



# SPANISH FORK CHORALE

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## Member Handbook

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# About the Spanish Fork Chorale

We're so glad you decided to join our choir! Although our choir may be small, we make up for it with our big sound and our big hearts. 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're so glad you've joined us and we hope you'll have fun 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 7:00p - 9:00p 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 concerts held each semester. The choir doesn't meet during the summer months.

Fall semester rehearsals and concerts:

- Semester usually begins around Labor Day
- Harvest Moon Hurrah (September)
- Christmas Concert (December)

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)

## 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, open Monday - Friday: 8:00a - 5:00p.

775 North Main Street  
Spanish Fork, Utah 84660  
801-804-4600

# New Member Checklist

The following is a quick list of the tasks a new member needs to complete in order to fully enroll in the Spanish Fork Chorale:

- Register as a member in our database**  
See “Member Registration” on page 5
- Submit your Parks and Recreation liability waiver**  
See “Member Registration” on page 5
- Pay your membership fees to the Treasurer**  
See “Membership Fees” on page 6
- Purchase concert attire**  
See “Concert Attire” on page 6
- Check out a music folder**  
See “Music Folder” on page 7

# Member Registration

We're so glad you've decided to join our choir! When you first join the choir there are a few procedures you need to complete in order to become an official member, as described in the following sections.

## Enrolling in Cut Time

We use an online web app named Cut Time to manage our choir membership roster. On the first day that you attend a Spanish Fork Chorale rehearsal, a member of the choir board will work with you to register as a new member on this website. We primarily use this website to send you texts and emails about important choir related announcements, such as upcoming concerts, rehearsal time/location changes, etc.

After you have set up your initial membership, you can update your contact information and any other membership details by going to <https://cuttime.net/> and clicking the **Sign In** button on the top right menu. Once you are logged in, you can click your name in the top right menu to open a menu of options. Select **My Profile** to go to your profile information. Feel free to make any necessary changes to your profile as needed.

If you need any help with Cut Time, please contact the current choir president.

## Parks and Recreation Liability Waiver

Because the Spanish Fork Chorale is a service provided by the Spanish Fork Parks and Recreation department, all new choir members are required to fill out a one-time liability waiver. You have two options for submitting this liability waiver. One option is to submit it online at:

[https://www.spanishfork.org/departments/parks\\_and\\_recreation/liability\\_waiver.php](https://www.spanishfork.org/departments/parks_and_recreation/liability_waiver.php)

Or you can request a liability waiver from one of the SF Chorale board members. You can fill out the form and then submit it to the Treasurer along with your membership dues.



### Note

If your contact information changes, you will need to fill out a new liability waiver. Otherwise, you only have to fill it out one time.

# Cost to Participate

Our goal is to make participation in the Spanish Fork Chorale as inexpensive 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 alternate arrangements.

## Membership Fees

A membership/tuition fee of **\$20 per semester** is required for each member. In cases where both a husband and wife sing in the choir, a discounted membership fee of **\$30 per couple** is required.

Membership fees help cover staffing costs, music costs, practice and performance venue rental fees, a music folder for each member, and other general operating costs.

Payment should be made to the Treasurer by the last week of September for Fall semester and by the last week of January for Winter/Spring semester. Membership fees are non-refundable after the two dates listed below for each semester. Checks should be made out to **Spanish Fork City** or **Spanish Fork Recreation**.

## 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 at one of the two concerts that semester.

### CASUAL COSTUME

The casual costume consists of blue jeans and the SF Chorale official navy blue polo shirt with the choir's insignia stitched on its pocket. The polo shirt takes 2 weeks to order and costs \$22 (with an additional \$2-\$6 for plus sizes). Please contact the Choir President or the Member Services Chair to place an order.

### FORMAL COSTUME

For men, the formal costume consists of a tuxedo, which can be either rented or purchased from the Tuxedo Warehouse in Orem. As of the time of this writing, the bowtie or necktie color has yet to be determined.

For women, you'll need to purchase a long black skirt and a Hollis Tunic from Southeastern Apparel. As of the time of this writing, the color of the blouse has yet to be determined. The

Hollis Tunic takes 3-5 weeks to ship and costs \$34.00, plus shipping. You can order one through the choir. (Please contact the Choir President or the Member Services Chair to place an order.) You could also order one directly from Southeastern Apparel at: <https://sepapparel.com/hollis-tunic.html>

# Music Folders

Music for each concert will be selected by the Choir Director. The Spanish Fork Chorale will then purchase and provide the music for all choir members.

The Member Services Chair will assign each member a folder with a music number. All music pieces provided to the member should match their assigned folder number. The assigned number is written on the front of the music. Other numbers may not be used unless permission to do so has been given by the Member Services Chair.

All music used by members of the Chorale must be returned to the Member Services Chair immediately following the final performance for which that music was used. Unreturned music will result in a fine to cover the cost of each unreturned/missing piece of music. Music owned by the Chorale may not be copied for personal use.

# Choir Code of Conduct

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, and
- Improving the quality of life in the community by providing meaningful and entertaining performances.

In order to better fulfill this mission, we ask that all choir members adhere to the following code of conduct.

## Attendance and Rehearsal Requirements

Please follow these guidelines for rehearsal and concert attendance:

- **Please attend rehearsals** - Being a member is a commitment to participate in all performances that have been planned by the Director and Board of Directors for a given time. Due to the demanding schedule, members are asked to be at all rehearsals. In the 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.
- **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 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.
- **Members are encouraged to practice at home at least once a week** - In addition to the regular weekly rehearsals with the group, each member is strongly encouraged to take the time to practice at home at least once during the week as needed to facilitate quicker mastery of the music selections. Choir members who miss rehearsals are especially encouraged to practice at home.
- **Attendance at dress rehearsals and concerts is required** – You should make an extra effort to attend all dress rehearsals and concerts. If you cannot attend because of unforeseen circumstances, you must contact one of the board members to let them know. Members should wear the required concert attire at all concerts.

## General Requirements

Please follow these general guidelines while participating in the choir:

- **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, members should refrain from littering in the choir room. The choir room should also be

returned to whatever state it was in before choir entered, including the position of the chairs, music stands, and instruments.

- **Please be friendly and courteous to the 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. Please be kind and cheerful to your fellow members and make an effort to ensure everyone feels included here.
- **Invite your friends and family to join us!** – We always need more voices and more friends. When speaking about the choir to the rest of the community, please speak positively and encourage more people to join.
- **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!

# Board of Directors

The Spanish Fork Chorale is governed by a board of directors consisting of six officers. The following table gives the information for the current board of directors and their contact information if you would like to reach out to them:

<b>Officer</b>	<b>Role</b>	<b>Contact Info</b>
Shaun Nelson, Choir Director	Selects music and runs rehearsals	Mobile: (801) 376-2496 shaun1122@gmail.com
Alyssa Rock, Choir President	Conducts choir business and member communications	Mobile: (801) 319-5435 alyssa.rock@gmail.com
Myra Dudgeon, Vice President	Nominates individuals to fill board vacancies	Mobile: (425) 268-1106 dmdudgeon5@aol.com
Curtis Jewell, Treasurer	Collects all dues and concert attire payments	Mobile: (435) 282-9225 swordsman@curtisjewell.name
Tami Gubler, Member Services Chair	Manages the music library and costume inventory	Mobile: (801) 310-0817 tamstermom@yahoo.com
Rob Coxson, Publicity Chair	Advertises upcoming concerts and choir events	Mobile: (801) 623-1549 xocluz@gmail.com