



# Evanston Civic Orchestra

## *Member Handbook*

### September 2022

## **WELCOME TO THE EVANSTON CIVIC ORCHESTRA!**

Whether you are a returning member or joining us for the first time, we are delighted you have chosen to share your time, talents, and musical excitement with us. We want you to experience the joy and artistry of music making in an atmosphere that is positive, professional, and fun. This handbook contains the policies and procedures that will guide your participation in the orchestra. Contact your section leader or the orchestra manager if you have any questions or concerns.

## **REHEARSALS**

Rehearsals are on Thursday evenings from 6-8 pm, usually at Davis Middle School. Aim to be early! Refer to the website calendar for the complete schedule. It is expected that you will attend as many rehearsals as possible, since playing in an orchestra is a group experience. The success of the group is a direct result of the level of personal preparation of each member as well as the quality of the ensemble preparation.

Understandably, you might occasionally have to be absent. Please notify your section leader prior to your anticipated absence. Dress Rehearsal is mandatory for participation in the concert. While the group rehearsal experience cannot be made up, you are expected to maximize your personal preparation so that forward progress and momentum can be maintained at each rehearsal. You are responsible for acquiring rehearsal information (articulations, dynamic markings, etc) from your section leader. Practice help in the form of listening links and bowings will be posted on the website or sent by email. Additionally, occasional sectionals may be arranged outside of rehearsal as needed. If you are going to be present at less than 50% of rehearsals for the session, please contact the music director to confirm your ability to participate.

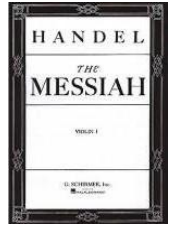
## **MUSIC**

**Checkout** - A folder and music will be issued to you at the first rehearsal of the session if your dues have been paid. If not, you may borrow music for the duration of the rehearsal only. By the end of the second rehearsal you must pay dues to continue playing with the orchestra. **You are financially responsible for your folder and music and will be billed replacement cost for anything damaged or missing.** Use only non-colored pencil to mark your scores; highlighter, pen, colored pencil, and marker are not allowed. Take your folder home each week, as we will not be storing it for you. You will need it to practice! **Violinists** - Evaluate your music and notify your section leader if any of the pieces are beyond your capability; we will do our best to accommodate.

**Return** - Immediately following the final concert of each session, please place your folder with music intact in the collection box in the music hallway as directed. **You will be assessed an automatic and non-waivable \$15 service fee if any folder or music is not returned at that time.** Shortly after the concert you will receive an email with the itemization of replacement costs for any folder or music that is missing or damaged beyond normal wear. After a specified two-week grace period, in which outstanding music should be turned in, bills will be emailed to all members who still have overdue folders or music, or who turned in folders or music that were damaged beyond normal wear. All members with charges on their account from previous sessions will not be allowed to participate in future sessions until their account is paid in full.

**Dropoff Location** - All late folders and music, as well as any old ECO music, should be turned in at rehearsal or, when that is not an option, at Mountain Music (913 Main St.) in Evanston. Include your name and ECO.

**Messiah Music** - Most members purchase their own *Messiah* score, though the orchestra has copies in their library to lend when requested. The ECO uses the G. Schirmer edition edited by E. Prout.



## MEMBER DUES

Dues are collected from members before each session to help pay for music, the director, the concertmaster, marketing, and other expenses. You may pay for the entire year in the fall to receive a discount.

- Each fall or spring session - \$25 Adults; \$20 Students
- Both fall and spring sessions paid in the fall - \$45 Adults; \$35 Students

### Payment options:

- Make checks payable to Evanston Civic Orchestra and Chorus or pay in cash.
- Pay by credit card at the [ECOC online store](#).

A full refund will be given with a written request up until the day before a session begins. Dues will not be refunded in any amount for any portion of a session due to non participation.

***We want everyone to play, even if you are unable to pay dues.*** Talk to an ECOC Board Member to find out how you can contribute meaningfully to the organization in other ways and still participate.

## VOLUNTEERING

Running an organization of this size and caliber takes a lot of time, talent, and energy. With the exception of the Music Directors, ECO Concertmaster, ECC Accompanist, and a marketing contractor, we are all volunteers. There will be many volunteer opportunities for all our members to help ECOC be successful and accomplish our mission. Plan to volunteer at least once each season to help spread around the workload. If you have family or friends who would love to share their time and talents with ECOC, let us know!

## BE INFORMED

**Website:** You will find details about rehearsals and concerts, practice help, ECO Music Director bio, announcements, and more on the ECOC Website - [ECOCevanston.org](#).

**Practice Help:** We provide some resources for personal practice on our [ECO concert music page](#).

**Email:** Most ECO business is transacted by email. Check your email at least weekly during the season.

**Newsletter:** Many general announcements about concert seasons, concert videos and photos, and other exciting news will only be shared in the emailed newsletter. [Subscribe now](#).

**Announcements:** When you miss a rehearsal it is your responsibility to watch for important information by email or contact your section leader for musical markings and other updates.

Section Leader:

Phone:

Email:

**Facebook:** [ECOC FACEBOOK PAGE](#) Share, like, and comment on posts. Taking action on posts helps us maximize our publicity dollars; "likes" are important, but "shares" and "comments" are more important in the algorithms that show the posts in news feeds and boost our paid posts. You can make a difference!

**YouTube:** Subscribe to the [ECO YouTube CHANNEL](#).

## REHEARSAL/PERFORMANCE VENUES

Most rehearsals and performances will be held at one of the public schools in Evanston. The first choice for rehearsals and performances is Davis Middle School. Occasionally a rehearsal or performance will be scheduled at Evanston Middle School or Evanston High School, usually due to scheduling conflicts with the school district. Refer to the website rehearsal calendar for up-to-date schedules and locations.

**Davis Middle School:** 837 No Name St., Evanston  
**Evanston Middle School:** 341 Summit St., Evanston  
**Evanston High School:** 701 W. Cheyenne Dr., Evanston

## CONCERT ATTIRE

Concerts are the culmination of our hard work, so we dress our best and share the joy with our audience.

**Men:** Concert black, including dress pants and jacket, white shirt, black tie or bow tie, black socks, and black dress shoes.

**Women:** Concert black, including long dress or long skirt/dress pants with top, black socks or nylons, and black dress shoes. Please no spaghetti straps or sleeveless tops.



## DONATIONS and SPONSORSHIPS

All members and supporters are invited to help in “spreading joy in our community” by donating or becoming a sponsor. Membership dues account for only about 25% of the total ECOC budget for a complete season. Donations and sponsorships from generous individuals and businesses are crucial to the long-term sustainability of the ECOC.

**Donations to ECOC:** General donations are very much appreciated, in any amount. Please consider adding \$5, \$10, or more to your dues payment at registration or at any time.

**Donations to the ECOC High School Scholarship Fund:** To support our high school youth who have actively pursued their musical education and given musical service in the ECOC and community, consider donating directly to this scholarship fund. A \$500 scholarship will be awarded to one or more qualified high school seniors each spring. Donors who contribute \$50 or more to this fund will be recognized in the concert programs. Any amount is appreciated, even just \$5 will help.

**Sponsorship of ECOC:** Sponsors are recognized on our website, emails, newsletters, and concert programs. See our [SPONSORSHIP INFO PAGE](#) to find out more about the perks associated with each level of sponsorship.

ECOC is a non profit under the umbrella of Uinta BOCES #1 Foundation, Inc. [501(c)(3)]. Talk to an ECOC Board member to donate or sponsor with tax purposes in mind.

# ECOC Vision

Spreading joy in our community through music

## ECOC Mission

To enrich individuals and the community by cultivating excitement, unity, and artistry in musical performance.

## ECOC Core Values

### Community

- We welcome all who come to participate, and appreciate diverse talents and contributions.
- We come together in fellowship and unity.
- We celebrate variety in music by programming for the enjoyment and growth of our members and audience.
- We collaborate with other organizations to bring our music to the community.

### Integrity

- We practice honesty and transparency in all aspects of our organization.
- We respect our directors, coordinators, and fellow members by arriving prepared and on time.
- We bring our best selves to our work and combine our strengths to make us better together.
- We ensure the sustainability of our organization through our individual contributions of time, talents, and means, and by building partnerships that benefit both the ECOC and the community.

### Excellence

- We encourage all participants to continually refine their musical talents.
- We honor the music, the composers, and our fellow musicians by working towards our greatest artistic potential.
- We present ourselves well in word, deed, and dress.
- We share our energy and excitement with the audience through our best possible performances.

