



# Musician Policies & Procedures

[www.lakecountysymphonyorchestra.com](http://www.lakecountysymphonyorchestra.com)

## **About the Orchestra**

### **Mission Statement**

The mission of the Lake County Symphony Orchestra is to passionately create professional level concerts of diverse programming for all ages that encourages and promotes the beauty of orchestral music. All concerts shall be audience friendly, educational, and inspiring.

### **Purpose**

This manual is designed to acquaint you with the policies and procedures of the orchestra and to provide you with any information you may need about rehearsals and concerts.

### **The Board of Directors and Governance**

The Lake County Symphony Orchestra is a registered 501(c)(3) organization governed by a Board of Directors (“BOD”). BOD members are elected for a term of two (2) years though may serve an additional year, if approved by the BOD

The Board of Directors typically meets monthly to review ensemble and financial health of the organization and fundraising. The BOD maintains oversight of the Executive and Artistic Directors. Minutes of BOD meetings will be published in the Members only area of the website once reviewed and approved.

## **Basic Information**

### **LCSO on the Web**

The symphony website, at [www.lakecountysymphonyorchestra.com](http://www.lakecountysymphonyorchestra.com), has member and concert information for the current season, as well as ticketing, donation, and contribution information for patrons.

We also have an active Facebook page. Please like us on Facebook:  
<https://www.facebook.com/lakecountysymphonyorchestra>

Our season runs from September through July and consists of regular concerts and occasional special events.

### **Regular Season Concerts**

There are generally six (6) season concerts, which include Kids Koncerts.

Most concerts are held on Saturday evenings and usually performed at various sites in Lake County, IL.

There is an annual fundraising gala.

### **Musician Responsibilities**

#### **Responsibilities**

- Musicians are expected to be seated no later than 15 minutes before the start of a rehearsal/concert.

#### **Rehearsals and Concerts**

- Pick up your music at the appointed music distribution time and location or arrange for someone else to do this for you so that you can be prepared for the first rehearsal.
- Bring all music, a music stand, and a pencil to rehearsals and concerts.
- Be musically prepared – practice your parts before each rehearsal and discuss bowing, doubling, phrasing, or other questions with your principal or section leader prior to the start of rehearsal.
- Respect all musicians desire to participate fully without distraction.
  - Keep in-rehearsal conversations to a minimum and at a low volume.
  - Listen to the conductor as they work with individual sections and mark directions when they also apply to your part.
  - Stay focused – even when you are not playing. Know where the conductor is rehearsing a section so that when they call *tutti orchestra* you know exactly where to start.
  - Turn off and stow cell phones and devices during rehearsals and concerts.
- At the end of each concert, place all music in the designated area so that it can be sorted and returned to the library or rental company complete and without fines.

## **Concert Dress**

LCSO concerts are formal events. To enable the audience to focus on the music and not unique wardrobe choices, please follow the concert dress guidelines below:

### **Men**

Black tuxedo, black dress socks, black shoes, black bowtie, and white tuxedo shirt.

### **Women**

Black long-sleeved top, black palazzo pants or floor-length skirt, black hosiery, black shoes.

### **All Members**

Please refrain from wearing perfume or cologne at rehearsals and concerts. Avoid sequins, sparkles, or other flashy embellishments on clothing and in jewelry choices.

## **Attendance**

Attendance at rehearsals by all members, contracted musicians, and volunteers of the orchestra is critical to the development of the ensemble and refinement of the music for each program that make our concerts successful. As such, the following attendance policies have been adopted by management to make expectations and consequences clear and consistent. Please note that there are separate attendance policies for section and principal players.

### **All Musicians**

1. All musicians must attend all rehearsals. Absence at rehearsal may disqualify any musician from performing in the concert at the discretion of the Artistic Director.
2. Planned concerts and absences should be communicated on the Intent to Play form distributed prior to the start of the season. If you discover mid-season that you will be absent for a rehearsal later in the season, advise the orchestral Personnel Manager as soon as possible (see contact info and procedures below).
3. Unplanned absences (e.g., for illness or emergency work travel) should be communicated to the Personnel Manager as soon as an absence is determined to be necessary.

### **Principal Players**

1. Principals are expected to be at all rehearsals/concerts for the season. They are allowed one excused concert absence.
2. If a principal is not available for more than one concert in a season, the principal chair may be reassigned. Principals may petition to miss an additional concert. Acceptance is at the discretion of the Artistic Director.
3. Planned absences should be communicated on the membership Intent to Play form prior to the start of the season. If you discover mid-season that you will be absent for a

rehearsal later in the season, advise the orchestra Personnel Manager as soon as possible (see contact info and procedures below).

4. Unplanned absences (e.g., for illness or emergency work travel) should be communicated to the Personnel Manager as soon as an absence is determined to be necessary.

### **Absence Notification Procedures**

1. Planned absences known prior to the start of the season should be noted on the membership Intent to Play form.
2. Planned absences determined during the season should be reported to the orchestra Personnel Manager as soon as possible.
3. Unplanned absences should be reported prior to 12 noon on rehearsal days. Unplanned absences may be reported in the following ways:
  - a. By email: [ardenmusik@gmail.com](mailto:ardenmusik@gmail.com)
  - b. By phone: 847-337-1170
4. Emergency absences determined after 12 noon on rehearsal days should be reported directly to the Personnel Manager via phone/voicemail at: 847-337-1170.