



Pensacola Bay Concert Band Handbook

DONATIONS

We are a non-profit 501(c)3 organization. We accept monthly donations from our members to help with financial operations of the band. (i.e. purchasing new music, providing refreshments, etc.) All donations must be given to PBCB treasurer for tax deduction tracking for each member.

MUSIC

The Pensacola Bay Concert Band performs medium-easy to medium concert band music. The music choices for most concert programs are decided by the co-founders, who are always open to suggestions.

MEMBERSHIP REQUIREMENTS

Auditions are not required to perform with the Pensacola Bay Concert Band. Musicians desiring to play with the Band must possess past music performance experience, a willingness to learn, a desire to perform, and be able to follow policies set forth by Band Leadership.

Musicians will be required to provide their own music stand and to purchase an official Pensacola Bay Concert Band performance shirt, as well as being able to be properly attired for all performances as set forth in the dress code.

ATTENDANCE

- It is important to the PBCB members that performance standards are of the highest quality possible. This can be achieved only by cumulative and consistent rehearsals with the entire band. One member's absence alters the security and balance within the section. Please make every effort to attend all rehearsals.
- No more than 6 (six) absences (equalling a 75% attendance rate **minimum**) during the concert cycle (typically December – May; June – November). Members with excessive absences may not be eligible to play in the upcoming concert.
- Members must attend 3 (three) of the final 4 (four) rehearsals prior to to be eligible to participate in a performance.
- Notify Greg Vannoy in advance if you expect an absence.
- Greg Vannoy will consider exceptions on a case-by-case basis.

LEAVE OF ABSENCE (LOA)

A leave of absence allows members to be absent from regular rehearsals and concerts for an agreed upon finite period of time ranging from two weeks to one cycle (six months), to one year. LOA must be requested from Greg Vannoy in advance, in writing, by letter or email.

COMMUNICATIONS

All official band communications will come from Greg Vannoy, or his designee, via e-mail. While members are welcome to communicate with one another and to participate on the Facebook page or the Website blog, neither opinion nor suggestions should be assumed to be fact. Additionally, information appearing on the Website page shall be considered to be official communication.

All efforts shall be made to ensure that timely and accurate information is available to all band members at any given time, especially when related to an upcoming performance, rehearsal schedules, locations, and times.

Performance Attire: Formal and Casual: 4/18/15

• **Formal Event Attire:** All members must wear black, PBCB approved dress performance shirt with embroidered designated band name and logo to perform at indoor events.

MEN: Pressed PBCB shirt, tucked in; black dress pants, black belt, black shoes and black socks.

WOMEN: Pressed PBCB shirt, untucked; black dress slacks or **knee-to-ankle** length skirt, (no mini-skirts), black hosiery, black shoes. Jewelry may include small hoops or stud earrings, necklaces inside shirt (no choker necklaces), no bracelets.

• **Casual Event Attire:** (*addendum 3/7/16*) All members must wear colored, PBCB approved polo shirt with embroidered designated band name only (no logo) to perform at outdoor events. PBCB polo shirts may also be designated to be worn indoors for casual events, i.e. joint band holiday concert.

MEN: Wrinkle-free PBCB polo shirt, tucked in; black shorts* (*Seasonally; March - October* only) otherwise casual non-faded black pants/slacks, and black belt. [*Black casual footwear with optional socks (*March - October* only)]

WOMEN: Wrinkle-free PBCB polo shirt, untucked; black shorts* (*Seasonally; March - October* only), otherwise, casual non-faded black pants/slacks, or black Capri's. >>>Shorts shall not be more than 2 inches above the knee, avoiding athletic styles<<< [*Black casual footwear such as sandals (*March - October* only). Jewelry may include small hoops or stud earrings, necklaces inside shirt (no choker necklaces), no bracelets.

******* To respect those with allergies and sensitivities; avoid all colognes and perfumes. Including perfumed cosmetics, hairspray, and lotions. Please maintain acceptable hygiene standards. Don't smell good! Don't smell bad! Just don't smell!**

NO non - natural hair color (blue, pink, green, etc) at any performance / event. The goal of the dress code is to present a uniform and professional appearance that does not distract the audience from the performance / event. Attire will be checked for appropriateness by personnel from band leadership prior to each performance / event.

PERFORMANCE ETIQUETTE

The appearance and behavior of the performers plays a role in audience perception of the professional status of the band. A professional appearance also influences the audience to attend future concerts and share their positive perception of our organization with the community.

REGULAR REHEARSALS AND SECTIONALS

Rehearsal time is valuable, and band members sacrifice in many ways to attend. To use our time effectively, please refrain from talking/playing when listening to the Conductor's instructions, or when other sections are playing. Stop playing **immediately** when cut-off given by the conductor. ALWAYS bring a pencil to mark your score.

Cell phones MUST be switched to SILENT MODE at ALL times.

Please raise your hand to ask a question (all questions are welcome!)

SPECIAL AND FINAL REHEARSALS

- Members must attend 3 (three) of the final 4 (four) rehearsals prior to a performance.

Final rehearsal absences should be avoided. They are the final shaping of the music. Extenuating circumstances may be brought to Greg Vannoy's attention in advance.

- Additional rehearsals may be called as determined by the Co-Conductors.

GUIDELINES TO ASSIST IN BOTH REHEARSAL AND PERFORMANCE

1. Sit and stand with a comfortable posture of attention.
 2. Avoid perfume, cologne, after-shave, or scented lotion during rehearsals and performances. Many people are sensitive or even allergic to scents and experience breathing problems once exposed to them.
 3. To keep your beat, please tap your toe inside your shoe (watch the conductor)
 4. If you feel ill, please remain seated, or quietly leave the performance area. It is safer and better to take care of yourself rather than experience sudden illness onstage
5. Concert Procedures
- Please leave all personal items (cases, purses, etc.) in the wings.
 - Band will assemble on stage for warm-up, tuning, spot-checks
 - After warm-up (and before intermission), all members will leave the stage and assemble in wings.
 - Watch for the director to signal the entrance to the stage, then all members will take their places on stage. Each section should enter and leave together.
 - After final (short) individual warm-ups, 1st clarinetist will stand for group tuning.
 - When the conductor enters, all will stand and face the audience.
 - Smile! We want everyone to enjoy the experience of playing and of giving a good performance!
 - Pay close attention to the conductor for cues for raising and lowering your instrument. When a piece is in progress, maintain performance posture even when not playing. You may relax at the end of the piece when the conductor lowers the baton. This preserves the final moment of the piece in all its glory.

- Remember that part of the performance is to acknowledge applause. Let your facial expression reflect to the audience that you enjoyed providing them this musical experience.
- When rising for applause, turn toward the audience with your feet so that you fully face the audience, rather than facing to the side. Look out at the audience rather than collecting your music or disassembling your instrument.
- Accept their applause with your full attention. Not only does this show respect to them for showing their appreciation; it is gratifying!