics.
- **Equipment Manager** – arranges equipment transport and supervises concert set up.
- **Stage Manager** – arranges and directs stage setup and takedown, stand lights, etc.

- **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.
- **Section Leader** – appointed by conductor. See section VII for details.
- **Volunteer Coordinator** – recruits/coordinates musician volunteers. In collaboration with the Conductor collates information from the enrollment form for orchestra directory and use in filling committees and open positions.
- **Outreach Coordinator(s)** – Oversees the Outreach Committee. Helps coordinators of each program develop and maintain a binder of checklists, timelines and procedures, and reports to the Board about our outreach programs.
- **Multi-Media/Technology Director** – arranges slides and videos for concerts, assists with technological aspects of concerts and rehearsals.

## VII. Section Leaders

Section Leaders are orchestra members of the highest musical standards. They rehearse and perform professionally while encouraging other players. Section Leaders will be appointed by the conductor. *Section leaders are responsible for the following, but are encouraged to delegate these tasks to other members of their section:*

- Assist Conductor with the Music Interview process including choosing literature to be used and listening to Music Interviews.
- Assist Conductor in designating section seating.
- Track and record attendance for their section.
- Remind players of the 75% attendance rule and encourage adherence to guidelines.
- Make sure each musician completes and submits an Enrollment Form and submit it to the Personnel Manager for inclusion in the POPS database.
- Make sure each member in the section understands the Musician Handbook and signs and turns in the Musician's Agreement.
- Greet new players at open rehearsals and make all players feel welcome and appreciated. Answer questions about POPS and introduce players to the Conductor or other leaders, as well as follow up with them (i.e., text, email, phone call, etc.).
- Anticipate holes and openings and work with Conductor, Personnel Manager and section mates to recruit excellent players to fill them for each concert set.
  - Schedule and organize sectionals as requested by section members or Conductor.
- Remind musicians of proper rehearsal etiquette and encourage adherence to guidelines.
- Represents section at Player's Committee meetings, and will send a sub.
- Circulate and double check the musician personnel roster for each concert program.
- Make sure no POPS music goes out the door without permission and make sure contact information was obtained. Make sure that folders only go home with current auditioned members of the orchestra. Ensure folders are returned.
- Be available to help section members with additional coaching as requested.

- Coordinate substitutes in sections as needed.
- Communicates with Librarian regarding music needs (i.e., extra copies).
- Communicate with Conductor about musicians who will be absent at a rehearsal.
- **Strings only**: attend Bowing Parties as scheduled by the Concertmaster. If unable to attend, send a reliable member from your section to go in your place.

## VIII. Financial Contributions

The actual cost to maintain our orchestra is over \$1100 per player per year. We encourage 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, concert venues and operating expenses. Another great way to contribute to the Pops is with your time. Volunteering on a committee, crew, or other leadership positions is a great way to help ensure the orchestra runs efficiently.

## 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.



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 do all I can to support the Reno Pops Orchestra's quest for musical excellence.
- I understand musicians are encouraged to contribute financially, if able, to help offset expenses.
- 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 \_\_\_\_\_

Instrument \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If musician is a minor, guardian signature is required.

Guardian Signature \_\_\_\_\_

Please complete, sign, and return this page to your Reno Pops Orchestra Section Leader at your first rehearsal.