

SPANISH FORK CHORALE

Member Handbook 2023-2024



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About the Spanish Fork Chorale

We're so glad you decided to join our choir! We hope that singing in this choir will give you opportunities to improve your musical abilities and hopefully make some new friends in your community. We hope you'll enjoy singing with us this semester—and beyond!

No Auditions!

The Spanish Fork Chorale is currently an open choir. All voices regardless of experience are welcome with no audition necessary. All you need to do is show up and you'll be welcome!

Rehearsal Schedules and Concerts

The Spanish Fork Chorale meets Tuesday nights from 7:00pm - 9:00pm at the Spanish Fork High School choir room: 99 North 300 West Spanish Fork, UT 84660

The choir's year is broken up into two semesters, the Fall and Spring, with two or three concerts held each semester. The choir generally doesn't meet during the summer months.

Fall semester rehearsals and concerts:

- Semester usually begins the Tuesday before Labor Day
- Harvest Moon Hurrah (September)
- Combined Thanksgiving Concert (November)
- Christmas Box angel Candlelight Vigil (December 6)
- Christmas Concert (December)
- Other performances for groups such as Senior Citizens and Rotary (TBA)

Spring semester rehearsals and concerts:

- Semester usually begins the second week in January
- Combined Choir Easter Concert (March or April)
- Spring Concert (April or May)
- Other performances for groups such as Senior Citizens and with HS Choir (TBA)

Spanish Fork Arts Council

The Spanish Fork Chorale functions under the umbrella of the Spanish Fork Arts Council, which provides partial funding to the choir. The Spanish Fork Arts Council is part of the city of Spanish Fork's Parks and Recreation department, 775 North Main Street, Spanish Fork, Utah 84660, main phone is 801-804-4600.

Choir Guidelines

The mission of the Spanish Fork Chorale is to enrich the lives of its participants by:

- Providing top quality choral direction and music education.
- Encouraging the development of the singer and the individual.
- Building a fun, cohesive, high-quality performing group.
- Improving the quality of life in the community by providing meaningful and entertaining performances.

Attendance and Rehearsal Requirements

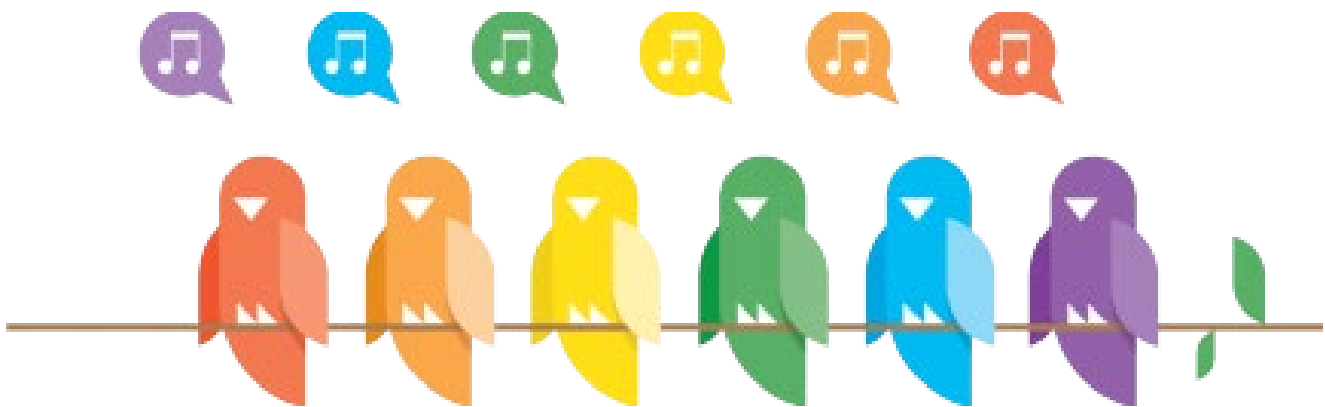
- Please attend rehearsals – Being a member is a commitment to participate in all performances that have been planned by the choir director and board. Due to the demanding schedule, members are asked to be at all rehearsals. In case of illness or other unforeseen circumstances, choir members may be excused from rehearsals, but absences should ideally not exceed 3 per semester. If you will miss more than 2 rehearsals in a row, please contact one of the board members so that they know you still intend to rehearse with the choir for the semester.
- Try not to be late for rehearsals- Rehearsals will start on time, regardless of the number of choir members present. It is the responsibility of each member to be on time and to be respectful of the choir director and his/her efforts to conduct the rehearsal in an effective manner. If something will regularly prevent you from being on time, please let one of the board members know about your circumstances.
- Out of rehearsal practice – Members are encouraged to practice at home at least once a week, especially if you must miss a practice.
- Attendance at dress rehearsals and concerts – Please make an extra effort to attend all dress rehearsals and concerts. If you cannot attend because of unforeseen circumstances, please contact one of the board members to let them know. Members should wear the required concert attire at all concerts.

General Requirements

- Keep our rehearsal room tidy – The Spanish Fork High School is very gracious to let us rehearse in their choir room. In order to show our gratitude, the choir room should be returned to whatever state it was in before the choir entered, including the position of the chairs, music stands, and instruments. Please do your best to avoid leaving litter or personal belongings in the choir room after rehearsals.
- Courtesy – Please be friendly and courteous to the choir director and your fellow choir members. We want our choir to have a friendly and welcoming environment for everyone in our community from all backgrounds.

General Requirements (continued)

- Give back to the choir – Consider giving back to the choir by donating a portion of your time. Like most non-profit organizations, the Spanish Fork Chorale relies on volunteers to accomplish most of its goals. We recognize that not everyone has the time or capacity to volunteer. The Chorale could always use some assistance with concert setup and takedown. You can also serve in a position on the board if you have the means. Your willingness to volunteer will help prevent your fellow choir members from getting burned out and will ensure that we all share the workload.
- Invite friends and family – We always need more voices and more friends. Please invite your friends and family to join us!
- Representative of the choir and the city of Spanish Fork – When you are representing the choir in an official capacity in our community, remember to conduct yourself professionally and to treat everyone with respect.
- Have fun!! – Help us make participation in our choir a meaningful and enjoyable experience. Have a good sense of humor and make sure you're always having a fun time at rehearsals and concerts!



Price Sheet (Cost List)

The following table provides a quick reference guide to the prices of membership, concert apparel and costs to replace lost or damaged items:

Membership (paid each semester) <ul style="list-style-type: none">• \$40 per individual• \$60 per couple
Formal Concert Apparel (one-time purchase) <ul style="list-style-type: none">• \$45 for women's tunic• \$10 for men's regular satin tie
Casual Concert Apparel (one-time purchase) <ul style="list-style-type: none">• \$22 for S, M, or L sizes of men or women's polo shirt• \$24 for XL sizes of men or women's polo shirt• \$26 for 2XL sizes of men or women's polo shirt• \$28 for 3XL sizes of men or women's polo shirt• \$30 for 4XL sizes of men or women's polo shirt
Replacement Costs (due to damage or loss) <ul style="list-style-type: none">• \$25 for music folder• \$2-\$5 variable cost to replace each individual copy of music



Methods of Payment

Preferred: Online payments may be made by going to reconline.spanishfork.org
Payments can also be made at the Parks & Rec office or at choir meetings with cash or check. Checks should be made out to Spanish Fork Recreation.

Member Registration

We're so glad you've decided to join our choir!

Parks and Recreation Liability Waiver

The Spanish Fork Chorale is a service provided by the Spanish Fork City Parks and Recreation department, all new choir members are required to fill out a one-time liability waiver. You will need to submit it on-line at reconline.spanishfork.org When you go on-line, select New User and follow the instructions. An email will be sent with your password. Please check your Spam folder for this email. This is also where you will go to make your choir payments on-line.

Explanation of Fees and Fines

Our goal is to make participation in the Spanish Fork Chorale as affordable as possible. We don't want the cost of participation to be the reason why someone can't be in the choir. If you have any difficulty affording fees or concert attire expenses, please contact either the choir director or choir president to make alternative arrangements.

Membership Fees

Membership fees help cover staffing costs, music costs, and other general operating costs.

A membership/tuition fee of \$40 per semester is required for each member. In cases where both a husband and wife (or parent and dependent child) sing in the choir a discounted fee of \$60 per couple is required. Membership fees are non-refundable 30 days after payment. Payment can be made online at reconline.spanishfork.org or checks made out to Spanish Fork Recreation can be given to the choir treasurer.

Music Folders

The music librarian will assign each member a music folder with a unique number for tracking purposes. The music folders have been provided to the Spanish Fork Chorale through a generous grant from the Spanish Fork City that was paid for by the Recreation, Arts, and Parks tax (RAP tax).

Lost or damaged music folders will need to be replaced by the choir member at \$25 per folder.

Individual Copies of Music

Music for each concert will be selected by the choir director. The Spanish Fork Chorale will then purchase and provide individual copies of the music for each choir member. All of these copies are owned by the Spanish Fork Chorale. The number written on the individual music pieces given to the member should match their assigned music folder number. Other numbers may not be used unless permission to do so has been given by the music librarian.

All music used by members of the Chorale must be returned to the music librarian immediately following the final performance for which that music was used (or if a choir member leaves the choir for any reason or finds they cannot make that performance). Unreturned, lost, or damaged music will result in a fine to cover the cost of each piece of music. The fine will be based on the cost to order a replacement copy of that piece of music.

Music owned by the Chorale may not be copied for personal use. Music from past semesters may possibly be borrowed with permission from the Music Librarian and the Choir Director.

Concert Attire

Costumes are required for each member of the Spanish Fork Chorale and are to be worn at all performances. The Spanish Fork Chorale has two different types of costumes: a casual costume and a formal costume. Each type of costume will typically be used at least once a semester.

The following table lists the type of attire worn at each concert each season:

<u>Concert</u>	<u>Apparel Type</u>
Harvest Moon Hurrah - September	Casual
Combined Thanksgiving Concert - Nov	Formal
Christmas Box Angel Candlelight Vigil	Just dress warmly
Christmas Concert - December	Formal
Combined Easter Concert - April	Formal
Spring Concert - April or May	Casual
All other performances	TBA

Casual Costume – Men and Women

The casual costume consists of dark denim jeans and the Spanish Fork Chorale official navy-blue polo shirt with the Choir’s insignia stitched on its pocket. The polo shirt takes approximately 3 weeks to order and costs \$22 (additional \$2-\$8 for plus sizes)



Formal Costume – Men

For men, the formal costume consists of:

- A white button up dress shirt – provided by the member
- A satin necktie in royal blue – purchased from the Chorale at \$10 – Order through Costume Board Member
- Dark dress pants – provided by the member
- Black dress shoes (with black socks) – provided by the member

Formal Costume – Women

For women, the formal costume consists of:

- A Hollis tunic (\$45, Southeastern Apparel) – Must be purchased immediately because it takes 8 weeks to make and ship – Order through Costume Board Member
- Black tank or camisole recommended – provided by the member
- A long black skirt to the ankles – provided by the member
- A pearl necklace – provided by the choir and returned after each performance
- Black dress shoes (with black hose or socks) – provided by the member
- Christmas concert only: poinsettia corsage – provided by the choir and returned



Spanish Fork Chorale Board

OFFICER	ROLE	CONTACT INFO
Choir Director, Shaun Nelson	Selects music, runs rehearsals, and plans concerts	Mobile: (801) 376-2496 shaun1122@gmail.com
Choir President, Sandy Coxson	Conducts choir business and member communications	Mobile: (801) 836-2695 sandy.coxson@gmail.com
Treasurer, Diane Owen	Maintains budget, collects dues and concert attire payments paid to choir	Mobile: (801) 885-8393 diaowe@gmail.com
Music Librarian, Mark Martin	Maintains the music library and music folder inventory	Mobile: (301) 791-7140 mpm17268@yahoo.com
Asst Librarian, Kyrie Clawson	Assists Music Librarian	Mobile: (385)207-6426 kyrie.clawson@gmail.com
Concert Coordinator, Kathy Lipscomb	Manages concert attire and volunteers for concert setup and take down	Mobile: (801)842-1255 rynnlipscomb@gmail.com
Secretary, Susan Clark	Maintains Choir records	Mobile: (541)405-6809 sjc25@me.com