

## Choir Information 2019

Welcome to Vocalize Choir 2019 and we hope you enjoy the year ahead. Keep this page handy – it can answer some of our most frequently asked questions.

### **Vocalize Values:**

Vocalize Choir is an adult community choir in the Marion council area. Vocalize encourages member participation, and endeavours to provide entertainment to the community at a variety of functions with a range of lively repertoire. Above all, the following values underpin who we are and what we're about:

- Quality music
- Inclusive community
- Supportive relationships

**New members:** We welcome anyone (16+) who would like to join us! No experience or audition necessary, and the ability to read music is not a requirement. New members are given the opportunity to try Vocalize out for two weeks before being invited to join as full members.

**Rehearsal Time:** Weekly – Monday nights 7:00-8:30pm (excluding public holidays and school holidays)

**Where:** At Faith Lutheran Church hall, 2 Ailsa Avenue Warradale. Street and rear parking available.

**Rehearsals:** Regular attendance is helpful for everyone. We realise that some members are unable to attend every week due to other commitments; all we ask is that you attend on a regular basis. It can be difficult to catch up songs if too many rehearsals are missed.

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| <p><b>If you are unable to attend, please let your section leader know.</b></p> |
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**What to bring to rehearsal each week:** To assist with keeping your sheet music in good condition, please bring:

- ✓ a display folder for your music
- ✓ a pencil (NOT pen) for making notations on your music
- ✓ an eraser
- ✓ a bottle of water

**Upon arrival at rehearsal:** When you first arrive please visit the table by the door and mark your name off in the attendance book, check for notices and put on your name tag. Then take your seat ready to sing. Doors open at about 10 to 7 – we start at 7p.m. sharp with a 15 minute warm up. If arriving late please come in quietly and take your seat. We endeavour to keep unnecessary talking during rehearsal to a minimum so we can get through a lot of music.

**Attendance book:** Please use this book to mark off weekly attendance and to notify us of any anticipated absences or holidays. This will be on the table each week.

**If You're Sick:** Please stay home and get better! For your own health and safety and for that of the rest of the choir we would rather you take the night off and recover. Please notify your Section Leader that you'll be absent.

**Membership:** Members are asked to complete an annual membership form so that we have the latest information and contact details for you.

**Taking leave or moving on:** If you are going away on extended leave for more than 3-4 weeks could you notify the choir Secretary so we're aware that you are away and not left us. If you decide to move on and leave the choir you are required to return all sheet music and to inform the Secretary. Any music not returned will require financial reimbursement.

**Sheet music:** The sheet music distributed to members remains the property of Vocalize Choir and must be returned when requested or if you leave the choir. Please treat it with respect as sometimes we have it on loan from another source. Each member is given a membership number and this is used on music to identify who has been issued the music. The non-return of music can be very expensive for us so please let us know if you lose it. Markings in pencil only are permitted.

**Help sheets:** If you are unable to read music and struggle with the timing of notes etc, there is a help sheet available on the website to put in your music folder and consult whenever needed. It includes some simple directions to assist non-music readers to understand some of the symbols used on music.

**Online media and privacy:** Financial members are welcome to access and download practice parts through the Member Login section of the website. These tracks are the property of Vocalize Choir and are not permitted to be shared publicly. The choir also has a private Youtube channel, meaning videos can only be accessed via a shared link rather than broadcast to the general public.

**Performances:** Performances are important to Vocalize Choir, and regular attendance helps our presentation skills. Members volunteer to attend performances on a performance schedule sheet. A minimum number is required before committing to any booking. All who have submitted their name are asked to honour the commitment and turn up to the performance.

**Attending performances:** Unless otherwise arranged we will make our own way there. We encourage car-pooling. If it is some distance to travel we may hire a mini bus at a small cost.

**Booking a performance:** All bookings for performances by the choir are done through the Performance Liaison. There may be a fee for private functions, but generally we do not charge for public performances. However, a donation is usually requested.

**Performance Uniform:** The performance uniform is black with an orange scarf or tie. Members need only worry about dressing in black, as the orange accessories will be loaned on the day. On performance days you will be issued with a black choral folder and a scarf (women) or tie (men). These are on loan for performance only and must be returned at the end in original condition. Full-length black pants/tops are preferred but not essential. Please do not wear any extra jewellery, accessories or perfume.

**Practicing at home** is an important part of learning our songs. We often provide practice tracks via our website for you to sing along to at home or in the car. We encourage extra practice. You'd be amazed at what a difference two 15-minute practices per week can make. Some songs will need to be learnt from memory, and this takes time. There is a great article on our website with memorization tips.

**Fees:** Fees are used to cover music licenses, sheet music, insurance and ANCA membership, as well as equipment and other expenses that may arise. Please note that choir fees will not be refunded should you decide to discontinue membership. Fees are one-off payments based on the term joined:

2019 Fee Schedule

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| Term 1 | \$120 |
| Term 2 | \$ 90 |
| Term 3 | \$ 65 |
| Term 4 | \$ 40 |

If you're having trouble paying your fees please get in touch with the choir Treasurer who can put a payment plan in place for you. Cash and EFT payments are welcome - please use the following details if you wish you pay your fees by direct bank transfer:

Westpac Bank  
BSB: 035 016  
Acc: 962933  
Choir ABN: 85 542 899 693

Once you have paid your fees, please hand your remittance slip to the choir Treasurer who make a record of your payment and issue you a receipt.

**Member protection:** Vocalize Choir is a member of the Australian National Choral Association (ANCA). All financial members are covered by our ANCA insurance policy when performing. (Our policies include public liability, performer indemnity and equipment.) Members who have not paid their fees are no longer covered by insurance.

All member details will remain confidential and will not be given to any third parties, with the exception of the relevant section leaders for communication purposes.

**Legalities & Governance:** Vocalize Choir is a not-for-profit organisation and is therefore tax-exempt. If the choir disbands at any time, financial members will not be refunded, rather any remaining funds will be donated to ANCA. While Vocalize Choir is not an incorporated entity, it is coordinated by the following team:

Director - Kerrie Polkinghorne  
Secretary – Nicky Titchener  
Treasurer – Graham Boyer  
Librarian – Annette Pelling  
Performance Liaison – Jen Burford  
Assistant Director – Annette Pelling

Please don't hesitate to ask if you have a question; and we welcome any suggestions and ideas from members. We're all here to sing and enjoy ourselves so please do just that!

**Welcome to Vocalize for 2019!**

*Kerrie*