

NORTHWEST INDIANA

SYMPHONY

YOUTH ORCHESTRA

Philip Bauman, Conductor

MEMBER HANDBOOK

EFFECTIVE JULY, 2011

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Kirk Muspratt
Music Director and Conductor

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MISSION STATEMENT

The mission of the Youth Orchestra is to educate young musicians in a professional symphony atmosphere, to provide training by professional musicians of the Northwest Indiana Symphony Orchestra, to give opportunities to perform a wide variety of symphonic music, and to offer a variety of music education formats.

It is our purpose to help prepare the young musician for participation in the world of symphonic music, either as a professional musician or concertgoer.

AFFILIATIONS



MAJOR SPONSORS



**THE ESTATE OF EDITH E. MARTIN
KAPPA KAPPA KAPPA, INC., BETA RHO CHAPTER**

YOUTH ORCHESTRA STAFF

Philip Bauman, Conductor

The Youth Orchestra is under the vibrant and dynamic leadership of Philip Bauman. Mr. Bauman has led the orchestra to new heights, providing young musicians in the orchestra with an energized educational experience that is unmatched in the Northwest Indiana region.



Mr. Bauman brings a wealth of experience to the podium. In addition to his position as conductor of the Youth Orchestra, Mr. Bauman is also the Orchestra Manager of the Northwest Indiana Symphony Orchestra. He is in his 19th season as Music Director and Conductor of the LaPorte County Symphony Orchestra. In the Chicago area, Mr. Bauman has served as Music Director of the Lake Shore Symphony and Associate Conductor of the Elgin Symphony as well as conductor of the South Suburban Youth Symphony Orchestra. As an opera conductor, Mr. Bauman has directed productions for

Chicago Opera Theater, Da Cornet Opera Ensemble, Light Opera Works, The Opera Factory and the Jarvis Conservatory in Napa, California.

As an esteemed educator, he has enriched the lives of many young musicians through his work with the Camerata Youth Orchestra, Metropolitan Youth Symphony, Battle Creek Youth Symphony and as Director of Orchestras at Carl Sandburg High School in Orland Park, IL. He holds a master's degree in orchestral conducting from Northwestern University and a bachelor's degree in music theory from Western Michigan University.

YOUTH ORCHESTRA STAFF, CONT.

Emily Warner Smith, Youth Orchestra Manager

Emily Smith joined the Symphony staff in 2006 as the Youth Orchestra Manager. She has also served as Assistant Librarian and Education Coordinator for the Symphony. She is a freelance bassoonist and teacher in the Northwest Indiana area. Mrs. Smith holds both a Bachelor's and a Master's degree in bassoon performance from Indiana University where she studied with Kim Walker. Since graduating in 2004 Emily has performed with several orchestras including the Des Moines Symphony, Northwest Indiana Symphony, South Bend Symphony, Indianapolis Chamber Orchestra and the DuPage Opera Orchestra.

She is currently a member of the Lafayette Symphony, LaPorte County Symphony, South Shore Chamber Orchestra and Kaia Winds, a Chicago-based wind Quintet. Mrs. Smith is also the bassoon instructor at Vandercook College of Music in Chicago, Valparaiso University, St. Joseph's College in Rensselaer, and has several students throughout the Northwest Indiana area.

Originally from Santa Rosa, CA, Emily performed with several ensembles while in high school including the Santa Rosa Symphony's Youth Orchestra and Wind Quintet. She also spent five summers working as a counselor and chamber music coach at Donner Mine Music Camp near Lake Tahoe, CA. Mrs. Smith currently lives in Hobart, IN.

YOUTH ORCHESTRA STAFF, CONT.

Coaches & Mentors are from the Northwest Indiana, Southwest Michigan, South Bend, Kalamazoo & La Porte County Symphony Orchestras; Valparaiso University, and Private Instructors from the Northwest Indiana and the Chicago-land area.

Past Coaches have included:

- Violin:** Bernardo Arias, Tim Kopf, Nicolas Orbovich, Andrew Smith, Sarah Umlauf, Kamen Vatchev, June DeForest, Carl Johnston, Abigail Lopez, Carl Linden, Michele Lekas, Michelle Lee Elliot, Gretchen Sherrell, Elizabeth Lamb, Gregory Maytan, Chie Yoshinaka
- Viola:** Andrew Smith, Matt Mantell, Sarah Smale, Jeff Sturgeon, Matt Umlauf, Clark Carruth, Nora Frisk, Ben Weber
- Cello:** Ingrid Krizan, Andrea Mills Smith, Tom Schnabel, Sara Thomas, Patricia White, Samuel Nordlund, Emily Mantell
- Bass:** Diana Ford, Charles Ingrassia, Julian Romane, John Tuck, Weldon Anderson
- Woodwinds:** Lisa Cisneros, Denise Kirkland, Cynthia Fudala, Jennet Ingle, Steve Ingle, Samuel Hauter, Jennifer Petkus, Emily Warner Smith, Patrick Zylka
- Brass:** Sarah Kaplan, Michael Palmer, Johann Sletto, Scott Quackenbush, Miguel Rosario, Charles Steck, Kevin Harrison
- Percussion:** Rich Janicki, Lana Wordell, John Shaffer, Brad Staats, George Blanchett, Brandon Podjasek

MEMBERSHIP & AUDITIONS

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Membership in the Youth Orchestra is by audition only. The Youth Orchestra is composed primarily of students in grades 8-12, however, membership is open to students through the age of 21. Students who turn 22 during the season must leave at the end of that playing year. Additionally, extraordinarily talented younger string students may be considered.

Auditions are held each year in the spring. A student may audition during the season with the permission of the conductor but only if there is an opening in the appropriate instrument section. The Youth Orchestra manager and conductor will administer auditions. The auditions will include:

FOR ALL INSTRUMENTS

- ◆ 4 minutes of contrasting material from student's repertoire;
- ◆ Scales - through 4 flats and sharps (major) with arpeggios: one octave for woodwinds and brass, 2-3 octaves for all strings except bass;
- ◆ Test of appropriate transposition, clef reading, shifting
- ◆ Sight reading
- ◆ Prepared required excerpts listed below for your instrument.
- ◆ Failure to comply with any criteria above may result in dismissal from the audition.

Woodwinds, Brass and Strings: Prepare orchestral excerpts provided by the Youth Orchestra. These excerpts are available through the Youth Orchestra web site www.nisorchestra.org or by calling the Symphony office.

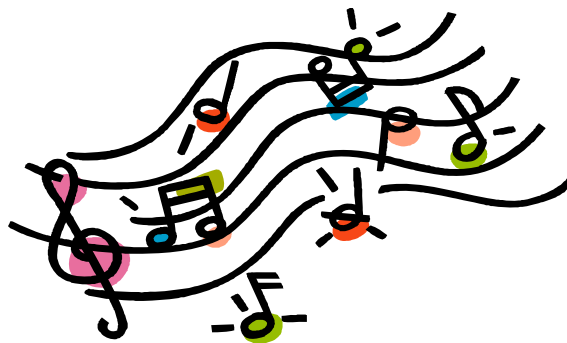
Percussion: Prepare excerpts for timpani, snare and xylophone/mallet solo.

MEMBERSHIP & AUDITIONS

ELIGIBILITY (Including Home Schooled Students)

All students must adhere to the guidelines for membership. These guidelines include:

- ◆ Play an orchestral instrument (see p. 12 for list);
- ◆ Take private lessons;
- ◆ Maintain active participation in a curricular school/district instrumental music program (where available) or,
- ◆ If no school program is available, must be taking regular private lessons;
- ◆ Submit application form, signed by Parent/Guardian and Teachers (private lesson and school instrumental music program);
- ◆ Attend rehearsals and ALL CONCERTS; and
- ◆ Commit for a full year to the Youth Orchestra



MEMBERSHIP & AUDITIONS, CONT.

AGE / GRADE REQUIREMENTS

String Players:

Students who will be between 8th and 12th grades in the upcoming academic year, and post-high school students under the age of 22.

Winds, Brass & Percussion:

Students who will be between 9th and 12th grades in the upcoming academic year, and post-high school students under the age of 22.

ACCEPTANCE

Applicants will receive audition results by mail within two (2) weeks after the last day of auditions.

New members will be given probationary status in the Youth Orchestra for two (2) semesters. At the conclusion of the two (2) semesters of membership, the conductor will determine whether to grant tenure in the orchestra or continue probationary status.

The probationary student will need to improve performance significantly in order to be promoted to tenure status. To assist in this determination, the conductor may ask the musician to re-audition or schedule a meeting with parents, student and Youth Orchestra Manager.

During the probationary period, any violation of the orchestra's rules or procedures may lead to dismissal from the orchestra without a refund of the tuition.

MEMBERSHIP & AUDITIONS, CONT.

AUDITION CRITERIA & CHECKLIST

- ▶ Audition Fee (\$25 payable to NISO)
- ▶ Teacher Signatures on Application Form
- ▶ Parent Signature on Application Form
- ▶ Requested Prepared Solo Material
- ▶ Requested String excerpts
(provided by the Youth Orchestra)
- ▶ Requested Wind & Brass excerpts
(provided by the Youth Orchestra)

Failure to comply with any criteria above may result in dismissal from the audition.

STANDARD ORCHESTRA INSTRUMENTS

Violin ♪ Viola ♪ Cello ♪ Bass

Flute / Piccolo ♪ Oboe / English Horn

Clarinet / Bass Clarinet ♪ Bassoon / Contra Bassoon

French Horn ♪ Trumpet ♪ Trombone

Bass Trombone ♪ Tuba ♪ Percussion

NON-STANDARD / OPTIONAL INSTRUMENTS

(Used as needed)

Harp ♪ Piano ♪ Saxophone ♪ Guitar

PRIVATE STUDY

It is expected that all Youth Orchestra members study privately. **Private study is required of any student who does not participate in a school music instrumental program for credit.**

Private study is important for Youth Orchestra membership for several reasons. Private study is the indication of a serious musician who is aspiring to improve himself or herself through excellence in the musical discipline. Few Youth Orchestra members have reached their present level of performance without benefit of private study, and all can become even more advanced and mature if guided by a good private teacher. Students owe themselves, and the music world of the future, the opportunity to discover their full potential through the careful guidance of a private teacher. The Youth Orchestra manager and conductor can assist students in making contact with private teachers.



COMPLIMENTARY SYMPHONY TICKETS

Membership in the Youth Orchestra entitles each student two (2) complimentary tickets for most Northwest Indiana Symphony Orchestra Concerts **as available**. Tickets are to be used by the Youth Orchestra member and one guest and will be available one week before each concert. (See Youth Orchestra calendar for dates.)

FEES & SCHOLARSHIPS

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ANNUAL MEMBERSHIP FEE

The annual membership fee of \$400 is required of all students. A **late fee of \$5 per week** will be assessed beginning with the **fourth** rehearsal. The membership fee for students joining after the first concert is \$300. **Membership fees are non-refundable.** Included in this fee is the cost of a Youth Orchestra Polo Shirt (required casual concert dress) and various Youth Orchestra activities. Payments can be made in cash, credit, or by personal check. Please make checks payable to the Northwest Indiana Symphony Orchestra or *NISO*.

SCHOLARSHIPS & FINANCIAL ASSISTANCE

The Youth Orchestra does not wish that any qualified musician be turned away because of financial need. Financial assistance is available through the Youth Orchestra for tuition fees. Students should contact the Youth Orchestra Manager for application forms as needed.

Recipients are responsible for faithful attendance and improvement, both at lessons and rehearsals. Excessive absences or other actions contrary to membership and/or scholarship guidelines may constitute sufficient grounds for withdrawal of the scholarship at any time during the season. The scholarship recipient will receive one warning concerning his/her unacceptable status. If the problem is not corrected within the prescribed time, the scholarship will be withdrawn.

**Scholarship requests are due no later than
September 20th.**

FUNDRAISING

Tuition covers only about 50% of the Youth Orchestra operating expenses and, as a nonprofit organization, we depend on select fundraising projects to help with our budget. Some projects benefit the Youth Orchestra as a total organization. Most projects, however, provide funds for students' individual accounts. These individual student accounts can be used to "bank" funds for Youth Orchestra trips or tours.

FUNDRAISING, CONT.

Each member is allowed to maintain an account with funds that they raise during Youth Orchestra fundraising events. These monies are to be used to offset the cost of any trip or tour during their tenure with the Youth Orchestra. The monies in this fund are the property of Northwest Indiana Symphony Youth Orchestra. In the event that the student leaves the orchestra for any reason prior to the depletion of the funds, the funds from the account shall be placed in the Youth Orchestra Tuition Scholarship fund or may be transferred to a sibling in the Youth Orchestra within 12 months.



FUNDRAISING EVENTS INCLUDE:

Leap into the Arts!	GFS Thanksgiving Pie Sales
Complete the Piece!	Popcorn Palace Sales
Carson's Community Day	Program Book Ad Sales
Fannie May Candy Bar and Holiday Candy Sales	

YOUTH ORCHESTRA FUNDRAISING PROJECTS SERVE FOUR MAIN GOALS:

- ◆ To raise funds to keep tuition as low as possible;
- ◆ To raise funds to assist members with fees associated with tours and trips;
- ◆ To help each member build awareness in their own community about their participation in the Youth Orchestra and the activities of the Northwest Indiana Symphony; and
- ◆ To help each member build lifelong skills in volunteerism and charitable giving.

ORCHESTRA STRUCTURE

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The Youth Orchestra is structured basically the same as the Northwest Indiana Symphony Orchestra. In the string sections, principal players are named. In some cases, co-principals are named. In the wind and brass sections principals are usually named for each instrument. Often a principal timpanist and percussionist are named.

Being named principal player of a section is a privilege and a responsibility. A principal player is generally the most advanced in a section. The example set by the principal player can greatly influence the performance and attitude of a section. A principal player should encourage his/her section to give the very best possible performance at all times. A principal player is expected to be well prepared for all rehearsals, to be ready to play any solos and to have excellent attendance.

Those orchestra members in second chairs in the string sections may be named assistants. A second chair player is expected to have the same qualifications as a principal, but would only play solos or lead the section in the principal player's absence.

A third chair player in the string sections needs to be very well prepared and have excellent attendance. He/she would move up to the first stand if the principal or second chair player were absent.

For a particular composition or performance, the conductor may request a temporary seating change, which may be implemented through prior consultation with the principal player of the section.

If a vacancy occurs, it will be the purpose of the Youth Orchestra to improve the orchestra's level of performance, and it will be the policy of the Orchestra to promote its own orchestra members consistent with this objective.

ORCHESTRA STRUCTURE, CONT.

All vacancies will be filled by audition unless the conductor decides to promote, without an audition, a musician already in the orchestra.

The conductor has the right to re-audition any musician, giving 30 days notice and advising the musician of the requested repertoire.

The conductor or sectional coach has the right to re-seat any musician if he/she feels it to be necessary.

CHALLENGES are permitted and will be allowed to commence the second week after seating auditions and the third Sunday of January.

Challenges for the First Concert:

- ◆ Musicians may only challenge the person directly ahead of them.
- ◆ Musicians have a right to re-challenge the person to whom they lost before the winner challenges another candidate.
- ◆ Musicians can only challenge and lose to the same person twice.

Challenges for All Other Concerts:

- ◆ Musicians may challenge whomever they wish.
- ◆ The winners will either stay in their chairs (having successfully defended the challenge) or move up to take the chair they won by challenge.
- ◆ Musicians have a right to re-challenge the person to whom they lost before the winner challenges another candidate.
- ◆ Musicians can only challenge and lose to the same person twice.

ORCHESTRA STRUCTURE, CONT.

RETURNING MEMBER RE-AUDITIONS

All members will be required to Re-Audition for the Youth Orchestra each year. This gives the Conductor the opportunity to hear the progress each member has made during the past season.

All current members are required to respond no later than May 15th of their intent to return or not return for the following season. This process helps the Conductor determine openings for the next season and helps focus recruiting efforts.

The Re-Auditions will take place in late May/early June. All auditions will be scheduled online via the Youth Orchestra web page. The audition will consist of a prepared selection from the current season repertoire, excerpts from the upcoming season, and sight-reading.



SEATING will be determined by the Conductor after auditions have been completed for all current and new members. (Consideration will be given to the musician's rehearsal behavior, attendance, attitude, and commitment as demonstrated in the previous season for returning members.)

CONCERTO COMPETITION

The Youth Orchestra offers an annual Concerto Competition, which provides an opportunity for gifted soloists to perform a movement of a standard concerto with the Youth Orchestra. This competition is open to all Youth Orchestra members in good standing.

Auditions are held on the third Sunday of January from 6:00 –8:00 p.m. at the Center for the Visual and Performing Arts. The winner will perform with the Youth Orchestra at the May concert.

- ◆ Students must have their concerto choices approved by the Conductor before applying.
- ◆ Application forms need to be completed and mailed or emailed to the Orchestra Manager at the NISO Office by the **third Friday** in January. **Late applications will not be honored.**
- ◆ Contestants must audition with a single movement of a standard concerto or comparable piece with orchestral accompaniment on the instrument they currently play in the Youth Orchestra.
- ◆ The length of the movement performed should not exceed 15 minutes.
- ◆ Memorization is not required, but highly encouraged.
- ◆ There must be an orchestral accompaniment available.
- ◆ Those auditioning must be members of the Youth Orchestra in good standing.
- ◆ There is no age limitation.
- ◆ Contestants must furnish at least two (2) copies (preferably 3) of their composition for judges' use. These may be photocopied.
- ◆ Auditions are judged by the Youth Orchestra Conductor and a panel of professional musicians.

BENEFITS OF ORCHESTRA MEMBERSHIP

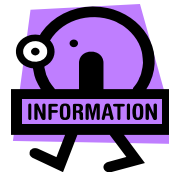
- ◆ Performances of works from the standard symphonic repertoire with some of the finest young musicians in Northwest Indiana
- ◆ Coaching sessions with Northwest Indiana Symphony Orchestra Musicians and other professional musicians from the region
- ◆ Master Classes and Seminars with Guest Artists who appear with the Northwest Indiana Symphony Orchestra
- ◆ Side-By-Side concerts with the Northwest Indiana Symphony Orchestra and other regional orchestras
- ◆ Performances of 20th and 21st century music
- ◆ The opportunity to enjoy the enrichment and challenge of performing with other serious and dedicated musicians

MEMBERSHIP UPDATES

Please keep the Youth Orchestra Manager informed **of any changes in address, phone numbers or email address** so we can keep our records current and you will not be in danger of missing an important communications, especially through email.

Also, let us know if you change private teachers or schools. We invite all private and school instructors to our concerts and list the schools our students attend in the programs.

Failure of the manager to contact a musician due to out-of-date or incorrect information shall not constitute a valid reason for a member missing a rehearsal or performance, whether regularly scheduled or not.



ATTENDANCE POLICY

OUR PHILOSOPHY It is our hope and desire that every member of the Youth Orchestra will attend every rehearsal. The strength and success of the orchestra is directly influenced by the work ethic of its members. One of the most pressing challenges facing us is to learn to play as an *ensemble*. We are a team that relies on the strengths of those around us, and if we do not help our neighbors, we are hindering the growth and potential achievement of the entire ensemble.

RESPECT AND COURTESY Every student is a valued member of our orchestra. We ask that all absences (including late arrivals and early departures) be communicated to the Youth Orchestra Manager as far in advance as possible. All absences are to be reported using the ***Online Absence Form*** at www.nisorchestra.org/pages/youth-orchestra/absence-form.php

MANDATORY EVENTS *The Dress Rehearsal and Concert are mandatory events and no absence will be permitted.*

Missing a mandatory rehearsal will result in ineligibility for the performance of the affected concert. At the discretion of the director, students may be allowed to remain in the orchestra for the remainder of the semester.

POINT SYSTEM The Youth Orchestra uses a point system for absences and tardiness. In an effort to be respectful to the serious commitment and sacrifices all members have made to the ensemble, every member will be treated equally whether they are a 1st year member, a senior, a section leader, a section player, or concertmaster. Disqualification from a concert is the last thing we want for any member of the Orchestra. Your absence from a concert will adversely affect the entire group, a group that is counting on your contribution for its success. (See p. 22 for Point Allocations)

ATTENDANCE POLICY, CONT.

EXCUSED ABSENCES An absence will be considered excused if the **Online Absence Form** is submitted in advance of the date affected. There may be times when due to an illness or a family emergency, advance notice is not possible. In those special cases, a phone call or an email by the parent or guardian to the Orchestra Manager is requested. Please make every effort to talk to someone directly on the day of the rehearsal; only leave a message if absolutely necessary. Keep in mind: *Dress Rehearsals and Concerts are mandatory events! Absence Forms must be submitted prior to the absence in order to be accepted as excused.*

UNEXCUSED ABSENCES An absence will be considered unexcused if:

- ◆ There is no prior notice for the absence;
- ◆ The Absence Form is not submitted;
- ◆ The Absence Form is turned in *after* the absence and the absence is not due to illness or family emergency;
- ◆ OR An Absence Form is not turned in for illness or family emergency the week following the absence.

ATTENDANCE TRACKING The Youth Orchestra Manager will track all attendance. If you would like to confirm that the information is correct, you should communicate with the Manager, not the Conductor. The Youth Orchestra Manager will handle special cases with discretion and notify the affected parties after consulting with the Conductor.

POINT ALLOCATIONS

Arrive Late/Leave Early

- .5 Excused (prior arrangement)
- .75 Unexcused (no prior arrangement)

Absence

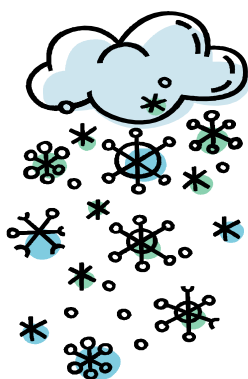
- 1 Excused (prior arrangement & Absence Form)
- 2 Unexcused (no prior arrangement & Absence Form)

ATTENDANCE POLICY, CONT.

OVER THE LIMIT *Once a member has accumulated a total of 3 points in any concert cycle, they risk being ineligible for the upcoming concert.* A meeting will be scheduled with the conductor, manager, parents, and student to discuss whether the student will be: reseated, put on probation, or dismissed from the orchestra. There will be no refund of tuition if a member is disqualified from a concert.

Orchestra members who have a growing number of attendance points will be notified of their precarious situation by the Orchestra Manager. Ultimately, it is the responsibility of each orchestra member to keep track of their attendance points.

INCLEMENT WEATHER POLICY

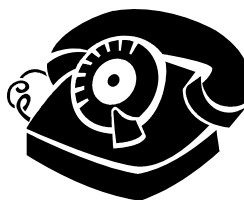


If there is a question about a rehearsal/concert being held because of inclement weather, please call the Youth Orchestra Manager or check our website (www.nisorchestra.org) under “Youth Orchestra”.

If a rehearsal/concert is cancelled, the phone tree will be activated and an announcement will appear on the website.

PHONE TREE

The Phone Tree is maintained by parent volunteers as a way to communicate important schedule changes or cancellations.



ATTENDANCE POLICY, CONT.
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**REPORT ALL ABSENCES, LATE ARRIVALS OR
EARLY DEPARTURES BY USING THE
ONLINE ABSENCE FORM**

<http://www.nisorchestra.org/pages/youth-orchestra/absence-form.php>

- ▶ The Orchestra Manager should be notified of an absence by a Parent or Guardian using the Absence Form ***two (2) weeks in advance***.
- ▶ On the day of a rehearsal, call the Youth Orchestra Manager or the Symphony Office (219.836.0525 x 201) to report illness, family emergency or tardiness. (The days of Dress Rehearsals and Concerts, please call the Orchestra Manager's cell phone.)
- ▶ Absences reported to the Orchestra Manager by email at **yo@nisorchestra.org** or phone call must be followed up with an ***Online Absence Form***.
- ▶ Notification of an absence should be made to the Orchestra Manager, not the Conductor.

***There is absolutely no excuse for not
providing timely notice to the
Orchestra Manager prior to an
absence!***

REHEARSALS

The Youth Orchestra rehearses on Sundays from 3:00 p.m. - 5:45 p.m. at the Center for Visual and Performing Arts located at 1040 Ridge Road in Munster, Indiana.

Youth Orchestra members should plan to arrive at least 15 minutes before the rehearsal is scheduled to begin. All members are asked to enter and exit through the loading dock doors located at the back of the center.

Each player is asked to be in his/her chair and ready to tune 5 minutes before the rehearsal. The orchestra will tune when the concertmaster stands and signals the first oboist to sound an "A". **THERE IS TO BE NO TALKING DURING TUNING!**



Each musician is expected to listen and watch the conductor carefully. All students must have a **SHARPENED** pencil with a good eraser at all rehearsals. All markings should be made clearly.

SECTIONAL REHEARSALS

There are one or two section coaching sessions per concert with members of the Northwest Indiana Symphony Orchestra and other professional musicians. In these sessions special attention is given to technical matters for each instrument group. Please have your music prepared and bring a pencil to the rehearsals.

Attendance at sectional rehearsals must be given a high priority. Due to the extensive nature of these sessions, do not plan on missing any sectional dates.

CONCERTS

ALL DRESS REHEARSALS & CONCERT PERFORMANCES ARE MANDATORY!

On concert days the call time is two hours before the concert time. Musicians are encouraged to be in concert dress when they arrive at the appointed call time. Musicians *MUST* be in concert dress at least 15 minutes before concert time.

Once the orchestra is seated on stage and ready to begin the concert, the conductor will direct the entire orchestra to stand. The conductor will also signal when the orchestra should stand to acknowledge applause. *DO NOT* pack instruments or leave the stage until after the applause has ended and the Conductor has left the stage.

If a member does not play a particular piece, he/she should not be on stage unless directed to remain by the conductor. There will be time allowed for players to get on and off the stage between pieces. A member should be ready backstage with his/her instrument and music before the end of the piece he/she does not play.

Following the concert, orchestra members are to turn in all music and collect all belongings.

CONCERT TICKETS

For standard Youth Orchestra concerts, tickets will be sold in advance for a lower cost than those available at the door on the day of the concert. Musicians are encouraged to sell tickets to friends, parents and relatives before the day of the concert. Ticket sales help cover the rental costs of the performance hall.

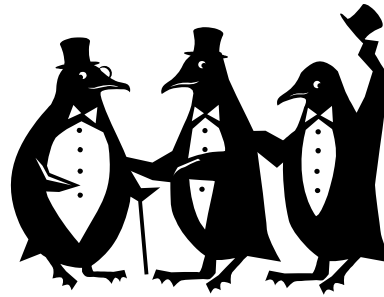


CONCERT DRESS

FORMAL

Gentlemen:

- ◆ Black suit or black tux
- ◆ Long black tie
- ◆ White shirt
- ◆ Black shoes and socks



Ladies:

- ◆ Black dress that is below the knee to floor length, or
- ◆ Below the knee to floor length black skirt, or
- ◆ Black dress pants
- ◆ Elbow length or long sleeve black blouse
- ◆ Black hose or socks
- ◆ Black dress shoes (closed toe with a modest heel)

INFORMAL

All Youth Orchestra members:

Wear the Youth Orchestra Polo Shirt with black pants (or long black skirts as desired for the ladies) and black shoes for the dress rehearsals and informal group activities and outdoor concerts. No jeans please!

MUSIC

Music and a folder will be provided to each member. Members are responsible for marking their music with all instructions from the conductor. **MARK ONLY WITH PENCIL. NO PENS OR COLORED MARKERS ARE PERMITTED.** Music should **NEVER** be marked in ink.

The student will be charged a fine for lost or damaged music. The fines will be set at the replacement costs of the music and any late charges assessed to the Youth Orchestra for rental music.



If a student loses their music the Youth Orchestra charges **\$1.00 per page for lost music or \$20 for an entire folder to replace music needed for rehearsals.** Due to the excessive amount of time and effort it takes to prepare each part, it is important that students have a sense of responsibility concerning their music.

It is the responsibility of each student to inform the manager if the student has not received the music by the second week of rehearsal. Members are expected to practice the Youth Orchestra music between rehearsals.

If a member repeatedly attends rehearsals unprepared, the conductor may choose to either replace the member or to change his/her seating position.

SCHOOL MUSIC PROGRAMS

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The Youth Orchestra supports and appreciates the work of school music teachers and their programs. The Youth Orchestra would not exist without their diligent work. Both school programs and the Youth Orchestra share the goal of training young musicians.

The Youth Orchestra requires its members to participate in their local or district school instrumental music program where they exist. Participation is defined as taking a curricular course, which meets on a regular schedule for credit. Extra-curricular activities do not qualify. ***If a member has no school music program in which to participate, members must take private lessons.*** Verification of private lesson study must take place prior to each semester and may be periodically checked throughout the year.

If you are involved in a school music program at the time of Youth Orchestra auditions, you are expected to maintain your participation. If there are scheduling or other related problems, these MUST be discussed with the school music teacher, the Youth Orchestra Manager and Conductor as soon as they are discovered.

BENEFITS OF A SCHOOL MUSIC PROGRAM

Your school music program is an excellent place to learn and gain practical experience.

The school music program will provide you with access to:

- ◆ District and Regional groups;
- ◆ All-State groups;
- ◆ State Solo and Ensemble Festivals; and
- ◆ Other opportunities and information: school music programs are often the medium for announcements and contacting music students.

SCHOOL MUSIC PROGRAMS, CONT.

School programs may also offer:

- ◆ Opportunities to travel and meet new people;
- ◆ Opportunities to participate in competitions;
- ◆ Opportunities to play principal or solo parts; and
- ◆ Opportunities to play musicals.

Other benefits of the school music program:

- ◆ Playing daily is invaluable to a musician.
- ◆ Additional recognition and leadership training.
- ◆ Additional musical training and literature.
- ◆ Potential qualification for school scholarships.
- ◆ Recommendations from music directors for scholarships, college entrance and special events.

You can make a tremendous contribution to these programs:

- ◆ By serving as a role model for others: sharing your talents.
- ◆ By repaying the start in music that you may have received from your school.

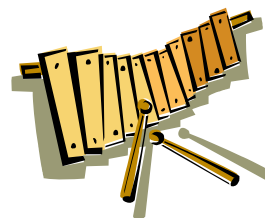


SUMMARY OF EXPECTATIONS

ONCE A STUDENT IS ACCEPTED INTO THE YOUTH ORCHESTRA, HE/SHE WILL:

- 1 Be expected to maintain membership in your school music instrumental program.
- 2 Attend all rehearsals and concerts (following the attendance guidelines).
- 3 Take private lessons on your instrument.
- 4 Arrive on time for all rehearsals and concerts, observing proper concert dress.
- 5 Take care of Youth Orchestra music.
- 6 Practice Youth Orchestra music between rehearsals. Learn and work to improve as much as possible during the season.
- 7 Participate in all Youth Orchestra scheduled events.
- 8 Participate in all fundraising activities.
- 9 Pay annual tuition fee at 1st Rehearsal.
- 10 Sign and return to the Youth Orchestra:

Handbook Policy Acceptance Form
Publicity, Photo & Web Release Form
Member Information Form
Parent Volunteer Form
Event Attendance Form



SUMMARY OF EXPECTATIONS, CONT.
DISCIPLINARY ACTION MAY BE TAKEN FOR ANY OF THE FOLLOWING:

1. Any behavior which disrupts rehearsal or performance
2. Excessive absences
3. Persistent tardiness
4. Willful violation of stated Orchestra rules or policies
5. Disregard for generally accepted "School Rules"
6. Uncooperative attitude

A MUSICIAN MAY BE DISMISSED FROM YOUTH ORCHESTRA FOR ANY OF THE FOLLOWING:

1. Excessively uncooperative attitude or failure by the musician to conduct himself/herself in an orderly manner at any function of the Northwest Indiana Symphony Youth Orchestra.
2. Excessive absences - See attendance policy.
3. Inadequate performance.
4. Any behavior that harms another member of Orchestra.
5. Not turning in a Handbook Acceptance Form signed by a Parent and the Student.

Prior to dismissal, the player shall be advised on at least two occasions of dissatisfaction with either his or her personal conduct or musical performance. The musician has the right to request a review. In the case of causing physical harm to another member of the orchestra, a warning will not be issued before dismissal.

EDUCATIONAL TRIPS & TOURS

Each year the Youth Orchestra takes an educational tour to enrich the musical and social fabric of its members. Fund-raising opportunities are provided throughout the year for students to earn money toward the trip. Funds raised are assigned to individual students accounts and/or a general trip fund depending on the specific project.

Every three years the youth orchestra will take a major tour (a week or longer) to a significant destination within the United States or abroad.



PARENT ASSOCIATION

The Northwest Indiana Symphony Youth Orchestra Parents' Association (NISYOPA) is comprised of the parents of members of the *Youth Orchestra*. It strives to support the students and the organization in every possible way.

The NISYOPA has at least four general meetings each year. Meeting dates and times are announced at the beginning of each season. All parents are encouraged to attend these meetings to keep up to date with activities and important concert/trip information.

The officers of the NISYOPA assist the Youth Orchestra Manager in planning the trips and in coordinating a number of activities that rely on the volunteer support of all parents of Youth Orchestra students.

The NISYOPA board communicates regularly with the parents through meetings, newsletters, telephone calls and through messages sent with the students at their weekly rehearsals.

W.A.N.I.S.S.

WOMEN'S ASSOCIATION OF THE NORTHWEST INDIANA SYMPHONY SOCIETY

Organized in Gary in 1962, the Women's Association began by hosting receptions after concerts and meetings were held with musical programs. Activities to benefit the orchestra financially were developed. In 1975, they became the Women's Association of the Northwest Indiana Symphony Society. This subsidiary of the Northwest Indiana Symphony Society is an affiliate of the Volunteer Council of the American Symphony Orchestra League. Emphasis is placed on strengthening and enriching the Northwest Indiana Symphony Orchestra, which performs regularly in communities around Northwest Indiana. June of 2012 will mark the 50th Anniversary of the Women's Association.

EDITH ROOT YOUTH SCHOLARSHIP

The Edith Root Youth Scholarship is one of the special events of WANISS. Edith Root was instrumental in developing our Youth Orchestra and, in her honor and memory, this scholarship was developed through donations.

Each spring, at the Youth Orchestra concert, several students are presented with a scholarship to go to a summer music camp of their choosing. All members of the orchestra are eligible to apply and a committee from WANISS makes a selection. The number of scholarships available varies from year to year depending on the amount of money currently in the fund.

Scholarship requirements and application forms may be downloaded from the Youth Orchestra website each spring: www.nisorchestra.org (click on the Youth Orchestra link).

NOTES:

NORTHWEST INDIANA
SYMPHONY
YOUTH ORCHESTRA

YO rev. July 2011

