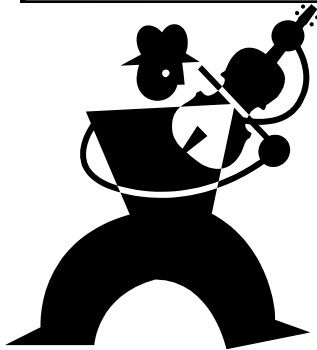


# Dexter Community Orchestra

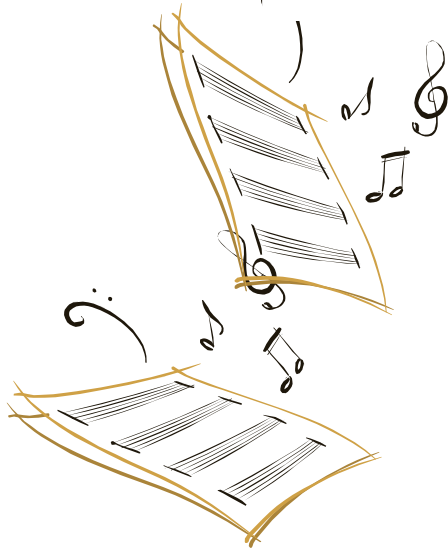


## MEMBER HANDBOOK

*(available online at)*

<http://dextercommunityorchestra.org/handbook.pdf>

## 2011-2012 SEASON



Updated September 7, 2011



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## MISSION STATEMENT

- Purpose
  - ✓ The Dexter Community Orchestra (DCO) is a musical group dedicated to cultural enrichment through symphonic music.
- Objectives
  - ✓ To create and maintain a non-profit community orchestra
  - ✓ To offer qualified instrumentalists from Dexter and surrounding communities an opportunity to perform symphonic music
  - ✓ To foster music education for both youth and adults
  - ✓ To contribute to the enhancement of performing arts in the Dexter community

## CONTACT INFORMATION

Music Director	Anthony Elliott	<a href="mailto:aelliott@umich.edu">aelliott@umich.edu</a>	734-764-2523
Assistant Conductor	Doug MacQueen	<a href="mailto:dmacq@sbcglobal.net">dmacq@sbcglobal.net</a>	248-477-1922
Board President	Melinda Morang	<a href="mailto:morangm@umich.edu">morangm@umich.edu</a>	734-389-0408
Vice President	Jeff Ash	<a href="mailto:endodad@gmail.com">endodad@gmail.com</a>	734-995-4417
Treasurer	Judy Dooley	<a href="mailto:jdooley@umich.edu">jdooley@umich.edu</a>	734-994-3644
Personnel Manager	Carole MacQueen	<a href="mailto:personnel@dextercommunityorchestra.com">personnel@dextercommunityorchestra.com</a> <a href="mailto:carole.macqueen@rainbowrehab.com">carole.macqueen@rainbowrehab.com</a>	734-562-9018
Librarians		<a href="mailto:library@dextercommunityorchestra.org">library@dextercommunityorchestra.org</a>	
	Mike Garrahan	<a href="mailto:mgarraha@yahoo.com">mgarraha@yahoo.com</a>	734-424-2874
	Sally Vukasovich	<a href="mailto:svukasovich@yahoo.com">svukasovich@yahoo.com</a>	734-769-7894
Mail	Dexter Community Orchestra P.O. Box 331 Dexter, MI 48130		
Phone	734-726-0070		
Email	<a href="mailto:info@dextercommunityorchestra.org">info@dextercommunityorchestra.org</a>		
Website	<a href="http://dextercommunityorchestra.org">http://dextercommunityorchestra.org</a>		
Wiki	<a href="http://dextercommunityorchestra.org/wiki">http://dextercommunityorchestra.org/wiki</a>		

## 2011–2012 CONCERTS & REHEARSAL SCHEDULE

### Donald Parrish Memorial Concert

<u>Date</u>	<u>Day</u>	<u>Activity</u>	<u>Location(s)</u>	<u>Time</u>
09/09/2011	Friday	Rehearsal	DHS – CPA	7:00 – 9:30 p.m.
09/10/2011	Saturday	Rehearsal	DHS – CPA	9:30 – 12:00 noon
09/10/2011	Saturday	Rehearsal	DHS – CPA	2:00 – 4:30 p.m.
<b>09/11/2011</b>	<b>Sunday</b>	<b>Memorial Performance</b>	<b>DHS – CPA</b>	<b>2:00 p.m.</b>

### Regular Series

<u>Date</u>	<u>Day</u>	<u>Activity</u>	<u>Location(s)</u>	<u>Time</u>
09/07/2011	Wednesday	Rehearsal	DHS Orchestra Room	7:00 p.m.
09/14/2011	Wednesday	Rehearsal	DHS Orchestra Room	7:00 p.m.
09/21/2011	Wednesday	Rehearsal	DHS Orchestra Room	7:00 p.m.
09/28/2011	Wednesday	Rehearsal	DHS Orchestra Room	7:00 p.m.
10/05/2011	Wednesday	Rehearsal	DHS Orchestra Room	7:00 p.m.
10/12/2011	Wednesday	Rehearsal	DHS Orchestra Room	7:00 p.m.
10/19/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
10/26/2011	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
11/02/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
11/04/2011	Friday	Dress Rehearsal	DHS – CPA	7:00 p.m.
<b>11/06/2011</b>	<b>Sunday</b>	<b>Performance</b>	<b>DHS – CPA</b>	<b>5:00 p.m.</b>
11/09/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
11/16/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
11/23/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
11/30/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
12/07/2011	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
12/14/2011	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
12/16/2011	Friday	Dress Rehearsal	DHS – CPA	7:00 p.m.
<b>12/18/2011</b>	<b>Sunday</b>	<b>Performance</b>	<b>DHS - CPA</b>	<b>4:00 p.m.</b>

DHS = Dexter High School  
MC = Mill Creek Middle School

## 2011–2012 CONCERTS & REHEARSAL SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Activity</u>	<u>Location(s)</u>	<u>Time</u>
01/04/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
01/11/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
01/18/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
01/25/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
02/01/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
02/08/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
02/15/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
02/22/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
02/29/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
03/07/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
03/14/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
03/16/2012	Friday	Dress Rehearsal	DHS - CPA	7:00 p.m.
<b>03/18/2012</b>	<b>Sunday</b>	<b>Performance</b>	<b>DHS - CPA</b>	<b>4:00 p.m.</b>
03/21/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
03/28/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
04/04/2012	Wednesday	Rehearsal	SPRING BREAK	7:00 p.m.
04/11/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
04/18/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
04/25/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
05/02/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
05/09/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
05/16/2012	Wednesday	Rehearsal	MC Band Room	7:00 p.m.
05/18/2012	Friday	Dress Rehearsal	DHS - CPA	7:00 p.m.
<b>05/20/2012</b>	<b>Sunday</b>	<b>Performance</b>	<b>DHS - CPA</b>	<b>4:00 p.m.</b>
05/23/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
05/30/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
06/06/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
06/13/2012	Wednesday	Rehearsal	DHS Band Room	7:00 p.m.
<b>06/__/2012 - TBA</b>	<b>Friday</b>	<b>Performance</b>	<b>Dexter Gazebo</b>	<b>7:00 p.m.</b>

DHS = Dexter High School  
MC = Mill Creek Middle School

## REHEARSAL INFORMATION

- Rehearsal Time: Start promptly at 7:00 p.m., break at 8:00 p.m., end at 9:00 p.m.
- Primary Location: Dexter High School Orchestra Room  
2200 N Parker Rd, Dexter MI 48130  
The Orchestra room is in the back of the building next to the auditorium.  
The Band room is in the back of the building near the entrance.
  - Directions
    1. From I-94, exit 167, take Baker Road toward Dexter
    2. Go north 2 miles and turn left on Shield Road
    3. Go west 1/2 mile and turn left at the stop sign on Parker Road
    4. Enter the school parking lot by the second entrance on the left
- Alternate Location: Mill Creek Band Room  
7305 Dexter Ann Arbor Rd, Dexter MI 48130  
The band room is on the left of the main entrance
- Weather Considerations: Cancellation or change in venues will be communicated prior to 3:00 p.m. through email and at <http://dextercommunityorchestra.org>. If Dexter schools are closed for inclement weather, the rehearsal will be canceled.

## MEMBER GUIDELINES

### General

- Orchestra members are part of the mailing list [orchestra@dextercommunityorchestra.org](mailto:orchestra@dextercommunityorchestra.org) which is our primary method of communication.
- New members complete a new member form provided by the personnel manager.
- Auditions are at the discretion of the Music Director.
- The Music Director may determine section placement and Section Leaders.
- Rehearsal begins promptly at 7:00 p.m. with a tuning pitch.
  - ✓ One for winds/brass and one for strings.
- Music director will e-mail rehearsal order prior to each rehearsal.
- Members may receive publicity postcards to address and send prior to concerts, as well as flyers and posters to share in their community.
- DCO is funded in large part by its membership. **Voluntary donations** are greatly appreciated and should be remitted to the Treasurer or via PayPal at <http://www.dextercommunityorchestra.org>.
- Unless otherwise specified, concert dress for ladies is long black dress or long black skirt, or black pants and black top (not sleeveless or tank) and black shoes with black hose. Concert dress for men is black tuxedo or suit, white shirt, black bow tie, black shoes and black socks.

## ATTENDANCE & MUSIC

### Attendance

- Members are expected to make rehearsal attendance a priority.
- Absences are communicated to the Music Director and personnel manager via [personnel@dextercommunityorchestra.org](mailto:personnel@dextercommunityorchestra.org). Please copy your section leader on the e-mail.
- Personnel Manager and Music Director may request members to “sit out” a concert due to attendance or score requirements.
- Regular players NOT playing a specific concert should notify the personnel manager and Music Director immediately to allow time to fill your position.
- There will be an attendance sheet to sign each rehearsal. One month before each concert a sign-up sheet will be passed to verify printed name and spelling for the concert roster.

### Music

- Members will sign out their folder.
- Bowings will be on string music. See your section leader for further information.
- Extra music requests will be directed to the Librarians at least two (2) days before required via [library@dextercommunityorchestra.org](mailto:library@dextercommunityorchestra.org).
- Music will be turned in immediately after the end of each concert in concert order unless otherwise specified.
- Members who fail to return music on time and in good condition will be asked to cover any resulting expenses.

## DCO BOARD

- Open Board Meetings are held monthly at the Dexter District Library (3255 Alpine Street, Dexter). Meetings are held at 9:30 a.m. and are announced via email and posted to the DCO website. Check the DCO website for the next board meeting date.
- The board is elected at the Orchestra’s annual member meeting each May
- Current Board Members

President	Melinda Morang	<a href="mailto:morangm@umich.edu">morangm@umich.edu</a>	734-389-0408
Vice President	Jeff Ash	<a href="mailto:endodad@gmail.com">endodad@gmail.com</a>	734-995-4417
Secretary	Cindy Kamish	<a href="mailto:ckami@comcast.net">ckami@comcast.net</a>	734-459-5197
Treasurer	Judy Dooley	<a href="mailto:jdooley@umich.edu">jdooley@umich.edu</a>	734-994-3644
Member-at-Large	Marolin Bellefleur	<a href="mailto:bellecello@att.net">bellecello@att.net</a>	734-769-0269
Member-at-Large	Mike Garrahan	<a href="mailto:mgarraha@yahoo.com">mgarraha@yahoo.com</a>	734-424-2874
Member-at-Large	Louis Nagel	<a href="mailto:julou@umich.edu">julou@umich.edu</a>	734-417-7978
Member-at-Large	Tom Paup	<a href="mailto:Thomas.paup@edwardjones.com">Thomas.paup@edwardjones.com</a>	734-424-3753
Member-at-Large	Margaret Weiss	<a href="mailto:colinmargie@sbcglobal.net">colinmargie@sbcglobal.net</a>	734-997-6541
Member-at-Large	TBD		
Music Director	Anthony Elliott	<a href="mailto:aelliott@umich.edu">aelliott@umich.edu</a>	734-764-2523

## **DCO COMMITTEES and COORDINATORS**

DCO committees are responsible for orchestra operations. Everyone will be strongly encouraged to volunteer to join at least one committee.

### **Stage** Coordinator – TBA

This committee is responsible for set up and tear down of stands and seating for rehearsals and concerts and is also responsible for coordinating transport, loading, and unloading when required.

### **House** Coordinator – Shoshana Mandel Warner

This committee coordinates concert day activities such as: ushers, auditorium set-up, program distribution, including one program for every orchestra member stand, refreshments, refreshment area set up and tear down, soloist flowers, and donation boxes.

### **Program** Coordinator – Cindy Kamish

This committee coordinates program content including performer roster, bios, program notes, ads, etc. This group is responsible for layout, editing, reproduction, and program preparation prior to the concert. All materials are due one month prior to the concert.

### **Publicity** Coordinator – Cindy Kamish

This committee prepares and distributes posters, contacts news media, places signs around town advertising the concert and distributes fliers to the Dexter Community Schools.

### **Fundraising** Coordinators – Marolin Bellefleur, Sheldon Berry, Jeff Ash

This committee leads all fundraising activities: ad sales, grant funding, community fundraisers, special events fundraising.

### **Facilities & Events Coordinator** Coordinator – Margaret Weiss

This person reserves the venues for concerts, rehearsals, and special events working directly with the board.

### **Ensemble Coordinator** Coordinator – Melinda Morang

This person coordinates the DCO small ensemble program, secures venues, and works with the board to develop the ensemble program.

### **Soloist Competition Coordinator** Coordinator – Martha Froseth

This person coordinates the solo competition including: announcement of competition, registration, screening, auditions, judging panel, and finalist selection.

# CHAMBER CONCERT GUIDELINES

## **Concert dates**

Chamber concerts at the Dexter District Library for the 2011-2012 Season will be on Sunday afternoons, January 22, 2012 and April 1, 2012. We have reserved 2:00-4:00 p.m. for the actual concert, but we have the room reserved from 1:00-5:00 p.m. in case we need time to set up and clean up. If there is interest, other dates and venues can be scheduled.

## **Chamber Concert Sign-Up**

In order to participate in a chamber concert, chamber groups should submit a proposal including the group members and music details to Melinda Morang ([morangm@umich.edu](mailto:morangm@umich.edu)) electronically or in person at least one month prior to the scheduled concert date. For the January concert, please submit a proposal by December 22. For the April 1 concert date, please submit a proposal by March 1.

## **Group membership**

Chamber groups must contain at least one DCO member. Thus, you are welcome to bring in other musicians or perform with an existing group. However, we would like to encourage DCO members to form their own groups with other DCO members. If performance time becomes limited due to high demand, groups with a higher percentage of orchestra members will be given priority. It should be noted that these concerts will be DCO events and should be treated as such by each group.

## **Music and rehearsals**

Groups are responsible for choosing and acquiring their own music and conducting their own rehearsals. The Music Director will be available to help as needed.

## **Performances**

Unless performance time becomes limited due to high demand, we will not set a restriction on the length of each group's performance. The total performance time for each concert will be a maximum of two hours.

It would be nice, but not required, for groups to say something to the audience about the music they are playing and about their instruments, and possibly accept questions from the audience. We want to make these concerts as enlightening and enjoyable as possible.

## **Attire**

Groups should pick their own concert attire.

## **Library facilities**

The Dexter District Library has an auditorium with a small platform stage. Groups should bring their own equipment and music stands. The library provides chairs and a piano.