CHAMBER CHOIR, UNIVERSITY CHOIR, ORPHEUS SINGERS
GUIDELINES – Updated for 2015-16

REHEARSALS All rehearsals will start promptly ten minutes after the time posted in the time schedule unless otherwise specified by the conductor. This means that choir members must arrive and be seated before that time.

CONCERTS All members will arrive at times to be specified for warm-up and review of the music. All members are required to purchase a black, choral folder from the Ensemble Library.

CONCERT DRESS Women – Official SMTD concert dress, pearl necklace, black stockings, black polished dress shoes. NO perfumes. NO OTHER JEWELRY, WITH THE EXCEPTION OF SIMPLE EARRINGS, MAY BE WORN.
Men – Black tuxedo or black suit, white shirt and black bow tie.
Black dress shoes and black socks. No colognes.

GRADING Three factors will be considered in determining grades:
(1) Concentration, preparedness, and performance in rehearsals and concerts,
(2) Attendance,
(3) Attitude.

ATTENDANCE When you arrive at rehearsal, you may be required to sign the attendance sheet. The Personnel Manager is responsible for monitoring attendance and seeing that attendance policies are followed.

ABSENCES Each singer will be allowed to miss one regular rehearsal per term without penalty. Beyond that, there will be no unexcused absences without a grade reduction. Substantiated illness or emergency is basis for an excused absence. Every other absence will result in lowering your grade.

UNEXCUSED ABSENCES
1. Regular rehearsal - 1/3 grade lower (2/3 grade lower for OS-Orpheus Singers)
2. Dress rehearsal - 1 full grade lower
3. Concert - 2 full grades lower

EXCUSED ABSENCES
1. There will be no excused absences from any rehearsal or concert because of your own or anyone else's recital.
2. Excessive excused absences, for whatever reason, may affect your grade, or may result in your having to drop the ensemble.

LATENESS Persons not seated and ready to sing ten minutes after the time posted in the time schedule will be marked late. Lateness will result in lowering your grade. Late arrival of more than 20 minutes will be considered an absence.

UNEXCUSED LATENESS
1. Regular rehearsal
   a. First Two latenesses - 1/3 grade lower (2/3 grade lower for OS)
   b. Third & Fourth latenesses - 1/3 grade lower ((2/3 grade lower for OS)
   c. Fifth & each successive lateness-1/3 grade lower (2/3 grade lower for OS)
2. Dress rehearsal - 1/3 grade lower
3. Concert - 1 full grade lower
PROCEDURE FOR OBTAINING AN EXCUSED ABSENCE OR LATENESS:

You must send an e-mail whenever you wish to request an excused absence or lateness. Requests for excused absences or lateness are intended primarily for illness related events, so remember that other excuses are not likely to be accepted unless approved by the conductor in advance. **Requests to be excused for any reason MUST be received within a week after the absence or lateness occurred.** Be VERY specific with the details of why you are asking to be excused. Only the conductor can approve an excuse, not the Personnel Manager. Send your request via e-mail to the Personnel Manager for your group. The Personnel Manager will announce his/her e-mail address and post it on the Choir bulletin board. If an excuse has been disapproved, you will be notified by e-mail and will have one week to contact the conductor if you feel that the excuse should have been approved. If the excuse is subsequently approved, it is your responsibility to see that the Personnel Manager has received notice of this approval from the conductor.

MUSIC All members will be responsible for the condition of their music. You will be required to pay for any lost music; and your grade will be withheld until payment is made.

ANNOUNCEMENTS All important notices will be posted on the bulletin board and/or sent to you by email. Please check it frequently.