

FLORIDA PHILHARMONIA ORCHESTRA MUSICIAN'S HANDBOOK, JUNE 2021

POLICIES AND PROCEDURES

I. MEMBERSHIP REQUIREMENTS:

- 1) Florida Philharmonia Orchestra is a volunteer organization. We are subsidized by donations from our members and audience. We strive to provide a concert that is a high quality, well-balanced performance so that there is something for everyone attending. Similarly, we must play music that meets the orchestra's capability while also being challenging and enjoyable for our members.
- 2) Florida Philharmonia Orchestra requires auditions through a procedure determined by the Artistic Director in keeping with typical audition procedures. Audition requirements and procedure information will be sent to prospective members upon request.
- 3) We are an orchestra committed to performance. Therefore, all members have a responsibility to prepare for and attend rehearsals and concerts. Personal practice time will be necessary for the Orchestra to maintain the highest standard. Each musician should make time throughout the week to practice his/her music prior to rehearsal and concerts.

II. ATTENDANCE:

- 1) Our standard is that orchestra members will attend all rehearsals unless unforeseen circumstances prevent attendance.
- 2) The minimum requirement for performing in a concert is attendance of at least 50% of scheduled rehearsals, excluding the dress rehearsal, and demonstrating adequate concert preparedness. The final decision for any change to the above rests with the director. If your absence is necessary, you must contact the section leader as soon as possible. If the section leader is not able to attend the rehearsal, they will notify the appropriate additional contact.

III. MUSIC:

- 1) Our present policy is to scan and upload music to a secure website for orchestra members to download and print. It is important for our orchestra's finances that members download and print their own music. If a member cannot print their own music, we encourage a donation to offset the cost of printing. Contact the Librarian for any needed printed music.

IV. REHEARSALS

1) Location

- a) Rehearsal will be held at a venue announced in advance.
- b) Rehearsal at other venues will be announced with location details.

2) Day and Time

- a) Rehearsals are on Tuesday evenings. A schedule of rehearsals will be made available prior to the first rehearsal.

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b) Rehearsal will begin at 7:30 p.m. and end at 9:30 p.m., with a 10 (ten) minute break.

3) Set-up

- a) Orchestra members needing considerable time to set-up (such as percussionists) may need to make separate arrangements.
- b) All members are responsible for their own music folders, instrument stands, pencils, mutes, etc. All wind players are required to bring an absorbent cloth to clean up instrument condensation (a.k.a. spit).

4) Attendance Sign In

- a) The Board Secretary will keep a record of attendance.
- b) All new orchestra members are asked to provide their name, address, phone numbers, instrument played, and email addresses.
- c) All orchestra members are asked to update their roster information with any changes and verify the roster information as needed.

5) Music

- a) Orchestra members are expected to insert measure numbers in all music if it is not already numbered by the publisher.
- b) Mark your music as the conductor requests.
- c) All borrowed music may only be marked in pencil.

6) Tuning

- a) Please tune your instrument prior to the beginning of rehearsal.
- b) During rehearsal, please remain quiet while other sections are tuning.

7) Practice proper stage presence

- a) Please be quiet and prepared to play when the conductor steps up on the podium.
- b) Be in proper sitting position.
- c) Instruments are to be placed in the proper resting or playing position at the raising or lowering of the baton.

8) Etiquette

- a) Rehearsals begin promptly at 7:30 pm.
- b) Please refrain from casual conversations during rehearsal.
- c) Any and all conversations between musicians and/or music director shall be in a respectful and controlled manner.
- d) Direct your concerns to the conductor before rehearsal, during the break, or after the rehearsal.

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e) If you are not playing a concert, please do not attend the dress rehearsal. This allows final adjustment of instrumental balance for the concert.

V. SECTION LEADERS/PRINCIPALS

- 1) Section leaders and principals are selected cooperatively within the section and approved by the conductor. A section leader may or may not be the principal player.
- 2) They are to be in attendance at each rehearsal and concert, unless there is an emergency.
- 3) They are responsible for their section receiving, understanding, and carrying out instructions from the music director/ conductor specific to their section regarding playing techniques and marking their music appropriately.
- 4) They are to schedule a sectional, to work through any problem sections in the music, as needed.
- 5) They are to designate another person in the section to temporarily cover the principal part in the event they miss a rehearsal or concert.
- 6) They are to seat the section according to playing competency and balance needs.

String section leaders/principals are responsible to provide bowings for their section by the second rehearsal for the upcoming concert.

VI. CONCERTS

- 1) Concerts will be held at a venue announced in advance.
- 2) Concerts are usually held Tuesday evenings at 7:30 p.m., and last approximately one hour without intermission.
- 3) Orchestra members are required to be on stage, set up, ready to perform, at 7:15 p.m.
- 4) If you cannot be at a concert, contact your section leader and send in the folder with someone else.
- 5) Immediately after the concert, all music borrowed from the Phil must be returned and placed in designated bins. Those who have printed their own music are encouraged to donate their music to the orchestra.
- 6) **Concert Attire:**
 - a) **Women:** long-sleeved black blouse with black slacks or below the knee black skirts, and black shoes.
 - b) **Men:** long-sleeved white dress shirt with black trousers, Tux or Black suit jacket, with black bow tie, black socks, and black shoes.