

WESTERNAIRES CHORUS OF SUN CITY WEST GENERAL PROCEDURES

Membership in the Westernaires Chorus of Sun City West is a commitment to participate in rehearsals for the purpose of quality concert performances. The following procedures are listed to achieve that.

A: MEMBERSHIP

1. Members are encouraged to participate in the full Chorus season of both the Spring and Winter concerts.
2. Rehearsals start at the beginning of September, every Thursday from 8:30am to 11:00am and also Monday afternoons 1:00pm to 3:00pm as determined by the Music Director up until the Fall Concert in December. Rehearsals begin in January and end April for the Spring concert.
3. Members will be allowed to miss four full Chorus rehearsals per concert series (Fall, Spring) and still be eligible to perform in that season's concerts. Additional absences may be allowed but only at the discretion of the Musical Director. Members who have missed four full Chorus rehearsals are reported by the Section Leader to the Musical Director. It is the member's responsibility to keep their Section Leader informed in the event of an any absence or a late return.
4. The Musical Director will determine the placement of new members and of those returning from a leave of absence to maintain a well-balanced chorus.
5. Members must have an active Sun City West recreation card on their person as required by the Recreation Centers of Sun City West. A recreation cardholder may attend rehearsals, as a prospective member, no more than twice before beginning the audition process. A non-recreation cardholder may attend rehearsals as a guest no more than twice in a year.
6. Name badges are to be worn at each rehearsal. If the badge is lost, replacement is at the member's expense. Initial name badges will be purchased by the Chorus.
7. Members who are physically able are expected to stand for performances.

B: LEAVE OF ABSENCE

1. The Westernaires Chorus is limited to 80 performing members. A member desiring a Leave of Absence must submit a completed Leave of Absence form to the Membership Chairperson. The Membership Chairperson will inform the Musical Director, Section Leader, and Librarian.
2. Members requesting a Leave of Absence should be aware that in the event the Chorus has reached its full capacity during their absence, a place for them may not be guaranteed immediately upon their return. When a space in their section becomes available, the member on Leave of Absence will be given first consideration based on seniority.
3. Members are responsible to pay their dues throughout a Leave of Absence up to one year.
4. If a member wishes to remain as part of the chorus for greater than one year, and does not want to sing, that person can remain as a Non-singing Member provided their membership dues are paid.

C: RESIGNATION

1. If a member intends to discontinue their Chorus membership, a resignation form is to be completed and submitted to the Membership Chairperson, who will in turn notify the Musical Director, Section Leader, Librarian and Costume Chairperson.
2. Dues will not be refunded.
3. Music and other Chorus' property must be returned.
4. If a member resigns, or becomes a Non-singing Member, and then wishes to return at a later date, that person must reapply and reaudition at the discretion of the Musical Director.

D: PROPERTY OF THE WESTERNAIRES CHORUS

1. All music issued to members by the Westernaires Chorus remains the property of the Chorus.
2. The Westernaires may loan music to a member performing music at other public and private activities subject to these policies.
 - One member accepts and is held solely and wholly responsible for the loaned music (limit 5 titles).
 - That member shall sign for and receive all loaned music from and return such in total and in good condition only to the

librarian or, in the librarian's absence, the president by the stated deadline.

- That member agrees to pay \$4.00 per piece of original or photocopied music returned damaged or not returned to the Westermores.

3. Costumes (see Costume Procedures).

E: AUDITIONS

1. The purpose of an audition is to give the Musical Director the opportunity to determine the voice range of the prospective member and where they might fit in the chorus, so they can enjoyably sing in the chorus.
2. Auditions should be completed by the end of the first two rehearsals for each concert series.
3. Auditions will be conducted by the Musical Director. Those auditioning will be asked to sing something in order to determine their voice range, to get some idea of their music reading ability, and how they may enjoyably sing in the chorus. Once a voice range has been determined, and those auditioning have been accepted into the chorus, the new member will be assigned a seat in the proper section. For those with limited music reading ability, they will be seated near someone who can help them learn the music.
4. Auditions will be coordinated between the Musical Director and the prospective member. Auditions are usually held following a rehearsal. The prospective member will be notified of their audition status as quickly as possible.

F: REHEARSALS

1. Be in your place and ready to sing at the announced starting time and be prepared to remain until the end of the session.
2. All members and prospective members of the chorus will be given music on their first day of practice in January and September. However, prospective members **MUST** return their music to the Librarian after each rehearsal they attend.
3. Each member is assigned a music number. Notations may be made on the music, in pencil, to help members better understand how each piece of music is to be sung. Do not mark your music in pen or highlighter. After each concert series, erase pencil marks, remove paper clips and return all music to

the Librarian as instructed. You may or may not be assigned the same music number for the next concert series.

4. Members are expected to attend ALL rehearsals. (See MEMBERSHIP Section A. 2. for days and times.) In case of sickness or some other important event that may cause an absence, please notify the Section Leader in advance.
5. Open seating is allowed in each section until the Musical Director assigns seats prior to an upcoming concert. Once assigned a seat, do not change without consulting the Musical Director.
6. Please be courteous to the Musical Director and to each other by refraining from talking when he/she is speaking and when sections are going over their parts. Please refrain from humming or singing your part if you have not been requested to do so by the Musical Director.
7. Watch the Musical Director while he/she is conducting for correct timing, starts, cut-offs and increases and decreases in volume. Hold your music high enough so both the music and the Musical Director can be seen at the same time.
8. Rehearsals will be more effective (and fun) if members study their music at home between rehearsals or with a fellow chorus member. Even without a piano or other instrument available, one can study the notes and words in each song.
9. Do not wear any fragrances (perfume, cologne, aftershave) during rehearsals or concerts because of allergies.

G: COSTUMES

1. Members are responsible for the entire cost of their costumes, with the exception of accessories, such as bow ties, handkerchiefs, necklaces, etc., which will be purchased by the Chorus. These accessories must be returned to the Costume Chairperson or their designee at the end of each concert series.
2. After consulting with the Musical Director, the Costume Chairperson and their committee will specify and announce the costume for each concert series.
3. The Chorus maintains an inventory of costumes. The Costume Chairperson has a wardrobe plan using the present costumes to achieve a variety of looks.
4. The Chorus does not lend costumes to members from the inventory. Exceptions may be made for musicians (who are not Chorus members) joining the Chorus for specific concerts.

5. Any member who leaves the Chorus is asked to donate any currently used costumes back to the Costume Chairperson.

H: TICKET SALES

1. Each member is allowed to purchase up to six (6) tickets at the presale on the Thursday before ticket sales to the public begin.
2. Those purchasing tickets at the presale must draw a number to determine the order of purchase.
3. There are no free tickets or refunds.
4. Ticket sales to the public will be handled by the Recreation Centers ticket office in person or online.