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# **Gallery Singers Choir Member Guide**

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**Revised October 2017**



## Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>How is the choir run? .....</b>	<b>1</b>
<b>What are my responsibilities as a choir member? .....</b>	<b>1</b>
Pay dues.....	1
Practice and attend rehearsals .....	1
Sign up to bring rehearsal snacks.....	2
Take and distribute concert posters and flyers.....	2
Help with concert-day tasks .....	2
Other choir jobs .....	2
<b>What do I need to know about rehearsals? .....</b>	<b>3</b>
Music distribution.....	3
Rehearsal location.....	3
Rehearsal days and times.....	3
<b>What do I need to know about concerts?.....</b>	<b>4</b>
Concert dates, times, and locations .....	4
What happens on the day of a concert? .....	4
What do we wear to concerts? .....	5
<b>What else might I need to know? .....</b>	<b>5</b>
Donations .....	5
Social media .....	6



## Introduction

Welcome to the Gallery Singers! This guide will give you basic information about the choir and tell you what to expect as a choir member.

## How is the choir run?

The choir is run by a volunteer Board of Directors made up mostly of choir members. The Board meets semi-regularly to make decisions about the choir's direction and finances.

Our Annual General Meeting (AGM) is held in September, usually during the break at a regular rehearsal. During the AGM, the choir elects new Board members and approves the budget for the upcoming year.

Our director, Jonathan Quick, chooses our repertoire, runs our rehearsals, and schedules any extra rehearsals as necessary.

## What are my responsibilities as a choir member?

This section describes the basic responsibilities you have as a member of the Gallery Singers.

### Pay dues

We collect yearly dues of **\$200** from each choir member, due in September. If you join partway through the season, the amount will be pro-rated. Dues can be paid in installments or reduced if necessary due to financial need.

Please pay by cheque, made out to The Gallery Singers, and submit it to [redacted], our President. You can also submit your cheque directly to our Treasurer at the AGM.

If you have any questions about dues, please speak to [redacted] or email him at [redacted].

### Practice and attend rehearsals

Please learn and practice your music at home between rehearsals. Jonathan, our director, often puts helpful audio files on our practice site at [redacted].

Please let Jonathan know as far in advance as possible if you are going to miss a rehearsal. You can email him at [redacted].

## **Sign up to bring rehearsal snacks**

We take a break in the middle of every rehearsal for tea and snacks. Choir members take turns bringing the snacks, and we circulate a snack sign-up sheet at the beginning of the rehearsal period for each concert. Please sign up to bring snacks once per rehearsal period if you can.

We have about 20 choir members, most of whom love cookies!

If you have a question about the snack rotation, or forget which week you signed up for, please speak to [redacted] or email her at [redacted].

## **Take and distribute concert posters and flyers**

A few weeks before each concert we print advertising posters and flyers. Please take as many as you can use, then distribute them to your friends and post them in public places you frequent.

## **Help with concert-day tasks**

Each choir member should be ready to help with various concert-day tasks, such as:

- helping with riser set-up and take-down
- helping to arrange the performance space and restore it to its previous condition afterwards
- helping to set up any recording equipment
- bringing food or other items when we have a post-concert reception

We will have a sign-up sheet for these tasks shortly before each concert. If you have any questions about concert-day tasks, please speak to [redacted] or email her at [redacted].

## **Other choir jobs**

There are a lot of other tasks that need to be done to keep the choir running, and you are encouraged to volunteer! Here is a sample list of jobs done by choir members:

- Advertising
- Applying for grants
- Creating the programmes for our concerts
- Helping choose the repertoire for upcoming concerts
- Maintaining our email list, mailing list, website, and social media accounts
- Organizing concert-day volunteers

These, and many other jobs, are described in the choir's Operations Manual. If you would like a copy, please speak to [redacted] or email her at [redacted].

## What do I need to know about rehearsals?

This section tells you everything you need to know about our rehearsals.

### **Music distribution**

When you join the choir, you will be assigned a folder number. When picking up new music, please only take the score with your number on it. If you forget your folder number or can't find a score with your number on it, please ask Jonathan for help.

Please don't make permanent markings on your music (for example, with a pen or highlighter). Pencil markings are fine and encouraged!

You don't have to erase your pencil markings when returning a piece of music unless we have borrowed it from another choir.

### **Rehearsal location**

We rehearse at Holy Trinity Anglican Church, at 12<sup>th</sup> and Hemlock. We normally rehearse in the sanctuary, upstairs. Jonathan will email the choir in advance if any rehearsal will be at a different location.

### **Rehearsal days and times**

We rehearse from September to May, with a short break between the Christmas concert and early January.

Our regular rehearsals are on Monday evenings from 7:30 pm to 10:00 pm.

### ***Extra rehearsals***

If necessary, we sometimes have extra rehearsals, usually on one of:

- Friday evenings from 7:00 pm to 9:30 pm
- Saturday mornings from 10:00 am to 12:30 pm

We usually have no more than one or two extra rehearsals per concert period.

### ***Dress rehearsals***

We usually have a dress rehearsal the day before a performance, on the Saturday morning from 10:00 am to 12:30 pm. Occasionally the dress rehearsal is on the Friday evening instead, from 7:00 pm to 9:30 pm.

### ***Sectional rehearsals***

The sopranos and altos sometimes have additional sectional rehearsals (no more than one per concert period). These are usually held on Sunday afternoons at somebody's house, and are followed by a potluck "snacktional" which involves eating and socializing.

## What do I need to know about concerts?

This section tells you all you need to know about our concerts.

### Concert dates, times, and locations

We usually have four concerts per season, on Sunday afternoons at 3:00 pm:

- Fall concert (end of October or beginning of November)
- Christmas concert (early to mid December)
- March concert (early March)
- May concert (early May)

Concerts are usually held at Holy Trinity Anglican Church (where we rehearse), or sometimes at another church nearby. You can find current concert information on our website at

<http://www.gallerysingers.ca/concerts.php>.

### What happens on the day of a concert?

This section gives a general idea of the timeline of a concert day.

#### ***Arrival time***

Our concerts are usually at **3:00 pm**, and the choir call time is usually around **1:15 pm**. Please arrive in time to be ready to sing at the call time. You can either arrive in concert dress, or change after the warm-up.

#### ***Pre-concert tasks***

If you are helping with a pre-concert task such as setting up the risers, please arrive 20 minutes ahead of the choir call time.

#### ***Post-concert tasks***

If you are helping to take down the risers and restore the concert space, please plan to stay about 20 minutes after the concert is over.

#### ***Post-concert reception***

If we are having a reception after our concert, each choir member should bring a contribution (either a baked good, or something else we need such as napkins). There will be a sign-up sheet prior to the concert.

If we have a reception, then we will also need volunteers from the choir to stay afterwards and help clean up.



## What do we wear to concerts?

Our concert attire varies:

	October	December	March	May
Men	Tuxedos	Tuxedos	Tuxedos	Tuxedos
Women	Black dresses with black stockings	Velvet dresses with scarves	Velvet dresses with pearls	Black dresses with nude legs*

\*Either nude coloured stockings or bare legs are fine.

If your gender differs from the rest of your section, you can choose either clothing option.

Everybody needs to have:

- black shoes
- a black folder for their music

See below for more information about each type of concert outfit.

### ***Tuxedos***

Men supply their own tuxedos. They should be black with a white shirt, black cummerbund, and black bow tie, and worn with black socks and shoes.

### ***Black dresses***

Women supply their own black dresses. They should be approximately knee-length, and can be worn with jewelry of your choice.

### ***Velvet dresses***

Our velvet dresses are supplied by the choir, and are worn with black socks/nylons and black shoes. The scarves for the Christmas concert are also supplied by the choir. For more information about the velvet dresses or the scarves, please speak to [redacted] or email her at [redacted].

## What else might I need to know?

Here are a few other things you might need to know about the Gallery Singers!

### **Donations**

The Gallery Singers is a registered charity and issues tax receipts for eligible donations. Anybody can donate through our website, by clicking the "Donate Now" button on the left menu bar, or directly via cheque. For more information about donating to the choir, please speak to [redacted] or email him at [redacted].

## **Social media**

If you are active on Facebook or Twitter, please follow us! We are at

<https://www.facebook.com/VanGallerySing/> on Facebook, and [@VanGallerySing](#) on Twitter.