



HANDBOOK

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INTRODUCTION

A. Welcome

Welcome to membership in The Masterworks Children's Chorus (MCC), a music education and performance program sponsored by the Masterworks Chorale, Inc. We anticipate that your association with MCC will be a long and fruitful one.

This handbook has been created to help you better understand the mission, purpose, and organization of the choruses and board. It has also been designed to give everyone involved a common understanding of their own roles and responsibilities towards the goal of making the MCC a positive, enthusiastic, and effective musical organization.

Parents and singers alike should thoroughly read this handbook (preferably together) before each season begins and keep it handy for reference throughout the year.

B. Background

The MCC was organized by, and remains under the auspices of, the Masterworks Chorale, Inc. and its governing Board of Directors. MCC membership includes singers drawn from grades one through twelve and includes girls and boys. The singers are divided into two choirs, each choir representing a different level of vocal and musical ability. The MCC was developed as a Treble Choir for unchanged voices, as is currently organized as such.

C. Mission

The MCC shares the mission of the entire Masterworks Chorale, Inc.: ... *Celebrating the transcendent and transforming power of choral music.*

The MCC is a music education and performance program for children and youth emphasizing individual understanding and development of musical skills. Our primary mission is to provide quality music instruction resulting in the highest level of artistic excellence in choral performance. The program endeavors to enrich the lives of children and youth from all religious, racial, cultural and socio-economic backgrounds. MCC activities also help singers grow personally and socially through promotion of their own sense of self-esteem, accomplishment, and pride.

D. Goals

- To foster the personal, musical, and social growth of choir members, promoting their sense of self-worth, accomplishment, and pride.
- To expose children and youth to the music of other cultures and societies.
- To maintain choir membership open to children of all religious, racial, cultural and socio-economic backgrounds.
- To provide a leveled educational experience allowing each singer to grow at a pace commensurate with his/her own interests and personal gifts.
- To increase the quality of singing in area schools by providing a supplemental experience which excels beyond that of the average school choir.
- To provide significant, worthwhile, and beautiful choral performances for the greater Metro-East and St. Louis regions.

ORGANIZATIONAL STRUCTURE

The Masterworks Chorale, Inc. is governed by a Board of Directors who guide all facets of the organization. It is particularly sensitive to having the MCC be a thriving part of the organization and a vibrant presence in the community. Parents are encouraged to take an interest in Board governance.

A. Staff (2011-12)

The Masterworks Children's Chorus ensembles are directed and guided by outstanding area music educators who have been trained in many disciplines of music education. They will be assisted at rehearsals and performances by parent volunteer Chorus Managers. The Music Director and Executive Board will oversee the entire program.

Dr. Stephen Mager - *Music Director and Conductor, Masterworks Chorale, MCC & MYC*

None at present - *Executive Director, Masterworks Chorale, Inc.*

Laurie Lindauer – *Marketing Associate*

Maxine Goldstein – *Marketing Consultant*

Susan Niederer - *Accompanist*

Rebecca McGrady - *MCC Parent Manager and Masterworks Chorale Board Member*

Rosie Hartley - *MYC Parent Manager*

B. Chorus Managers

Each chorus would have its own MCC Manager. These would be parent volunteers who would do the following:

- 1 record attendance at rehearsal each week and at all concerts
- 2 follow up all absences with a phone call
- 3 distribute and collect music
- 4 disseminate weekly information to singers and parents/use folder in singer's bag
- 5 create and distribute phone tree for their respective choir
- 6 be on-site during all rehearsals
- 7 assist conductors if problems/emergencies arise during rehearsals
- 8 chaperone concerts, tours and other activities as needed
- 9 provide cell phone number for singers to call in case of last minute absences

C. Parents' Association

None at present

CURRICULUM

The importance of music in our lives has been documented for millennia. Plato wrote, more than 2300 years ago, *music is a more potent instrument than any other for education, and children should be taught music before anything else.*

Although our society has drifted away from the philosopher's pronouncement, recent research has reaffirmed the role of music in the learning process. A team at the Center for Neurobiology at the University of California at Irvine has established for the first time a causal link between music and spatial intelligence—the intelligence required for higher-level thinking necessary for complex mathematics and engineering. Studies in Rhode Island have confirmed that music studies increase reading skills and math proficiency in first graders.

While the benefits of a musical training bear fruit in a wider vineyard than we ever imagined, the most important result of musical training, however, lies in the music itself, and the richness it brings to our lives. It's not too late for adults to reap some of these benefits, but the perfect time to start is in childhood.

A. Artistry

Harvard psychologist Howard Gardner describes childhood as “the golden age of creativity, a time when every child sparkles with artistry.” The Staff of MCC believe that every child has the ability to sing beautifully and expressively if given the opportunity to explore the creative side of his or her being. Therefore, we seek all children who enjoy music, love to sing, and are eager to learn. We also look for parents who recognize the value of art in one's life, and who accept their role in directing, not following, their child's development. For, unlike many of life's pleasures, the attainment of a fulfilling musical background requires years of devotion.

To accomplish our goals we draw upon the strength of artists/teachers who understand both the study and performance of music, and the teaching of children. Dr. Doreen Rao, world recognized authority on children's voices, emphasizes this point in her book “Artistry in Music Education:” *the potential for a child's artistic development is directly related to the artistic capabilities of the teacher.*

B. Repertoire

The MCC program provides a special learning environment designed to give each child a rich and rewarding musical experience. The children study and perform a variety of music, from simple unison folk songs to appropriate literature from the Baroque, Classical, Romantic and Contemporary musical periods.

Masterpieces of music from all styles and periods form a solid foundation for musical learning and serve as the basis for our children. We take as our standard a quotation from Zoltan Kodaly, the eminent Hungarian composer and music educator: *only the best is good enough for our children.*

We believe that the best musical experiences for children are inherent in the music of great composers. Our repertoire, therefore, includes the music of composers such as Bach, Handel, Haydn, Mozart, Schubert, Brahms, Kodaly, Vaughan Williams, Copland and Bartok, among others. It also includes folk, popular, gospel, spirituals and multi-cultural music.

C. Concepts

Concepts about music and musical skills are systemically taught throughout the rehearsals and are solidified through performance. Musical concepts include melody, rhythm, harmony, timbre, dynamics, form, style and performance practice; musical skills include music reading, sight reading and music theory, including key signatures, scales, and chord progressions.

Singing, however, is the major focus of the musical experience in the MCC program. Because singing is such a powerful means of personal expression, we expect this experience will form the foundation of a lifelong relationship with music for both the singers and their families.

Our singers are taught the proper use of their vocal instruments through exercises and musical examples designed to improve posture, breath control, pitch control, tone production, phrasing, diction, vowel purity, dynamic contrast, articulation, expressiveness, and musical judgment. And they will learn how to apply their knowledge in measuring themselves, as well as other singers.

The ability to hear music, to conceptualize music, and to perceive and respond musically develops naturally from the human voice. Singing skill and musical understanding are essential components of the creative process and a fundamental resource basic to music education. We believe that through singing children can experience the “inner life” of the music in a way that transcends the surface of notation and words. In actuality, singing is a way of *touching* the music and a way of being touched *by* the music.

Zoltan Kodaly, a champion of children’s music, wrote *the voice and musical feeling of children is so excellent that they can perform artistically anything that fits their physical and emotional development, however difficult the task*. We believe that MCC offers a unique opportunity for children to experience the beauty and wonder of the world’s most timeless expression of art—music—from the inside out.

One of the most rewarding aspects of music is sharing it with others. So we see *performance* as a climax to our educational experience. Performance provides us with a unique opportunity to bring joy into the lives of others, while it summons us to focus our entire being on producing our finest efforts. No score is kept, no member is left on the bench, no star rises over the rest of the team, and each and every singer brings an equal effort to that great moment of beauty.

D. Instructional Goals

Each child is auditioned to determine placement in the level most appropriate to his/her development. All placements are determined by the staff on an individual basis.

For the 2011-12 concert season, Masterworks will offer the Children’s Chorus (training levels I and II) and the Youth Chorale (a combined intermediate and advanced level). MCC is a Treble choir made up of female voices and unchanged male voices. If a boy’s voice changes during the season, he will sing in falsetto until the end of the year, but will not be retained for the following year.

The audition—a standard component of music performance—generally includes identifying one’s level of matching pitches, rhythmic memory, tonal memory, and range. Singers should come prepared to sing a verse from a song familiar to them. Classical, hymns or patriotic songs are best for auditions. Please avoid pop music. Expectations are based on a child’s age and previous experiences with music.

FINANCIAL

A. Financial Obligations

The following list summarizes the annual costs related to membership in MCC. (A more detailed explanation of fees and policies follows the list.) Tuition money pays for the professional conductors, accompanists, tuning of pianos, space rental, music, etc. Tuition covers only a percentage of the total cost per singer. Ticket sales, concert program advertising and fundraising make up the difference.

Tuition	\$325 (\$300 if singer paid for and attended Summer Camp 2011)
Summer Camp*	\$125* (\$350 maximum per family)
Performance Attire**	Up to each family to provide** Red rosettes (\$7) and bow ties (\$4) must be bought through MCC
Music	No charge

**Summer Camp participation is optional, but all singers are strongly encouraged to participate, as it provides a strong beginning to the season's programming.*

***Chorus Managers will inform singers of appropriate performance attire during auditions.*

B. Tuition Policies

1. Tuition is due at the singer's first rehearsal each concert season.
2. Although we prefer one payment of \$325, we will accept 6 equal payments of \$58 automatically transferred from a bank account on the first Thursday of each month (beginning in September).
3. Tuition for the entire year is due even if a singer drops out of the program at any time during the season. Written requests for a waiver of this policy will be reviewed by the Finance Committee, on a case by case basis.
4. Families with more than one singer enrolled must pay full tuition for the most advanced singer but will receive a waiver of \$50 for each additional singer. If paying by credit card, the tuition waiver will take the place of the last month's payment.
5. Singers are invited to sell concert program advertising to offset the cost of tuition. For every new program ad that a singer sells, 50% of the amount will go towards tuition. For every repeat ad, 25% of the ad value will go towards tuition. Any concert program advertising income earned will be credited at the back end of the tuition payments.
6. Any singer joining the program after January 1 will pay 1/2 the tuition.
7. Non-payment of fees will jeopardize a singer's place in the Masterworks Children's Chorus program, as well as participation in any concerts or special events in which the member's choir may be participating. Fees must be kept current at all times during the concert season.
8. All returned checks will be charged a \$25 processing fee per item.
9. All payments should be made by check or money order, payable to MASTERWORKS CHORALE, INC. VISA and MasterCard are accepted for credit card payments.
10. The following information should be attached to any payment made:
 - a) Reason for payment (tuition, concert tickets, rosette, etc.)
 - b) Singer's name (always include last name -- especially if different than check remitter.)

C. Financial Aid

A limited amount of financial aid is available to qualified singers. If you need financial aid, please write a letter of request for financial assistance and submit it to the Choral Managers, attention Finance Committee. Completed requests must be received by September 15. They will be reviewed and assistance granted at the discretion of the Finance Committee of the Board of Directors. Determination of assistance awarded for the season will be made and families notified by October 10. Any financial assistance granted will be applied to the back end of the tuition payments. For example, if you were granted \$100 of financial assistance, it would be taken off your last two payments (January and February).

D. Tickets to Concerts

Everyone (with the exception of singers) must purchase a ticket for admission to all concerts. Advance tickets are \$10 to attend the Children's Chorus Concerts in the Fall and Spring. The Christmas concert is \$15 and \$20 for the Broadway concert. Student tickets are \$5 for the Fall and early Spring concert. The student fee for the Christmas and Broadway concerts are \$10 and \$15 respectively. Siblings of singers are allowed free admission to the MCC Spring and Fall concerts. If there is more than one concert on a weekend (i.e. Saturday night and Sunday afternoon), then parents can purchase a special ticket for admittance to both concerts. These parent tickets are non-transferable. There is an up charge if a concert is combined with dinner.

For the October and March concerts of the adult Masterworks Chorale, MCC singers are each offered a **complimentary** student ticket and parents are offered one complimentary adult ticket. These free tickets can be obtained from the Choir Managers. Children and parents are encouraged to attend the Chorale concerts because it gives the MCC singers a chance to hear professional orchestras and soloists that they might otherwise not have an opportunity to enjoy. Our goal is to demonstrate that choral music is a gift that can be sustained for an entire lifetime.

Each singer is strongly encouraged to distribute as many fliers for each concert and invite people to attend. Tickets for any guests may be purchased in advance; an advisable thing for the Christmas and Broadway concerts as those sell out fast.

MEMBERSHIP EXPECTATIONS

A. Auditions

Open auditions are held at specified times in August and September. If possible, all summer camp attendees are auditioned for the following season during camp week. Special auditions may be arranged at any time by calling the designated Chorus Manager. The audition is not a competitive audition, but rather a means of assessing at which level a singer should be placed in order to maximize the skills already attained with those being taught in the MCC program.

B. Year-Long Commitment

Participation in Masterworks Children's Choruses is meant to be a positive learning experience for the singers, one that they will carry with them throughout their lifetime. Students feel a sense of pride

at being in this very special choir program and take their membership very seriously. Enrollment in the MCC is for the entire season, which begins in late August and concludes with the final concert in May. Each member is expected to remain active and committed to the program for the entire year.

We believe in a one year commitment because it allows each conductor to set goals based upon the current membership. It also allows conductors to gauge the talent of each group and plan the repertoire accordingly for the entire season.

While the summer camp and a possible tour opportunity are optional, we believe that additional opportunities profoundly improve the experience, education and growth of each singer and are therefore highly recommended for MCC singers.

C. Resignation

We expect each singer who has made a commitment to participate for the entire season to honor that commitment and his/her responsibility to the other singers. If, however, an extremely unusual circumstance occurs that prohibits a singer from honoring that commitment, a personal conference between the director, the student and parents/guardians will be required before submitting a letter of resignation.

If a singer resigns, the parent is still responsible for the entire year's tuition fee. Paid fees are not refundable.

REHEARSALS

A. Attendance

Membership in the MCC program is a commitment to faithful, consistent and punctual attendance. It is expected that rehearsals take a very high priority in each singer's life. All rehearsals are mandatory unless otherwise indicated. A choir member may be excused from rehearsals for:

- Illness
- Death in the family
- Conflict with a mandatory school performance

Tardiness is not tolerated although occasionally unavoidable. The student's parent(s)/guardian(s) will be contacted in the event of consistent tardiness. Early dismissal is discouraged.

In order to be excused, your individual Choir Manager must be notified no later than one hour prior to rehearsals. Parents must submit a **WRITTEN** excuse for each **TARDINESS** or **EARLY DISMISSAL**. A written excuse should include the child's name, reason for tardiness or dismissal and a parent signature. In cases of planned absence, notice as far in advance as possible is appreciated. This written excuse can be attached to the weekly notes in the folder, which is returned weekly and read by the Chorus Manager.

Because we are charged with the task of watching your child during rehearsals, it is imperative that we know when they will be late or have to leave early. Each child's safety is one of our primary concerns.

No more than three (3) excused absences per semester from rehearsal are allowed. Any unexcused absence will require a conference with the Conductor, student and a parent/guardian and will have to be considered on a case by case basis. Should a second unexcused absence occur, dismissal from the program will be considered.

Rehearsal cancellation: In the event that a rehearsal is cancelled due to inclement weather, notice will be given via email and via the emergency contact telephone number indicated on the enrollment form.

A list of the Choir Managers' phone numbers and e-mails will be posted in the Handbook and also provided at the first parent's meeting in the Fall. This list of important numbers should be kept in this book and/or posted with other important phone numbers. Absences from rehearsals and performances must be reported to Choir Managers.

Transportation to and from rehearsals is the individual responsibility of the parents, as are arrangements for car pools, etc. To facilitate transportation arrangements, rosters will be provided by the Choir Manager after the first choir rehearsal.

We kindly ask that you refrain from signing up for other activities which will conflict with regular rehearsals, the Saturday dress rehearsals before a concert and the day of the concert. All concerts are posted a year in advance so there is no confusion.

B. Rehearsal Procedures

The following procedures help us approach the levels of discipline and professionalism that all of us in MCC strive to achieve. They are enforced for the singer's safety, for ensuring orderly rehearsals and out of respect and courtesy for one another.

1. Arrive no earlier than 15 minutes prior to the designated rehearsal time. Go directly to your Choir Manager or assistant and mark the attendance roster by your name for the appropriate date.
2. Always bring your music folder and/or word sheets and a sharpened pencil to rehearsal.
3. Give (red or blue) student folder, attendance notes, permission slips, etc. to the Choir Manager or assistant at the attendance table. A written note is necessary for late admittance to, or early dismissal from a rehearsal.
4. Address personal needs (i.e. use the restroom or get a drink of water) prior to the time your rehearsal is to begin. Constant traffic to the restroom is disruptive to the rest of the choir.
5. Disable any electronic devices. Cell phone use during rehearsal is not allowed. Gadgets of any kind will be removed and parents notified if the singer insistently breaks this rule. Personal items may be left on the coat rack outside of the rehearsal room door or placed under your designated seat.
6. Quietly proceed directly to the rehearsal room or waiting area directly outside of the rehearsal room following check-in. No horse playing or roaming the hallways is allowed! Enter the rehearsal room quietly and take your designated seat as an audition or other instruction may be in progress.

7. Do not bring food or drink, other than bottled water, into the rehearsal room. Try to eat a nutritious snack before you arrive at the rehearsal facility.
8. At all times show respect for the MCC staff (conductor, accompanist, chorus managers), parent volunteers, guests, church faculty, the facilities and to each other. Pay attention to the Conductor, Choir Managers and/or their assistants at all times without distracting other singers verbally or physically during rehearsal.
9. If, for any reason, you cannot actively participate in a rehearsal you should bring a written note and observe quietly and attentively.
10. Singers are responsible for taking home their folder from the check-in table and any handouts that are distributed that evening. These notices are important sources of information and should be requested by the parents from the singer each week. Chorus managers will insert them in the student's folder and also send them via e-mail.
11. Do not exit the rehearsal facility to wait for your transportation. For your safety, please wait inside the entrance atrium area.
12. Parents/Guardians/Guests are always welcome to wait and/or observe Thursday rehearsals. Non-participating siblings must be closely supervised by the attending adult. Please pick-up and drop-off your student on time for rehearsals.

C. Dress Rehearsals

All rehearsals are mandatory unless otherwise indicated on the choir calendar. An absence, for any reason, from a dress (or final) rehearsal before a performance may result in the singer being excluded from the corresponding concert. The absence must be discussed in advance with the conductor. Any singer who misses a final rehearsal should not arrive at the concert expecting to sing.

Membership in the MCC program will be reviewed if more than one scheduled dress rehearsal is missed during the season. Any deviation from this policy must be considered on an individual basis in consultation with the Conductor.

The concert attire or Broadway costume must be worn only at the designated dress dates as directed by the Chorus Managers. Parents please verify that your child is in full compliance of the dress code, which is discussed more extensively in the next section.

D. Summer Camp

Both MCC choirs begin each season with a week-long summer camp and end with a free family concert. We believe this experience is essential in reaching the learning goals set for each individual child and gives an opportunity to develop relationships within their own choir.

With a keen awareness of how many other activities might conflict with this experience, it is requested that each family do its best to make this time a priority summer experience for their child or children.

Students, who participate in the summer camp, receive a \$25 discount towards the registration fee of the regular concert season. They are also encouraged to bring other friends to participate.

Parents who wish to assist during camp should speak to the Chorus Managers as a small number of volunteers are needed. Help is appreciated with distributing fliers to area schools and businesses.

PERFORMANCES

A. Performances

Attendance is required at all scheduled performances. If a school performance conflict occurs, the absence must be discussed in advance with the Conductor of the choir involved.

B. Performance Schedule Conflicts

Every effort is made to accommodate unavoidable conflicts. A written schedule of any such conflicts (i.e. sports, drama, school, church, etc.) must be submitted as far in advance as possible to the Choir Manager of the choir involved. A subsequent conference with the Conductor involved should be scheduled. Written requests for absences for any or all reasons are reviewed by the staff; decisions are based on the degree to which such absences would compromise the integrity of the MCC program or the child's participation in it. If notice of such conflicts is not received by the Choir Manager in advance, the absence will be considered unexcused.

There are only three acceptable excuses for absence from performances. They are:

- Illness
- Death in the family
- Mandatory school performance

ALL ABSENCES FROM ANY PERFORMANCE OR DRESS REHEARSAL MUST BE PRE-APPROVED BY THE CONDUCTOR!

C. Performance Procedures

Performances require the very best in conduct, appearance and musicianship.

1. Singers should always eat a nutritious meal and get plenty of rest before a concert. Be sure each singer has used the restroom prior to arrival at the concert site.
2. Singers should arrive one hour before the performance call and immediately check-in with the Choir Manager or assistant.
3. Tardiness at a performance may exclude a singer from participation in that performance.
4. All performers must arrive attired in proper concert dress as noted in "Performance Attire" below. Failure to wear proper concert dress will result in non-participation in the concert.
5. Singers should conduct themselves at all times in a calm, polite and professional manner. They must always give their undivided attention to the Conductor. If they must wait before

their choir performs, they are expected to bring a book, use a quiet voice, and behave at all times.

6. If a singer feels ill during a performance, he or she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the child may stand and sing again, or if not, quietly leave the stage. Chaperones are always watching and will help if necessary. Once a singer leaves the stage he or she may not return to the risers.
7. Remember that at all times the singers represent the Masterworks Children's Chorus Program and the Masterworks Chorale, Inc.

D. Performance Attire

Unless otherwise informed, the standard concert attire is a solid white, long-sleeved oxford shirt; red rosette (girls) or red bow tie (boys); black uniform skirt (girls) or black slacks (boys); black opaque tights (girls) with black flat or low heeled shoes – no sandals; and black socks with black dress shoes (boys). Bow ties and rosettes must be purchased through MCC. Avoid any shirts which may be see-through or with logos.

Just as the ensemble's sound is important, so is the ensemble's appearance. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic experience. Good personal hygiene is a must for all singers. Tucked in shirts, brushed teeth, and clean, combed hair are always expected of each singer regardless of their specific concert dress. Hair should be groomed away from the face and may be fastened with natural (matching hair color) barrettes (no bows, ribbons, colored barrettes). No obvious make-up or cosmetics are permitted. Jewelry (only stud earrings will be allowed), accessories, watches, etc. are not permitted.

A singer who fails to dress or groom properly for any event will NOT be allowed to participate.

If you need to order a skirt, contact Rising Stars (202 West Main St., Belleville, IL; 618/235-9581) to set up an appointment. Orders must be placed early in September to ensure delivery prior to the first concert. If you enrolled at a later day, it is pertinent that you order a skirt immediately.

A few previously used skirts may be in the possession of the Chorus Managers. Please contact them if you wish one. There is no guarantee they will have the size you need. If a singer has outgrown her skirt, parents may choose to offer it to another singer or sell it themselves.

SPECIAL EVENTS

Art on the Square – Occurring the 2nd weekend in May, Masterworks Chorale and Children's Choruses both perform at the square in Belleville, IL

Masterworks Chorale concerts – When appropriate and needed, the Masterworks Youth Chorale may make a guest appearance during a concert

Ensembles – Upon a conductor's decision, a small ensemble might be showcased in a concert or the annual Gala fund raiser

Area events – By special invitation, MCC may sing for a ribbon cutting ceremony, Memorial Day celebrations, or similar events

Futures tours – Depending on the size and abilities of the choruses, a day or weekend trip may be organized to enhance the singers' performing experience

Clinical Studies – When given the opportunity, a clinician may be used to educate the children choruses in more specific artistic works; this has been done in combination with summer camps and in tours.

VOLUNTEER OPPORTUNITIES

As a not-for-profit organization, the Masterworks Chorale, Inc. greatly depends on volunteers. Volunteer opportunities are numerous and diverse, from office assistance to special projects. The Choir Managers from time to time will ask for your help. The following are brief descriptions of some of the volunteer opportunities

Photographer - Willing to photograph at rehearsals and supply digital photos (or negatives and prints) for possible use in brochures, programs and advertising pieces. Pictures are requested for choir archives.

Chaperone - Assist Choir Managers at performance locations with management of singers, uniform check, sign-in and general chaperone duties.

Telephone/Email Work - Participate in a phone tree. When emergencies arise or information is needed quickly, phone trees may be activated by the Conductor or Choir Managers to obtain or give necessary information.

Fund Raising - Can provide contacts in the community for corporate or private sector donations, event planning, project coordination, etc.

Performance Opportunities – Can provide contacts in the community for performances, visibility and exposure.

Poster/Flier Distribution - Willing to take posters around to various locations to help publicize concerts or to take fliers to area schools promoting either regular or summer programs.

Ushering/Product Sales at Concerts - Willing to usher or manage a ticket table and/or a table selling MCC T-Shirts, Tapes, CD's etc.

All of you will be depended upon by the rest of us to take on and complete a job. This is not just because this organization needs every extra hand it can get. Ownership of a vision and a group of people is formed by each one working side-by-side with his/her peers.

PROCEDURES

A. Issuing of Music and Folders

It is the singer's responsibility to take good care of music issued to him or her. Singers may keep their binders but all music must be turned in by the last performance in the spring. If music is lost, irreparably damaged, or not returned, an additional fee will be charged to cover replacement costs. This fee will be \$2 per piece of music and/or \$10 for a folder. Please remember that music is to be used, not abused.

Handling and care of music:

- Music must be brought to all rehearsals unless you are notified otherwise.
- Never fold or roll music.
- All markings should be done lightly, in pencil, and only at the direction of the Conductor. (A sharpened pencil should be brought to each rehearsal.)
- If for any reason a piece of music is in need of repair, please do so properly with clear tape.

B. Commitment to Area School Music Programs

The success of MCC is dependent in large part on the support of music teachers in the greater metro-east area. MCC singers should be leaders in their school music ensembles. It is expected of every MCC singer that he or she be an active participant in his/her school or church choir if one is available.

C. The Masterworks Family

The Masterworks Children's Chorus is part of a larger family called the Masterworks Chorale. The Masterworks Chorale family is made up of the adult chorale, the children's chorus, the board of directors, families of both the adult chorale and children's chorus members, the conductors, and supportive businesses and individuals. What happens to one group can affect the other group. Each group has an obligation to support the other whenever possible.

D. Development

Several times throughout the year Masterworks Chorale, Inc. sponsors special fund-raising activities to help meet the core operating support of both the Chorale and Children's Choirs. Tax-deductible contributions are accepted on a continuing basis as well. Special grant requests are continually submitted to corporations and foundations for specific needs of the Masterworks Chorale, Inc. throughout the year. If you know of a potential funding source, please forward the information to the Board of Directors via the Choral Managers.

Every February the Masterworks Chorale holds an annual Gala. The MCC submits annually one to two theme baskets for the silent auction. Parents contribute various items under the direction of the Choral Managers. Specific details may be given to you at registration. This fundraiser helps us through our fiscal year by providing much needed supplemental income. Any help or support you can give to us to help the gala succeed is greatly appreciated. All members and their guests are invited

to attend. The success of the gala doesn't help just one part of the organization but rather the whole group.

A Trivia Night is held annually to supplement the fund raising effort. This is a fun event for all involved and cash prizes for the top three winners. Help is needed to set up and run such event. In addition, to booking a table for your own enjoyment, we ask that you post fliers in your community advertising the Masterworks Trivia.

E. System

This Handbook will include all other pertinent forms or paperwork associated with the Masterworks Children's Chorus and Youth Chorale such as:

- Conductor's Welcome letter
- Concert season schedule
- Quarterly Calendar
- Registration forms or instructions
- Media release form
- Important phone numbers and emails
- Season ticket order form
- Advertising Solicitation letter
- Advertisement Reservation form
- List of previous advertisers and related info
- Assorted fliers

F. Website

Masterworks Chorale, Inc. maintains its own website, www.singmasterworks.org.

Among the things listed are the bios of the Conductors, a list of the Board of Directors, information on the adult Chorale and Children's Choruses, details about the Concert Season, how to support the organization and various other details. Some forms and fliers may also be found online.

The website is a very easy way to promote the organization to other families which may be interested in joining or obtaining more information about the various concerts and fund raisers.