



2009

ARCS Singer Handbook



second edition

the adult recreational choir society of calgary

May 2009

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WELCOME TO ARCS!



If this is your first season with the ARCS family of choirs, we extend to you a very warm welcome! If you are a returning singer – thank you for continuing to be a part of this exciting and worthwhile program!

This Singer Handbook is intended to maximize your enjoyment and our collective success during the coming months. Regardless of whether you're a veteran or a brand new singer, this handbook will provide some “rules of the road” for our journey together.

Please read and become familiar with the contents of the Handbook. While we've attempted to cover a wide range of topics, this is a first edition of the Handbook and there may be areas not included here that in future editions should be

added. Please let us know how we can improve this guide.

Our Singer Handbook is a work in progress. We believe that for it to be successful, YOU should be involved in creating these guidelines. Over the coming weeks and months, we will enhance the Handbook by incorporating your suggestions, ideas and feedback to ensure it properly reflects the kind of choir and program we all want to be a part of. I hope you'll help us!

Most importantly, we want your experience with us to be an enjoyable one. Music brings people together from diverse backgrounds, perspectives and abilities. ARCS celebrates this diversity as a key ingredient in our organizational culture. Here's to another successful season of singing...and let's never forget how to have fun!

Through our mutual respect and appreciation for one another's differences, we are forged into a dynamic and strong community; through our focus on a shared purpose – to make music – we are bound together in harmony.

Brian Bowman
Artistic Director
ARCS

OUR VISION

The choirs of ARCS are bringing the Calgary Community to its feet by awakening, nurturing and sharing through the magic of voices in harmony!

OUR MISSION

To provide creative and challenging opportunities for Adults to enrich their lives and our community through musical expression and performing arts

OUR CORE VALUES

1. *Our members are our greatest resource.* We are a diverse group of like-minded performers who work hard to excite our audiences, who volunteer selflessly; and who elicit an eclectic “esprit de corps” in everything we do.
2. *We are inclusive.* Everyone is a “star”; everyone gets a chance to exhibit their talents. There is no hierarchy or inequality. A Bursary Fund and policy have been established to respond to financial need.
3. *Respect for our stakeholders is paramount.* We are sensitive to the needs and desires of our members, volunteers, employees, financial supporters and audience.
4. *We believe in the education of our members.* Our choral programs are designed to provide our members with unique, enriching and challenging opportunities for personal growth.
5. *Involvement is a commitment to quality.* Required commitment to rehearsals and performances results in increasing levels of accomplishment and enhances the pride and cohesive spirit of the members.
6. *Music is a community activity.* By taking a leadership role in bringing the choral community together we foster an environment of growth, fellowship and harmony.

PRIVACY POLICY

The Adult Recreational Choir Society of Calgary (“ARCS”) collects information from its members for registration purposes only. The information is used to compile a listing of choir members, phone numbers, addresses and e-mail addresses. This listing is provided to each member of the choir in order to allow members to contact one another. Member’s names are published in printed programs as well. Registration is express agreement to allow images and recordings of individuals and groups to be broadcast on such media as is appropriate for the promotion of ARCS. Should you wish to be excluded from such publications and media broadcast, please contact the Business Manager.

Music washes away from the soul the dust of everyday life. ~ Auerbach

ARCS LEADERSHIP

BOARD OF DIRECTORS

The ARCS Board of Directors is elected annually by the membership at the Annual General Meeting held in October each year. Directors serve a two-year term. Those interested in joining the Board of Directors may express interest to the President at any time during the year.

Leslie McMechan	President
Trish Weatherup	Vice President
Dave Thomas	Past President
Jack Dickson	Treasurer
Wanda Lindquist	Secretary
Tom Anderson	
Alice Dewijn	
Marion Kelly	
Bev Pede	
Michael Smith	

Current and up-to-date information is maintained on our website:

up2something.org

ARTISTIC TEAM

Artistic Director, Director Up2S	Brian Bowman	brian.bowman@up2something.org
Director, Up2C hristmas	Colleen Whidden	colleen.whidden@up2something.org
Director, She's Up2Something	Colleen Whidden	
Staging Director (All)	Mikee Ames	mikee.ames@up2something.org
Choreographer, Up2Something	Mikee Ames	mikee.ames@up2something.org
Accompanist	Lorne Pankratz	lorne.pankratz@up2something.org
Sectional Instructor	Wendy Freeman	uofcsymphonicband@yahoo.com
Clinician	Malcolm Edwards	

PRODUCTION COMMITTEE

The Production Committee reports to the Board of Directors through the Artistic Director. It meets throughout the year and addresses all production-related business on behalf of ARCS and its family of choirs.

Membership on the committee is based upon the skills and talents required to create an efficient and effective production team. Expressions of interest in joining the committee are welcome.

Maria Muszynski	Chair	Marianne Murphy	She's Up2Something Liaison
Brian Bowman	Artistic Director	Ginny Hughes	Costume Co-Coordinator
Mikee Ames	Staging Director	Marnie Dowdell	Costume Co-Coordinator
Sharon Stiles	Production Manager	Rainer Oebels	Talent Show Coordinator
Tammy Postma	Calgary Sings! Coordinator	Florence Hutchins	Program Administrator
Arusha Brown	Sets & Props Coordinator		

KEY CONTACTS

ARCS functions with a small part-time administrative support team. These paid positions help coordinate the many program details for all choirs of ARCS and lend support and coordination to the dozens of volunteers who help with our many activities and operational needs. We do not maintain a formal office but operate from our home offices, relying heavily on e-mail communication to accommodate work schedules.

Executive Director	Peggy Viel	E-Mail peggy.viel@up2something.org Phone 403- 280-7048 / Fax 403-282-4347
Business Manager	Lynne Gill	E-Mail business.manager@up2something.org Phone 403 282-4378 / Fax 403 282-4347 Delivery 226 Hawkville Close NW Calgary, AB T3G 3N6
Mailing Address		P.O. Box 68242 28 Crowfoot Terrace NW Calgary, AB T3G 3N8
Program Administrator	Florence Hutchins	E-Mail program.administrator@up2something.org Phone 403-270-4432

The following key functions are fulfilled by volunteers:

Registrar	Susan Travis Bruce Travis	E-Mail registrar@up2something.org Phone 403-273-3792 Fax 403.273.0137 Mail 5551 – 4 Avenue NE, Calgary, AB T2A 3X9
Board President	Leslie McMechan	E-Mail lvmcmechan@shaw.ca Phone 403-288-6870
Production Committee	Maria Muszynski	E-Mail mtmuszynski@shaw.ca Phone 403-252-1728
Calgary Sings!	Tammy Postma	E-Mail calgary.sings@up2something.org Phone 403-208-6708
Music Library	Florence Hutchins	E-Mail program.administrator@up2something.org Phone 403-270-4432
Publicity	Lana Bullough	E-Mail lbullough@shaw.ca Phone 403-241-6026

Please consult “Contacts” at www.up2something.org for current listings of key personnel.

Music is what feelings sound like. ~Author Unknown

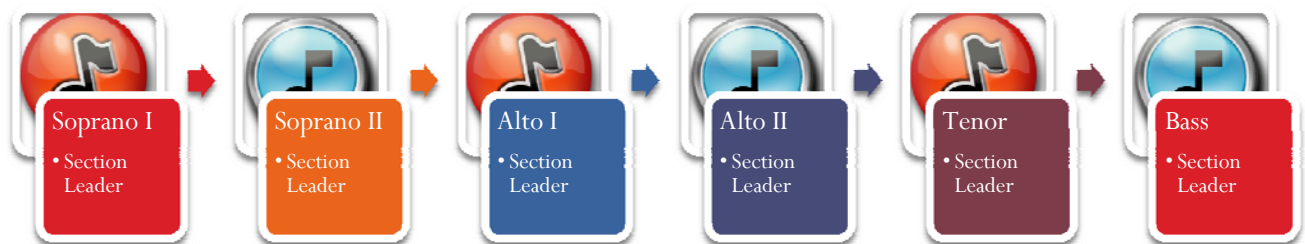
SECTION LEADERS

Each voice section will elect a “Section Leader” at the beginning of the choir season. The Section Leader will “lead” his or her fellow section members by demonstrating the core ARCS values and will perform the following duties:

1. The Section Leader will keep attendance records for his or her section. Regular attendance is a commitment each member makes, and is essential to ensure progress is made towards the musical goals of ARCS. The Section Leader will report any frequent absences to the Program Administrator and/or Director. The Director may consult with the Section Leader regarding the performance readiness of individuals who have missed a significant number of rehearsals, workshop rehearsals or key rehearsals.
2. The Section Leader will host visiting singers. Visitors will be given a “visitor” name tag, and will share music with a member of the section. A music binder will not be permanently issued until membership fees are paid.
3. The Section Leader will facilitate performance readiness. The Section Leader will encourage members of their section to be prepared and ready to perform.
4. Section Leaders will assist the Director and/or Choreographer, as requested, to effectively communicate guidance and instructions to their section members.
5. The Section Leader will notify the Program Administrator of any member(s) within their section experiencing significant life events that require a card of acknowledgement from the Choir.
6. The Section Leader may schedule additional section rehearsals as deemed necessary. In consultation with the Director and other section members, the Section Leader may schedule special rehearsals on non-choir nights.

Decisions regarding performance readiness of individuals missing too many, or very key, rehearsals will be made by the Section Leader together with the Director.

Example of Section Leader Structure:



Music is your own experience, your thoughts, your wisdom.

If you don't live it, it won't come out of your horn.

~Charlie Parker

CARE & FEEDING OF YOUR MUSIC BINDER

CORE VALUE: Involvement is a commitment to quality. Required commitment to rehearsals and performances results in increasing levels of accomplishment and enhances the pride and cohesive spirit of the members.

The contents of your binder are the property of ARCS, and must be returned at the end of each season. To ensure the proper care of this music please follow these practices:

- Use PENCIL only when making notes in your music. A pencil has been provided in your binder for this purpose.
- Cost of lost or damaged music will be charged according to what was paid for each piece by ARCS. This price is usually found on each “octavo”. Charge will be levied for the loss of an entire binder of music as follows:

Up2Something	\$100
She’s Up2Something	\$50
Up2Christmas	\$50
- Please remove all music titles to be covered at the beginning of each practice. The Director may post a list of music to be covered during each rehearsal on the website (www.up2something.org) or at the rehearsal. A “music bag” is recommended to carry your binder and indoor shoes during inclement weather.
- During binder collection at the end of each season, the music should be arranged alphabetically by title. Be sure to remove any personal items that you have accumulated in your binder during the season.
- You are expected to use your music for practice between rehearsals, and to be well prepared for each rehearsal.

An “octavo” is a term used to refer to the music score. More specifically: a book printed on sheets folded to make eight leaves or sixteen pages; a book which is approximately 6 by 9 inches, or 20 to 25 cm. in outside height.

Your compliance with the above points will ensure that we have efficient and productive rehearsal time, and that our music library is in good shape for future use by ARCS and other choral organizations. Thank-you!

The Power of Music Can...

Affect our moods and feelings...Stimulate Communication...

Stimulate Thinking...Spark memories & associations...

Promote relaxation and relieve stress...

Encourage and enhance personal development.

ATTENDANCE

CORE VALUE: Involvement is a commitment to quality. Required commitment to rehearsals and performances results in increasing levels of accomplishment and enhances the pride and cohesive spirit of the members.

General Attendance Guidelines

Your commitment to attend rehearsals, workshops and performances is a requirement of membership in ARCS. Please consider carefully your schedule and potential conflicts prior to registering. If you know in advance that you will be away, please notify your Section Leader as soon as possible. Your absence impacts the entire choir.

Workshops

Workshops are not optional and are part of the regular rehearsal schedule. Attendance requirements and behavior expectations for workshops are the same as for regular rehearsals.

Retreats (Up2Something)

Your participation in the Retreat (if applicable), is strongly encouraged. Much learning is condensed into a short period during the Retreat and a substantial amount of material is covered during formal rehearsals. These weekends are also a great opportunity for choir members to get to know one another. You will want to be part of the Retreat!

If you have any questions or concerns about the calendar please contact the Registrar. We suggest you add all dates to your calendar upon registration. Changes to the schedule will be announced. Online calendars for each choir are available at www.up2something.org.

Come to the edge. We might fall.

Come to the edge. It's too high!

Come to the edge.

And they came,

and we pushed, And they flew.

~ Christopher Logue

USE OF ALTADORE BAPTIST CHURCH GUIDELINES

The members of ARCS value our relationship with Altadore Baptist Church. We demonstrate our respect for this facility by following these guidelines:

1. If you move it, please put it back where you found it! This includes chairs, pamphlets, books, coffee supplies and the coffee trolley.
2. If you are the last to leave any room that we are using within the Church, please turn off the lights and close the door.
3. If for any reason you have turned up the heat in any area of the Church, please turn it back down to where it was when you leave.
4. If you spill something, please clean it up! Cleaning supplies will be made available for this purpose.
5. During the wet and snowy months, please enter the Church by the Gym (far south) doors and leave your boots or outerwear in the tiled area. Bring another pair of shoes with you to wear inside the facility.
6. When we use the Church facilities, we are allowed to use only the spaces that we are renting. Please do not assume that all areas of the Church are at our disposal. If there is a special rehearsal or audition happening at the Church, you will be notified of the areas that are available for our use.
7. A meeting room is available for use of ARCS committees and work groups. Should you wish to book the meeting room, please contact the Program Coordinator.

Following these simple reminders will ensure that this facility continues to be available to ARCS.

PARKING AT ALTADORE BAPTIST CHURCH

Street parking around Altadore Baptist Church is generally available. When space is at a premium, however, the adjacent school parking lot is available for your use.

**If a composer could say what he had to say in words
he would not bother trying to say it in music.**

~Gustav Mahler

COFFEE BREAKS!

CORE VALUE: Our members are our greatest resource. We are a diverse group of like-minded performers who work hard to excite our audiences, who volunteer selflessly; and who elicit an eclectic “esprit de corps” in everything we do.

Singing requires lots of energy and nutrition. Of course, we also enjoy every opportunity we have to socialize with our fellow choir members. To ensure that we make the most of our breaks please take note of these instructions:



1. During the first few weeks of rehearsal, a coffee/snack sign-up sheet will be circulated. Please sign your name in a timeslot of your choice. Depending on the size of your choir, you may need to put your name down more than once.
2. On your night, your group is responsible to each bring snacks, come early to set up the snack table and make the coffee and hot water for tea. You are also in charge of putting all the supplies back into the kitchen, cleaning up the snack area, washing the coffee pot and putting everything away at the end of the evening.
3. Coffee supplies will be labeled ‘ARCS’ and stored in the Altadore kitchen.
4. The coffee and hot water for tea must be plugged in and made in the kitchen. Decaf coffee is made in the small urn and the hot water is put in the large urn. They are ready when the red light comes on. When it is time for the coffee

break, these urns can be wheeled out on the metal cart to the ‘coat area’ just outside the gym. Be careful!

5. Snacks, tea boxes, napkins etc. can be set up on the tables provided in the ‘coat area’.
6. It is really important that we take the time to leave the church as tidy as possible at the end of our evening.
7. We really enjoy our snacks, so if you are unable to make your coffee/snack night, please look at your snack sheet list of names and arrange ahead of time to switch with someone.
8. Someone in the choir will be phoning a few days prior to rehearsal, with a reminder call.

If there are any questions, concerns, suggestions or you notice a need for more supplies, please contact the Hospitality Coordinator for your choir. Thank you!

One of the very nicest things about life is the way we must regularly stop whatever it is we are doing and devote our attention to eating. ~Luciano Pavarotti

SINGER CONDUCT

CORE VALUE: We believe in the education of our members. Our choral programs are designed to provide our members with unique, enriching and challenging opportunities for personal growth.

The following guidelines support our belief that we prosper best in an atmosphere of trust, courtesy and freedom. We do, however, need to ensure that our behaviors do not exceed reasonable limits of conduct. ARCS Members are expected to conduct themselves in such a manner that the well-being and rights of other ARCS Members is not violated and ARCS Members may be held accountable for any inappropriate conduct concerning the well-being and rights of others. It is expected that ARCS Members will behave responsibly, and members should expect to receive feedback regarding any reported inappropriate conduct.

The following behavioral guidelines are supported and endorsed by the staff and membership of ARCS:

We expect ARCS Members to use good manners at all times and to show respect for fellow ARCS Members, Section Leaders, Staff, Volunteers and the families that support our organization. We highly value the integrity of every individual. Therefore, any form of mistreatment - physical, psychological or otherwise - will be treated seriously. Physical or verbal abuse and vulgar or improper language have no place in our organization.

These guidelines support our belief that we prosper best in an atmosphere of trust, courtesy and freedom.

1. We are committed to creating and maintaining a learning environment where all individuals are treated with respect and dignity. Each ARCS Member, Volunteer and Staff has the right to learn or work in an environment free of harassment. Accordingly, ARCS Members will not tolerate unlawful harassment, and expects all persons associated with ARCS to conduct themselves at all times in this spirit. In order to ensure these individual rights are preserved, it is essential that any and all incidents of harassment be reported promptly to the Director or Board President.
2. All ARCS Members are expected to attend their designated events and to be punctual for all events.
3. Gross misconduct of any kind that has a substantially adverse effect on ARCS Members, another ARCS Member or our community, will not be tolerated.

ARCS Members are expected to obey the laws by which all of us, as citizens of our society, are governed.

Disciplinary Action

These guidelines apply to all ARCS events, including rehearsals, performances, retreats and trips. When there is a reported instance of misconduct, staff will investigate the incident, consulting with those directly involved in the complaint. In addition, the ARCS Board of Directors may be consulted for their views on the matter. Disciplinary action may be necessary for proven violations or misconduct, including but not limited to suspension or expulsion of the Member.

BACKSTAGE PROTOCOLS & GUIDELINES

Performing is the great reward for the hard work and discipline required to mount a production or concert. ARCS strives for the highest standard in its public performances, and equally in the manner in which we conduct ourselves in the performance venue. In keeping with our reputation of excellence and respect for ourselves and one another, the following rules apply to all ARCS Members when performing:

1. No unauthorized guests or family members are permitted on stage or backstage. The backstage area is not accessible by the general public. Pick-up and drop-off is via the Stage Door Entrance.
2. Maintain respect, orderliness and quiet backstage, during all rehearsals and especially during a show.
3. Do not enter the dressing area of the opposite sex except where express permission has been granted by the Director, Staging Director or Stage Manager.
4. Do not stand in the doorway between onstage and backstage. Stand Clear!
5. Items that may be considered a hazard or dangerous to singers, backstage crew or the audience are not permitted backstage. Prior approval from the Director, Staging Director, or Stage Manager must be given for all items used in ARCS performances. Replicas of such dangerous or hazardous items are also prohibited.
6. Do not enter the stage area until you are given clearance to do so by the Director, Staging Director or Stage Manager.
7. Food or beverage of any kind are not permitted inside the theatre.
8. Absence from a dress rehearsal may result in not being permitted to sing in the final performance(s).
9. Back-stage is a working area. If you are not working or assisting someone - you are in the way.
10. Return all costumes and props to their pre-designated locations.
11. Inform the Director, Staging Director or Stage Manager of any missing, hazardous, broken, or damaged props or costumes.
12. Clean up any trash or debris on the backstage floor – whether or not it belongs to you.
13. Please meet your family and guests after performances in the theatre lobby. Do not linger on stage or in the auditorium so that stage personnel can close the set.
14. Due to allergies and the vocal health of all performers, no mint or perfumes, colognes or body sprays please.

A painter paints pictures on canvas.

But musicians paint their pictures on silence.

~Leopold Stokowski

CHORAL REHEARSAL GUIDELINES

1. ARCS will provide a schedule of rehearsals and performances prior to the beginning of each season. The schedule will be published on the website and updated periodically to accommodate changes and additions.
2. Please prepare all music materials and be ready to rehearse. If you have an activity that prevents you from doing so, please notify your Section Leader in advance.
3. Please take care to copy all marks given by the Director into your score. Careful score marking will help avoid the repetition of mistakes and make rehearsals more efficient. Please mark in pencil only; no ink or highlighters (unless, of course, the music is yours). Please bring a pencil to all rehearsals.
4. Members are encouraged to practice good posture while rehearsing and should maintain eye contact with the Director.
5. Members are generally expected to participate in the entire rehearsal, including portions covering music for a concert that they may not attend.
6. Rehearsals are generally "closed" to choir members only. Exceptions will be permitted with prior approval of your Director or during "Tire-Kicker" rehearsals or Open Houses to which prospective members are invited. Please wear your nametags.
7. Water bottles (only) are allowed and encouraged during rehearsals. Please put your name on your bottle and keep the lid on to avoid spills.
8. Should you have a question regarding music during rehearsals, please raise your hand and the Director will respond. Non-musical questions will be addressed at the break.
9. Please remain quiet when the Director is working with a specific voice part. Unnecessary or excessive noise may be distracting or confusing to those working, or others within your section.



WELCOMING VISITORS & NEW SINGERS

CORE VALUE: We are inclusive. Everyone is a “star”; everyone gets a chance to exhibit their talents. There is no hierarchy or inequality. A Bursary Fund and policy have been established to respond to financial need.

ARCS prides itself on being an eclectic, inclusive and diverse group of adults who gather in the spirit of community to make music. New singers and visitors to our program are welcome, and made to feel welcome, by our members. Our rehearsals are “closed” to ensure that we make the most of the limited time that we have each week. There are, however, appropriate times during the year at which we welcome guests and visitors.

These simple guidelines will assist in ensuring that visitors and new singers to our program are made to feel welcome.

Start of the Season

At the beginning of each season, we welcome new and prospective singers to our program.

- A new singer who is registered will be issued a music binder and be introduced to the choir.
- A prospective singer will be hosted by the Section Leader or designate and asked to share a music binder.
- During the coffee break, members of the board will make an effort to introduce themselves to the new or prospective singer.
- A prospective singer may attend two consecutive rehearsals prior to making a decision to register.
- At the end of the Registration Period, generally after the first four rehearsals, the Director will invite new singers to a pre-rehearsal information session to answer any questions and address any concerns.
- If a new singer is unsure of his/her voice part, they should indicate this to their Section Leader who will advise the Director. The Director will then schedule a voice placement interview with the new singer.

Late Registrants

After the Registration Period, new and prospective singers are still welcome to join our program under the following conditions:

1. There is space available in the voice section.
2. The new or prospective singer joins prior to the cut-off date for the program (see Registration Information for dates). Acceptance of singers wishing to join after the cut-off date is at the discretion of the Director.
3. In some instances, the Director may require a voice audition to assess the ability of the prospective singer to make up for prior rehearsals not attended.

Bursaries

A confidential process is in place for singers who wish to join the program but are unable to afford the cost of registration. An application form is available at www.up2something.org for anyone wishing to access bursary funds. Typically, not more than 50 percent of the cost of registration will be granted.

AUDITIONS FOR SPECIAL PARTS

CORE VALUE: We are inclusive. Everyone is a “star”; everyone gets a chance to exhibit their talents. There is no hierarchy or inequality...

Throughout the season, opportunities will be presented for singers who are interested to prepare music for special parts. This may include solo or ensemble performance, special dance parts, or theatrical roles.

The Annual Talent Show is a stand-alone event that’s entertaining and fun. Its dual purpose is to serve as a test pilot for acts, talent and creative ideas that may enhance the year-end show. **There is no guarantee that participation in the Talent Show garners a special part in the year-end show.** All singers are encouraged to enter the Talent Show to develop their performance abilities and to show others what they can do!

In addition to the Talent Show, a summary of Special Parts will be prepared and circulated prior to the year-end show. Those interested in auditioning for these parts may sign up for a scheduled audition. Wherever possible, the Director will select a principal and understudy for each special part assignment. The understudy will perform the part in the event the principal is unable to perform.

Selection Process

1. The Director and another member of the Artistic Team (“The Audition Team”) will conduct all auditions and post a schedule of auditions.
2. Singers auditioning for special parts will prepare the entire part to be performed but may be asked to only perform an excerpt in the audition.
3. Singers unable to make scheduled audition times cannot be accommodated.
4. The decision of the Audition Team is final.
5. Singers auditioning for special parts are not guaranteed assignment of a part.
6. A singer’s attendance record may be taken into consideration in granting a special part.
7. A singer’s volunteer activity is never a factor in the selection process.

Selection Criteria

- | | | |
|----|--------------------|--|
| 1. | Preparation | This includes memorization, delivery and adherence to the score. |
| 2. | Musicality | The musical interpretation, suitability of the voice for the part, and integrity of the performance. |
| 3. | Confidence | Making an impression, individuality and staging/deportment. |

Members of the Artistic Team would be pleased to assist singers in preparing for an audition by making suggestions, answering questions and offering additional resources.

The audition itself is considered to be a valuable learning experience and should be treated as such by singers. Not being rewarded a special part is not an indication of inferior talent or ability! Keep trying!

The notes I handle no better than many pianists.

But the pauses between the notes - ah, that is where the art resides! ~Artur Schnabel

VOLUNTEER RECOGNITION

CORE VALUE: Our members are our greatest resource. We are a diverse group of like-minded performers who work hard to excite our audiences, who volunteer selflessly; and who elicit an eclectic “esprit de corps” in everything we do.

In acknowledgement and recognition of the fact that the members of ARCS are our most valuable resource, and are vital to the smooth functioning of ARCS, a uniform practice of volunteer recognition has been adopted.



Given that there is very close to 100 percent involvement of members in volunteering for the organization, and understanding that each individual contributes in the way that is best for them, ARCS will host a “Volunteer Appreciation Lunch” at one of the Spring Saturday Workshops each year. To this lunch will be invited all Members of the ARCS organization, and any friends or family members that have supported ARCS by contributing volunteer hours to the organization.

Individual Committee Chairs are free to acknowledge their own committees independently by card or other token of appreciation, if they so choose. The “Volunteer Lunch” will, however, be the organization’s method of thanking volunteers by the organization.

Notification of the date of the lunch will be given well in advance of the event, so that all concerned can be included.

**When you give to others,
you speak a silent but audible thank you.
Appreciation for others and ourselves is
life and spirit for each and every one of us.**

~Anne Frank

RECOGNIZING SIGNIFICANT LIFE EVENTS

CORE VALUE: Respect for our stakeholders is paramount. We are sensitive to the needs and desires of our members, volunteers, employees, financial supporters and audience.

Given that our members are important to us and that their well-being is always a concern to us, ARCS acknowledges that members may from time to time go through significant life events where it is important for the organization to give some recognition to members who are so affected. These significant life events will include marriages of choir members, deaths or serious illnesses of members or their immediate family members, and births to members. In the event of any significant life event ARCS will attempt to be sensitive to the needs of the individual member.



As a token of our concern, well wishes, or heartfelt thoughts, a card will be purchased upon which members of the organization can express their thoughts. Every attempt will be made to get this card to the affected member in a timely manner. Purchase and presentation of the card will be the responsibility of the Program Administrator, or a member who would be willing to take on this volunteer position. Choir members that are friends of the person in question should make either or both of these individuals aware of the event that requires acknowledgement from the choir as a whole.

In the event that the choir is in recess, the Program Administrator or volunteer designate may purchase and sign the appropriate card on behalf of the members.

Birthdays, retirements, and other events important to individual choir members will only be acknowledged if the person concerned wishes to celebrate the event at choir rehearsals by bringing a treat to share with choir members, or just announce that they are celebrating a special event. It is understood that some members do not care to publicly acknowledge birthdays, retirements or other personal events.

Birthdays, retirements, and other events important to individual choir members will only be acknowledged if the person concerned wishes to celebrate the event at choir rehearsals by bringing a treat to share with choir members, or just announce that they are celebrating a special event. It is understood that some members do not care to publicly acknowledge birthdays, retirements or other personal events.

Many people die with their music still in them. Why is this so?

Too often it is because they are always getting ready to live.

Before they know it, time runs out.

~Oliver Wendell Holmes

COSTUMES

CORE VALUE: Our members are our greatest resource. We are a diverse group of like-minded performers who work hard to excite our audiences, who volunteer selflessly; and who elicit an eclectic “esprit de corps” in everything we do.

Costumes are an important aspect of ARCS performances, and our standards have been set by the spectacular costumes our singers themselves have assembled for themselves in previous years. As a performer, you will no doubt



appreciate the drama, energy and excitement that costumes can provide. For our audience, the visual impression we make enhances our sound – and therefore we want to look our best!

As in many performing groups, costuming can be one of the most contentious issues. Remember that you are part of an ensemble and that decisions necessarily have to be made in the best interest of the entire group. We respect that you may have a differing opinion about what is appropriate, but ultimately the Director has the final say. The Director may delegate this responsibility to the Choreographer/Staging Director.

As in our choral music, we strive for harmony in our costumes. Stay within the boundaries of the costume guidelines to avoid being inharmonious with the rest of the group.

We strive to keep the cost of costuming requirements to a minimum. Resources are provided to assist with special costuming requirements such as lending/borrowing, discounts, sewing, etc.

In order to minimize the confusion and frustration that can occur with trying to come up with a suitable costume, here are a few simple guidelines:

1. Read and understand the Costume Requirements provided by the Costume Committee. If you have questions, please ensure you ask the Costume Coordinator before setting out to find or make your threads.
2. A color palette is generally chosen for various “looks” on stage. Please follow the colour guidelines closely.
3. Specific dates will be established and communicated prior to the year-end show for viewing and approving your costume. Please ensure that your costume is ready to bring on these dates.

4. If you have need of a costume piece that you are having a hard time finding, let us know! You would be surprised what other choir members have in their closets!
5. A standard rule for any costume item, except where otherwise stated, is that it be clean and pressed. A white shirt that isn't ironed stands out like a sore thumb.
6. Footwear should be chosen to ensure comfort and safety, as well as to fit with your overall look. Remember that there is much standing and moving around on stage. Dress shoes should be polished – feet matter!
7. Where costumes call for hats, remember that stage lighting is used and your face will be in shadow if the



brim is too wide. Choose hats carefully, and wear them at an angle to ensure we can see your smiling face! Also remember that hats with large brims impede the view of other choir members standing behind you.

8. Hair styles should be pulled off the face to prevent shadows. Your eyes are vitally important and long bangs will detract from your ability to communicate with the audience.

9. Makeup is another component of the final look. Stage makeup differs from your daily makeup. It needs to be vibrant as hot stage lights can wash out your face. This includes the men as well!

10. Proper undergarments are extremely important under bright lights and in change rooms! Be sure that you're properly covered on this one.

11. Accessories can be the finishing touch to any costume. As long as they're in keeping with the costume guidelines and "look", bling can be a good thing. No dangly earrings or hazardous jewelry please.
12. Fragrance of any kind is strictly forbidden. Your favorite fragrance can make the difference between a fellow singer enjoying the performing experience or surviving it.
13. As in our choral music, we strive for harmony in our costumes. Stay within the boundaries of the costume guidelines to avoid being inharmonious with the rest of the group.

**Costumes are the first impression
that you have of the character
before they open their mouth-
it really does establish who they are.**

~Colleen Atwood