

The Evergreen Chorale

Member Handbook 2018-19



Updated September 17, 2018



Evergreen Chorale
Center Stage
Ovation West
Musical Theatre
Altezza Chamber Choir
Summer Music Camp
Shining Stars
Concert Series

Ovation West Performing Arts is an organization based in Evergreen, Colorado, which includes the Evergreen Chorale, Ovation West Musical Theatre, Center Stage, Altezza Chamber Choir, Summer Music Camp, and the Shining Stars Concert Series.

Ovation West Performing Arts Vision Statement:

Transforming and Inspiring Community Through Excellence in Musical Artistry

Ovation West Performing Arts Mission Statement:

To teach, create, and perform outstanding music and musical theatre and to provide a high quality performing arts venue

As we move into our 2018-19 season, the Evergreen Chorale unveiled a new organizational name, Ovation West Performing Arts. This new name serves as an umbrella under which our six areas of service can be united, yet distinct, and it will help us share our story more clearly when we approach foundations and other funders to request support. This is an important step in recognizing the tremendous growth we have achieved, all built upon the deep roots and strong commitment to musical excellence of the Evergreen Chorale since it was founded in 1972.

From its first age as a small community singing group, the Evergreen Chorale evolved tremendously over the past 45 years into one of the premier community choirs in the state, as well as a producer of high-quality musicals noteworthy for the professional caliber of its performers. The organization draws members, performers, and patrons from within and well beyond the mountain community; a testament to its success and growing reputation. We open Center Stage to community performing arts groups, as a meeting space for local organizations, and as a satellite exhibit space for local artists.

So – the choir will still be known as the Evergreen Chorale, and of course Center Stage will keep its name! These and our other endeavors will be under the umbrella of Ovation West Performing Arts...a name with room for all!

LEADERSHIP AND STAFF 2018-19

Dick Scudder	Board President	rscudder@du.edu 303-915-4435
Christine Gaudreau	Artistic & Principal Musical Director	christine@ovationwest.org 303-909-0572
Susan Kramer	Executive Director	susan@ovationwest.org 303-335-5293
Shannon Guarneros	Production Manager	shannon@ovationwest.org 651-216-4038
Christine Emery	Business and Box Office Manager	cemery@ovationwest.org 303-241-4458
Patrick Lee	Principal Pianist & Associate Musical Director	patrick@ovationwest.org
Kirsten Carpenter	Assistant Choir Director	
Bob Coursen	Assistant Accompanist	

BOARD OF DIRECTORS 2018-19

Dick Scudder	Board President	rscudder@du.edu 303-915-4435
Frank Plaut	Vice President and Legal Counsel	Fplaut@comcast.net 303-526-0342
Bob Baldwin	Secretary and Immediate Past President	rmbaldwin820@gmail.com 720-539-3705
Janette Palenius	Treasurer	treasurer@ovationwest.org
Tracy Denver	Director	Tracy2179@hotmail.com 619-957-8180
Kim Gan	Director	ksgan@comcast.net 303-596-2801
Christine Gaudreau	Artistic & Principal Musical Director	christine@ovationwest.org 303-909-0572
Susan Kramer	Executive Director	susan@ovationwest.org 303-335-5293
Bob Meade	Director	potamundi@comcast.net 303-674-7001
Ann Moore	Director	ann@annmooreco.com 303-526-1546
Michelle O'Laughlin	Director	mkolaugh45@aol.com 720-840-7940
Alan Rubin	Director	ajronline@hotmail.com 303-725-8250
Linda Trenbeath	Director	linda.trenbeath@gmail.com 720-333-0619

SECTION LEADERS 2018-19

Deb Karsell	Soprano I	dkarsell@hotmail.com
Claire Terry	Soprano II	cterry66@gmail.com
JoAnn Dunn	Alto I and II	joannandpem@aol.com
Laurie Atkinson	Asst. Alto	laurieatkinson@gmail.com
Steve Montigne	Tenor	smontigne@icloud.com
Tom McAllister	Tenor	tom@comcables.com
Dodge McCord	Baritone	dodgemccord@gmail.com
Bill Karsell	Bass (fall)	SkiTrees@gmail.com

MEMBERSHIP INFORMATION

Welcome! You are here because you love choral singing. We love having you as part of our multi-generational musical community. Being a member of the Evergreen Chorale requires effort and commitment to musical excellence. We appreciate you sharing your time and talent with us, and hope you enjoy the process! We want to hear from you – if you have questions or concerns, please do not hesitate to communicate with your section leader, board members, Christine (artistic director) or Susan (executive director).

Dues: Full Year = \$240
Fall or Spring only = \$120
Young Professional = \$50/per semester
High school interns do not pay dues
Partial and Full Scholarships For Dues Are Available

We ask that you pay your dues at our first rehearsal or as soon thereafter as possible. ***We never want dues to be a hindrance to anyone joining the Chorale – we have scholarships available so please don't hesitate to talk to Christine Gaudreau, Susan Kramer, or your section leader if you have a need for financial assistance.***

Attendance: Members may not miss more than 3 rehearsals or ANY required events (dress rehearsals, performances, etc.) per fall or spring semester - sometimes less for shorter rehearsal runs in the summer. Please tell your section leader ahead of time if you will miss or be late for rehearsal, or let us know the next day in case of a last minute emergency. We offer a bonus rehearsals each semester to make up for missed rehearsals.

Music: The music you sign out at the first rehearsal is your responsibility through that term's concert run. Please make markings in pencil ONLY. Music is returned immediately after the last performance. **Music with yellow stickers has been borrowed** (this isn't necessarily the case - all borrowed music is indicated by a stamp. change to: **Borrowed music is indicated by the borrowed Chorale's stamp**), and markings must be erased. If you have any problems with your music, please contact your section leader. For further details regarding sheet music procedures, see the "Guidelines" section of this handbook.

Rehearsals: Regular rehearsals are on Monday nights, 6:30 – 9:00 with a break, at Congregation Beth Evergreen. Additional dress rehearsals will be held at the concert venues in the week prior to performances. At times, rehearsals or sectionals may start a bit earlier or end a bit later. Additions and exceptions will be included in the Chorale online calendar and noted in the Coda. Please be sure to check your weekly Coda email for changes in location or time. In case of cancellation due to bad weather, you'll be notified via e-mail by 4:30 pm that day.

Please bring your own water bottle. Snacks are provided on a rotating basis. Child care is available and funded 50% by the Chorale but must be pre-arranged. If a rehearsal is cancelled, there will be a make-up rehearsal the following Saturday at 9:30 am - please look for details via Coda.

Performance locations vary as shown on the Chorale calendar. Concert dress for each performance is announced ahead of time. Black music folders are used – the black plastic one issued to you at the beginning of each concert run can be used, or you can purchase a concert folder.

Concerts: This season has 2 concert runs:

Fall term ***“A Jazzy Yule”***

Saturday, Dec 8, 7:30pm at Central Presbyterian Church, Denver

Sunday, Dec 9, 4:30pm at Evergreen High School, Evergreen

Spring term ***“Celebrating Bernstein”***

Dates and performance locations to be announced

Altezza Chamber Chorale: This is a smaller chorale which rehearses and performs separately from the Evergreen Chorale. Participants must be singing with the Evergreen Chorale and are selected by audition. Please email Shannon Guarneros, production manager (shannon@ovationwest.org) for more information or to sign up to audition.

Ovation West Musical Theatre produces two full-scale musicals annually at Center Stage. Chorale members are encouraged to audition and to attend performances. We offer Chorale members discounted tickets to all performances on opening weekends. In 2018-19, our musicals will be:

“Funny Girl”, September 14 – October 7, 2019

Fridays and Saturdays at 7:30pm, Sundays at 3:00pm

“Nunsense”, February 22 – March 10, 2019

Fridays and Saturdays at 7:30pm, Sundays at 3:00pm

Special additional performances: Thursday Feb 28 & March 7, 7:30pm

Membership Expectations:

The Evergreen Chorale is part of Ovation West performing arts, which is an active, dynamic, and growing organization. We ask all our members to support the organization by your participation as a performer, but also to attend events and volunteer when possible. ***Your participation is essential to our success!***

We maintain a set of **expectations of our membership** which include:

- **A sense of shared responsibility**
 - To our artistic director, executive director, and other staff
 - To our audience
 - To each other
- **An obligation to prepare musically for rehearsals and attend all rehearsals and performances**
- **An obligation to maintain a demeanor of professionalism in rehearsals and performance**
- **An obligation to support the organization, including:**
 - Payment of dues
 - Attending performances and events produced by Ovation West
 - Support for fundraising activities
 - Donation of time in volunteer activities

Other ways you can support us include:

1. ***Use your King Soopers or Safeway reloadable debit cards*** every time you shop for groceries or buy gas. There is no extra cost to you, and we receive 5% of all funds you load onto your cards. If your card has been empty for 3 months, it will no longer accrue points for us – so ask for a new card if you are in doubt.
2. ***Change your Amazon setting to Smile.Amazon.Com***, and choose the Evergreen Chorale, Inc. as your preferred charity. You have access to all the same goods as you do on Amazon.com, and we receive 0.5% of the purchase price as a donation from Smile Amazon at no extra cost to you.
3. ***Find out if your company has a matching gift program.*** Many companies will match donations and some will even make a contribution in honor of the volunteer time you give to us – and you can count rehearsal and performance time as volunteer time! Check your company's website to see if they have a matching gift program.
4. ***Volunteering:*** Chances to volunteer are presented early in the term & announced throughout the year via the weekly Coda, in the Score and at rehearsals. We

appreciate all the time you give for rehearsals and performances, but we also ask that all members volunteer at least twice a semester. The opportunities to help are diverse in terms of time and skills required, so everyone can find the best fit for their talents and interests. Please consider helping out at shows, before and after rehearsals, and in many other ways large and small. Watch your email for our requests for volunteer assistance, which come to you through Sign Up Genius. Volunteering is also a great way to get to know your fellow singers.

Communications:

- **Coda:** e-mailed weekly with the most up-to-date information about rehearsals. Contains **VERY** important information & details. Please read it!
- **Email:** All important communications during the semester will be sent via email. Please make sure we have your correct email address and check your email regularly for updates from your section leader, Christine, and Shannon. .
- **Announcements:** BRIEF verbal notifications made at rehearsals before break.
- **Score:** Monthly e-mail newsletter. Contains more general Chorale & Ovation West news for current Chorale singers and everyone who has performed with us in the past - either in the choir or in musical productions. .
- **Social Media:** Please Like Us On Facebook and share posts about our events
- **Website:** www.OvationWest.org Our website is your source for all information about Ovation West – our programs, staff, and performances. Information specific to the Evergreen Chorale is found on the “Members” page, including a calendar for Chorale rehearsals, auditions, etc.

All new members are added to the e-mail list. Any information you would like to share with the group should be e-mailed to Shannon (Shannon@ovationwest.org) to be included in the next Coda and/or Score.

Questions? Please contact Christine, Susan, Dick Scudder (board president), any board member, or your section leader.

GUIDELINES

1. Auditions

Auditions for new members and for members who have been absent from the Chorale for two or more semesters take place at the beginning of each semester. Members are strongly encouraged to join for the entire performance year (September to May/June) to ensure consistent quality and size of the choir.

2. Cell Phones

Please keep all cell phones switched off during rehearsals and events.

3. Code of Conduct

We want everyone's experience with the Evergreen Chorale to be enjoyable and fulfilling. In order to achieve this, we ask for a commitment from you to take responsibility for the Chorale by:

- Attending rehearsals regularly and punctually;
- learning to the best of your ability;
- asking for help if needed;
- treating all members, staff, and visitors with courtesy and respect;
- being welcoming and supportive to new members and especially high school interns;
- following Chorale policies and procedures;
- contributing time and skills to volunteer tasks in addition to singing;
- respecting the Chorale's environment, property and facilities, as well as the properties and stage set-up of other arts groups who share Center Stage and other locations;
- keeping talking and interruption during rehearsal to a minimum;
- ensuring the health and safety of self and others and reporting any dangers, hazards and accidents;
- during rehearsals and (especially) performances avoiding perfumes, colognes, etc. for the benefit of those members who have allergies;
- ensuring no hazardous or illegal substances or articles are brought into the Chorale environment; and
- notifying your Production Manager and/or Section Leader of any change of address or other contact details.

Ovation West Performing Arts and the Evergreen Chorale will not tolerate any sexual harassment, bullying, or disruptive behavior. This includes:

- Any sexual harassment, including any unwanted physical, verbal or visual sexual advances, request for sexual favors or contacts, and other sexually oriented speech, action or contact which is offensive or objectionable to the recipient, whether it involves physical contact or not. Sexual harassment can be direct and

overt or individual and subtle; it can be directed toward a person of the opposite sex or the same sex; it can be repeated and pervasive or a single incident; it can be between peers, individuals in a hierarchical relationship, or can involve third persons such as customers or patrons.

- Any other form of harassment or bullying.
- Disruptive words or conduct negatively impacting any Chorale rehearsal, performance, meeting, event, class or other Chorale or Ovation West activity.
- Being under the influence of alcohol, marijuana, or any recreational drug or illegal substance, or using or consuming alcohol, marijuana, or any recreational drug or illegal substance in any form during any Chorale rehearsal, performance, class or similar Chorale or Ovation West activity.

4. **Concert Dress**

All Chorale members participating in public performances are required to wear the agreed concert dress for that performance:

Please check with your section leader regarding the updated dress code and s/he will provide information as to what to purchase for which concert.

Concert music folders: Music is held in plain black folders for concerts. It is strongly suggested that members purchase formal black performance folders. Information about securing such folders will be made available during rehearsals before the concert.

5. **Governance**

- a. Management** - The Chorale is managed by the Board of Directors and staff members as set out in the Bylaws, copies of which may be found on our website, OvationWest.org. The Board and staff rely heavily on the assistance of volunteers from our membership and the community – please consider volunteering and sharing your skills!
- b. Section Leaders** - Section leaders help organize each section, keep attendance records and act as liaisons between members and the Artistic Director, the Membership Committee, and the Board of Directors. Look for emails and important information from your section leader. If you have questions or concerns, your Section Leader is the person to talk to first. **If you have to miss or be late for a rehearsal, call or email your section leader ahead of time.**
- c. Paid Professionals** - The Artistic Director, Executive Director, and Chorale and Ovation West staff are paid professionals engaged by the organization. Other paid professionals include pianists, instrumentalists, stage directors and choreographers.

6. Rehearsals

Rehearsal time is one of our greatest assets. Please respect this time by being punctual and very focused. Make sure to copy down all musical markings in your music with pencil. If you miss a rehearsal, come a few minutes early to the next rehearsal to copy new markings from your section leader or neighbor. You may record rehearsals, and links to online resources for practicing for some selections will be included in the Coda when available.

Please write any questions or comments that do not directly relate to the current musical process and/or a majority of singers in your section on the provided sticky notes and place them in our 'pink feedback box'. Your concern will be addressed via email, phone call or in the next rehearsal.

Please practice your music at home. Rehearsal time alone will not likely be enough for you to completely learn the music. Feel free to email Christine with any questions you might have about the music.

7. Sheet Music Procedures

Because sheet music is expensive, and we often borrow music; all members are responsible for keeping our music in good condition. Our music is the written representation of the reason we sing with the Chorale, so please enjoy working with it and learning from it while you treat it with care.

When rehearsal season starts:

- At the first rehearsal, check out your music, which will be in a folder handed to you by the music librarian, and sign your name on the music check-out sheet by the number on your folder.
- *Put your name on the front of your folder immediately—they all look the same.*
- Occasionally additional music will be handed out at later rehearsals – please stay alert to this. When you get additional music, *please write your folder number on your new piece of music.*

During rehearsal season:

- Do not hole punch any pieces of music that are not already punched
- **Use only regular PENCIL for adding markings to music—NO COLORED PENCILS, PENS OR HIGHLIGHTERS**
- Do not use staples or tape (except clear tape to mend torn pages); post-it notes are fine as long as they are easily removable without damage
- If anything happens to your music (i.e., your dog eats it), see the librarian
- If you want to highlight or use something other than pencil on your music, you can make your own photocopy. However, you must keep the original to return at the end of the season and destroy your photocopy, due to copyright laws. The Chorale does not take legal responsibility for photocopying.

After the last concert:

- ERASE all the markings you made in your music, ***particularly in borrowed music.***
- Return your music as you will be instructed, *including your folder* (you may have to bring that separately to the last performance if you use your own concert binder).
- If you are going to need the music later for special performances, keep it and return as you will be instructed.
- For your convenience, there is a “Music Return” box outside of Center Stage, under the bench to the right of the front door.
- If you do not return all music, without damage, by the deadline that will be specified, you will be responsible for the cost of replacement or repair. *After the music librarian has made reasonable attempts to get the music from you, an invoice for the replacement cost of your music will be mailed to you.*

8. Smoking and Alcohol

The Chorale has a strict no-smoking policy at all rehearsal and concert venues. In addition, we ask that alcohol be reserved for celebration after rehearsals and performances. **Please do not consume alcohol before singing, as it will considerably impact the quality of our performance.** Alcohol is usually not permitted in church settings. When alcohol is shared after a performance or rehearsal, under-age members may never be served. Please drink and drive responsibly.

9. Solo, Small Group and Musical Theater Opportunities

Many concerts contain solos or selections for small groups of singers. Auditions for these opportunities usually will take place about 6 to 8 weeks before performance. Please see the Chorale calendar for audition times. Soloists are selected at the discretion of the Artistic Director. Additional singers may be asked to understudy.

Members are not required to participate in Ovation West Musical Theatre productions, but these productions are very rewarding and a lot of fun. All members are invited and encouraged to participate as performers or volunteers. Auditions take place separately, and leads and chorus members are selected jointly by the stage director, music director and choreographer for each show. Non-Chorale members from Evergreen and the wider Denver area also audition for musicals. The rehearsal and performance schedule for musicals is separate from the concert schedule, and it is usually intense.

While quality of vocal and stage performance is the first and most important factor in the selection of musical casts and concert soloists and small groups, other factors considered include Chorale membership, performers' schedules and the commitment to offering special performance opportunities to a large number of qualified singers at different times.

10. Loss, Injury or Damage

If you find anything which you believe has been lost, you should turn it over to the Production Manager or a member of the Board of Directors. If you have lost anything,

these are also the people you should ask first. Remember to look after your belongings, and do not leave valuable items unattended. Please inform your section leader and the Artistic Director of any health conditions or allergies you have. Ovation West Performing Arts does not accept any responsibility for injury, damage or loss incurred in connection with Evergreen Chorale activities.

11. Non-Discrimination Policy

Ovation West Performing Arts and the Evergreen Chorale are committed to creating an environment which is open and welcoming to all. We do not discriminate on the basis of race, color, creed, religion, gender, national origin, age, sexual orientation, or disability.

Our organization is all about the music and we strive to create it in an atmosphere of creativity, dedication to quality and mutual respect. We welcome all talented singers and actors to be part of our activities, and invite people of all backgrounds, interests, and abilities to become part of our audience.

Ovation West and Evergreen Chorale publications will not be used for religious, political or other special interest advertisement. While many concerts may contain sacred music, other programs may be completely or partially secular or may contain music from different religious traditions. We do not support any particular religious tradition and encourage our members to find meaning in sacred and non-sacred music based on their personal beliefs.

12. Privacy

As a member, you have a right to privacy. All personal information held by Ovation West is for organizational use only and will not be published, sold or provided to parties outside Ovation West.

13. Emergency Procedures

Please familiarize yourself with the use of appropriate emergency equipment and the nearest means of escape at Center Stage or in other venues. Fire extinguishers are available throughout Center Stage and in other venues. Also, there is an Automated External Defibrillator (AED) for cardiac emergencies in the lobby at Center Stage.

- When a fire alarm is sounded, all members must leave the building by the nearest emergency exit and proceed to the front parking lot.
- Emergency exits are identified with illuminated green signs.
- Any person with limited mobility, or otherwise impaired, should be assisted to the nearest and safest exit.
- Re-entry to the building is prohibited until the ALL CLEAR has been given by the Emergency Services Officer or an authorized member of the Chorale staff.

14. By-Laws

Our By-Laws and Standing Rules govern the purpose and operations of The Evergreen Chorale and Ovation West Performing Arts and are available on our website, OvationWest.org

15. Roster

The roster for the current season is compiled from our registration database, and once available, we post it on the website as a password protected document. Please respect the privacy of your fellow singers and use this information only for Chorale-related communication.

DISCLAIMER

The information contained in this document is, to the best of our knowledge, correct at the time of going to press. However, no liability can be accepted for any errors or omissions, which may occur within it. Any conflict with this Members Handbook and the Chorale Bylaws, while unintentional, will be resolved in favor of the Bylaws.