

HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE FORM**

_____ I have read the Reno Pops Orchestra Musician Handbook and understand and agree to all the information, policies, and expectations described therein.

_____ I agree to do all I can to support the Reno Pops Orchestra in the quest for musical excellence.

_____ I agree to have at least 75% attendance for any concert set in which I plan to perform, and to consult with my Section Leader if my attendance drops below that, or other questions or concerns arise.

_____ I understand that Information and policies may change, and 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 an email address that I check regularly to be used for communication from the Reno Pops. My address may be included in a directory of Reno Pops musicians for Board of Directors and other leadership 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.

_____ I agree to allow the Reno Pops Orchestra to broadcast my image and musical performance, or the image and musical performances of my minor child* in publicly available video livestreams, including their possibly on-demand availability for up to 3 years through SigmArt (Please note that we do not have a contract with SigmArt for the 2026/2027 season, but that is subject to change).

_____ I understand that musicians are encouraged to make a donation to the Reno Pops in lieu of membership dues if financially able, particularly if unable to volunteer.

_____ I understand that the Reno Pops is a volunteer organization and as such, relies on the cooperation and donation of time, talent & labor of all the orchestra members.

_____ I understand that my commitment to the Reno Pops Orchestra is strictly voluntary on a season-by-season basis. If I am unable to play a set during the season, I will inform my Section Leader. I will also endeavor to fulfill my committee volunteer commitment, or inform the head of the committee that I will not be available.

Name (Please Print) _____

Mailing Address _____

Instrument(s) _____

Ways to reach you (phone, text, email) _____

Signature _____ Date _____

* If the musician is a minor, a legal guardian's signature is required, as follows:

Guardian signature _____ Date _____

**** Please complete, sign and return this page to your Reno Pops Orchestra Section Leader or member of the Board as soon as possible. Thank you and welcome to the Pops!**

Volunteer Opportunities

Committees - please select all committees on which you would be willing to serve. If there are several, number them in order of preference, with 1 being most preferred. Descriptions of the committees are listed in the Musician Handbook.

_____ **Arranging and Orchestration** (this subject to approval of Conductor)

_____ **Finance** (this is subject to approval of Treasurer) helping with treasurer duties, preparing budget

_____ **Front of House Committee** (staffing lobby tables, collecting donations, selling raffle tickets, etc, coordinating volunteers, taping off reserved seating, making sure auditorium is tidy)

_____ **Funding** (please check areas of interest)

- Can help with planning & organizing fundraisers _____
- Can help with presentations to potential donors _____
- Can help with staffing at organized fundraising events _____
- Can help with obtaining raffle prizes or silent auction donations _____
- Can help with grant writing _____

_____ **Marketing & Publicity** (please check specific areas of interest)

- Can help with graphic design & flyer creation _____
- Will help distribute flyers to local spaces I visit or use _____
- Am willing to do television interviews _____
- Am willing to write press releases or submit events to local online calendars _____
- I can help with Reno Pops website or social media _____

_____ **Music Library Committee** (sorting, copying, filing, mailing & other duties given by Music Librarian)

_____ **Outreach Committee** (please check specific areas of interest)

- Composer Showcase volunteer _____
- Solo & Concerto competition volunteer _____
- St. Vincent's, either playing, or coordinating _____

_____ **Players Committee**

_____ **Program committee** (please specify areas of interest)

- I can help with selling program ads _____
- I can help with layout and graphic design where needed _____
- I can help with coordinating musicians list and donors list _____
- I can help with audience surveys _____

_____ **Rehearsal Crew:** all orchestra members help by taking their own items, and putting away their own chair and stand if able, but as a crewmember, you indicate you are willing to either arrive early to set up, or stay late enough to make sure the room is in order before leaving.

_____ **Stage & Loading Crew:** all orchestra members help clear stage at Hawkins Amphitheater

- Can help with loading truck from storage facility before outdoor concerts _____
- Can help with reloading truck and stowing equipment back in storage facility afterwards _____
- Can help by cleaning trash from the Hawkins Amphitheater _____
- I am physically unable to help with heavy lifting and carrying _____

Volunteer Opportunities

Specific Leadership Positions - I would be interested in serving in a leadership capacity in one of the following roles. Some of these roles already have volunteers committed, but you are indicating whether you would like to learn more about the position and work as a back-up, if possible.

_____ Players Committee chair or representative to Board of Directors

_____ Student representative serving on Board of Directors

_____ Music Librarian (currently June Thompson)

_____ Treasurer (currently June Thompson, whose term will end next year)

_____ Equipment Manager

_____ Stage Manager (currently Joe)

_____ Section Leader

_____ Outreach Coordinator

_____ Solo & Concerto (Priscilla Mills) _____ Concerto Competition (Rhonda Ahmad)

_____ St. Vincent's Coordinators (Linda Brown & Ivey Johnson)

_____ Multimedia production for concerts (Ben Brown)

_____ Concert scheduling and logistics manager

_____ Chair of any of the Crews or Committees listed above, working with a Board member liaison

_____ I am interested in serving on the Board of Directors when an opening becomes available

_____ Volunteer Coordinator