



# Loveland Choral Society

## MEMBER HANDBOOK

### Welcome to Loveland Choral Society!

We're glad you're here! We are a community of singers who enjoy learning choral music and performing for our audience of live music lovers in Northern Colorado.

This handbook is here to help you get to know our choir and your role within it. Inside, you'll find helpful information about our policies, expectations, and what it means to be a member. We hope it answers your questions and gives you a sense of the community and musical excellence we strive for together.

### OUR MISSION

Loveland Choral Society is a Colorado Non-Profit Organization whose purpose as a community performing arts group is to learn, sing and perform a diverse repertoire of choral music.

### GETTING STARTED

#### LCS Membership At A Glance

- **Rehearsals:** Mondays, 7:00 PM - 9:30 PM
- **Rehearsal Location:** 1445 W 28th St, Loveland, CO 80538 (unless otherwise announced)
- **Performance Location:** The Historic Rialto Theater in Downtown Loveland 224 E 4th St, Loveland CO 80538
- **Dues:** \$45 per concert, due by the third rehearsal.
- **Attendance Policy:** For any show - if you are unable to attend one of the first two rehearsals, if you miss more than two rehearsals, or if you will miss dress rehearsals or performances, we may request that you consider joining LCS during the next program cycle.
- **Section Leaders:** Each vocal section has a designated section leader, announced at the start of show rehearsals. Contact your section leader if you need to miss a rehearsal.
- **Sectionals:** Optional sectional rehearsals may be held throughout the season.
- **Primary Contact:** [lovelandchoralsociety@gmail.com](mailto:lovelandchoralsociety@gmail.com)

## **Each LCS Season consists of three concert cycles:**

- Fall Concert - A traditional choral presentation, occasionally containing some smaller group performances and minor costume/dance elements.
- Christmas Concert- A full choral presentation with orchestra, our most popular production for singers and audience goes alike!
- Spring Show- A full production/show with dancing, costumes, and live band - this is an auditioned show with a longer rehearsal schedule than our other productions.

## **Dues**

Members pay dues for each show in which they participate (currently \$45 per concert). Dues must be paid by the membership cut-off date for the concert, generally the third rehearsal.

Membership dues do not cover the cost of music. Instead, they help offset LCS expenses such as performance royalties, accompanist fees, administrative costs, and music storage. Dues are non-refundable after the membership cut-off date, which is the third rehearsal. We encourage you to attend the first rehearsal to see if the choir feels like a good fit before committing!

If dues present a financial challenge, please feel free to reach out to a member of our Board of Directors. We never want cost to be a reason someone can't sing with us. Thanks to the generosity of our supporters, we're able to offer assistance to members in genuine financial need.

## **Membership & Auditions**

Membership is open to interested singers aged 16 and up who have basic vocal skills and a willingness to learn and perform multi-part choral music. All new members will have a brief voice check with the director to determine vocal range and ensure the best voice placement within the choir.

New members are invited to join at the start of each concert cycle: in August for the Fall concert, in October for the Christmas concert, and in January for the Spring production.

Auditions for the Spring production take place in early January. Please prepare 32 measures of a song of your choice, and bring either sheet music or an accompaniment track (a cappella auditions are not accepted). You'll also be asked to complete a brief information form to help us learn more about your performance background. Casting for the Spring Show is based on the specific needs of the production and vocal blend.

## **Section Leaders**

Each vocal section (Soprano, Alto, Tenor, Bass) has a designated Section Leader. These experienced volunteers are your go-to resource for questions about music, marking your score, and rehearsal schedules. They are also the person you should contact if you need to miss a rehearsal. We'll introduce them at the start of the season!

## **REHEARSALS & PERFORMANCES**

### **Rehearsals**

Loveland Choral Society rehearses from 7pm to 9:30pm every Monday throughout each performance session. Any additional rehearsals will be announced in advance. If you know you'll miss a rehearsal, please let your section leader know.

- Members are welcome to arrive up to 15 minutes early to socialize and assist with any needed setup of our space.
- Be seated and ready to start at 7pm.
- Come prepared with your music organized, a pencil, and your water bottle. Please silence cell phones and smart devices that make noise.
- Please give your full attention to the Director and keep side conversations to a minimum during rehearsals. This helps everyone hear important instructions and keeps our rehearsal moving forward.
- At the conclusion of rehearsal, please help to ensure that the rehearsal space is left in the same condition in which we found it - our rehearsal space is generously donated for our use, we would not have the ability to operate our organization without the generosity of our community partners! Please ensure that you exit the rehearsal space promptly by 9:30.
- Please be considerate of members with allergies and sensitivities and avoid using products with fragrances (such as perfume, cologne, scented hair spray, scented lotions, and aftershave) during rehearsals. Deodorant use is strongly encouraged.

- Do not bring guests to rehearsals or members only events or spaces such as backstage areas. Our insurance only covers members.
- General self care and etiquette:
  - Use the resources provided to help you prepare for rehearsals, when you come to rehearsal prepared we are able to make progress towards our goals.
  - Practice your music between rehearsals, it is expected that you put in time at home to practice and learn the music so that when we assemble as a group we can refine and enhance the music as an ensemble.
  - Look after your voice and general well being to remain able to attend rehearsals. If you are unable to sing but are feeling well, please still attend rehearsal as you can learn by listening and engaging mentally even if you're not taking an active part in the rehearsal.
  - Experienced members are encouraged to help less experienced members to navigate music and support them through the rehearsal.

## **Sectional Rehearsals**

Rehearsals for individual sections may be held throughout the season. These optional sectionals focus on reviewing rhythms and tonal/pitch quality with that section. Attendance is highly recommended but not required.

## **Attendance**

- Due to the limited number of rehearsals, attendance at each rehearsal is essential. If you cannot attend one of the first two rehearsals, please email [lovelandchoralsociety@gmail.com](mailto:lovelandchoralsociety@gmail.com). We may request that you consider joining LCS during the next concert cycle. These first two rehearsals are where music is distributed and introductions to the repertoire are made.
- Please miss no more than two rehearsals per program. If you exceed this, you may be asked to rejoin in the next cycle.
- Notify your section leader via email if you cannot attend rehearsal and ensure you get updates from a fellow singer on what was missed.
- All rehearsals during tech week are mandatory (including dress rehearsal.) It is during these rehearsals that all technical elements of the performance come together. Lights, sound, costumes, etc. are integrated into these rehearsals and that's why your attendance is required. Please talk with your section leader if you are unable to attend any of these rehearsals.

## Performances

- Our primary performance venue is the Historic Rialto Theater in downtown Loveland, Colorado. Concert attire is announced in advance of each concert. Members are responsible for their own performance attire and are expected to adhere to the designated concert attire guidelines.
  - Concert dress for the Fall and Christmas productions is usually all black, or black with a colored accent or top. Specific guidelines will be announced as soon as possible in production to ensure you have time to prepare your concert dress.
  - Costumes for the Spring show vary widely and are announced during rehearsals.
  - If you have concerns or issues please speak with a member of the board of directors, lack of performance attire should never prevent a singer from participating and we have resources to assist members in need of help with concert attire.
- Performance Folders - Black folders are used for most performances. You may use your own black folder such as a three ring binder or professional music folder. We will make binders available in the weeks prior to performances that can be borrowed and returned after the final performance. Members who use a tablet should use a black case that isn't shiny or reflective. Tablets should also be set to the low screen brightness during performances.
- Please be considerate of members with allergies and sensitivities and avoid using products with fragrances (such as perfume, cologne, scented hair spray, scented lotions, and aftershave) during dress rehearsals and performances. Deodorant use is strongly encouraged.
- Professionalism is key to our success as a performing group. Please help us create a focused and respectful environment by observing the following guidelines:
  - **Be on time and performance-ready by the announced call time.** This is typically 90 minutes before the concert unless otherwise noted.
  - **Keep personal devices offstage and silenced.** This includes cell phones, smartwatches, and any alarms or notifications.
  - **Minimize noise and conversation backstage.** Stay attentive to the director and stage crew during pre-performance preparations.
  - **Maintain complete silence on stage during performances and dress rehearsals.** This is especially important while the orchestra or band is

tuning, as it allows them to properly adjust their instruments for the best sound quality.

- Take care of yourself:
  - Rest vocally and physically
  - Eat lightly before rehearsals and performances
  - Drink lots of water before and after performances!
- The most important note about performances is: Smile and have fun!

## OUR COMMUNITY CULTURE

Being part of LCS is about more than just singing; it's about building a supportive and positive community. We all contribute to this by:

- **Being Positive Role Models:** We encourage each other with a cheerful outlook and supportive behavior.
- **Treating Everyone with Respect:** We believe every member is entitled to be treated with dignity and respect.
- **Encouraging Growth:** We invite friends to join and help new members navigate their first season.
- **Asking Questions:** If in doubt, ask! No question or concern is unimportant.

## COMMUNICATION & RESOURCES

Members receive regular updates by email, so please add

[lovelandchoralsociety@gmail.com](mailto:lovelandchoralsociety@gmail.com) to your contacts to ensure messages don't end up in your spam folder. Be sure to check your email before each rehearsal for important announcements and updates.

A dedicated Google Drive folder containing all the resources you'll need—such as digital sheet music, schedules, planning documents, and practice tracks (when available will be created for each program.. Members should bookmark the folder and check it regularly for updates and additional materials.

## ADDITIONAL POLICIES

### Sheet Music Usage Policy

All sheet music is the property of Loveland Choral Society and is provided to members for short term use and must be returned (in the case of original prints), destroyed (in the case of authorized photocopies), or deleted (in the case of digital copies) after use.

Members are provided with sheet music in both physical and digital format for individual performances. Physical copies may be original prints or authorized photocopies.

You are responsible for taking care of your issued music and returning it in the same condition it was issued. A small replacement fee will be charged for music that is lost or damaged beyond normal wear. Please do not mark the original music with anything other than pencil.

## **Media Policy**

Your participation in Loveland Choral Society is your permission for LCS to use your image in photos and video in perpetuity. A visual presence is important for the promotion of choral performances, our website, our social media accounts, grant proposals and reports, and archival records. We strive to choose the best images of the chorus in rehearsal and performance representative of our professional standard. If you have concerns about this, please reach out to the board at [lovelandchoralsociety@gmail.com](mailto:lovelandchoralsociety@gmail.com) to let us know so that we can do our very best to accommodate your request to not be included in our digital presence where possible.

## **Social Media Policy**

We highly encourage you to follow official Loveland Choral Society social media accounts and share our posts.

Please be sensitive and considerate to others when making remarks on social media platforms, especially as it relates to engagement with our organization. We recognize that our members use and enjoy social media in a private capacity and we do not want to interfere with that, however as a member you represent our organization and your online comments and posts could potentially have a huge impact on our organization so please exercise caution when posting and commenting on social media.

Only official volunteers and members of the board of directors are authorized to speak on behalf of Loveland Choral Society on social media platforms via our official social media accounts and in accordance with our official Social Media Policy. Members are welcome to

share and comment on our posts, but should not make statements that could be interpreted as representing the organization itself.

### **MARKETING MATERIALS & TICKET SALES**

All members are asked to assist in selling tickets for performances as well as promoting donations and sponsorships. Marketing materials such as posters, flyers, and postcards will be made available to members in the weeks leading up to performances, please help distribute and hang these as a way to spread the word!

### **QUESTIONS?**

Please contact a representative of LCS by emailing [lovelandchoralsociety@gmail.com](mailto:lovelandchoralsociety@gmail.com) for additional information.