

# Instrumental Ensembles Handbook

2010-2011



## Lawrence Academy of Music

Street Address: 100 Water Street  
Appleton, WI 54911

Mailing Address: 711 East Boldt Way SPC 4  
Appleton, WI 54911

[www.lawrence.edu/dept/acad\\_music](http://www.lawrence.edu/dept/acad_music)  
[acad\\_music@lawrence.edu](mailto:acad_music@lawrence.edu)  
920-993-6278

**Lawrence Academy of Music** provides the highest caliber music instruction and performances for persons of every age, ability, and background while encouraging love of music, fostering creative expression, and promoting personal enrichment.

A division of the Lawrence University Conservatory of Music in Appleton, Wisconsin, Lawrence Academy of Music has been in existence since 1874. Its colorful history includes being a preparatory school in the early 1900s before a public high school was available in Appleton. Established as a not-for-profit community music school, the Academy became a certified member of the National Guild of Community Schools of the Arts in 1983. We currently serve almost 1,900 individuals from 1,600 families from all over Northeast Wisconsin.

The Academy seeks both to prepare pre-college students for possible careers in music and to guide students who pursue the study of music as part of a lifetime of musical enjoyment. In addition, it enhances the cultural life of the community by presenting students and faculty in performances that are open to the public.

### Academy Office Staff Directory

Academy of Music Director:	Karen Bruno	832-6635
Administrative Assistant:	Sara Rezin	993-6278
Registrar/Receptionist:	Ellen Skinner	832-6632
Girl Choir Coordinator:	Sue Hahn	832-7038

## **Attendance Policy**

Our goal of performing music to the best of each ensemble's ability can only be realized with the commitment of all members. Students are expected to attend all rehearsals and commit to the ensemble for the entire year. We believe that the rehearsal process is as important as the final concert, and is often where the most meaningful musical experiences happen.

Excused absences will be allowed for illness, required school events, and family emergencies. Where conflicts between school music performances and weekly Academy rehearsals occur, school performances take precedence. Parents are asked to contact the Academy as soon as possible when rehearsal conflicts arise. This will help the ensemble directors make the most of each rehearsal.

In case of any absence, please e-mail or call the ensemble manager or the Academy *prior* to rehearsal, to be excused.

**Report an absence:**

acad\_music@lawrence.edu or 920-993-6278

Members who have more than two absences per semester will:

1. perform concerts only with the conductor's permission, and may . . .
2. be required to demonstrate their knowledge of the music during a meeting with the conductor.

*Attendance at dress rehearsals prior to all concerts is mandatory. Members of any ensemble who miss a dress rehearsal may not perform in the corresponding concert.*

In case of inclement weather, a posting on the Academy website ([www.lawrence.edu/dept/acad\\_music](http://www.lawrence.edu/dept/acad_music)) will list cancellations. In addition, members who have supplied e-mail addresses will receive notification via e-mail.

## **Eligibility**

Because the Academy ensembles are a supplement to the school-based music programs in the area, all participants in the programs must be enrolled in their school music program, when available.

## **Code of Conduct**

Acceptance into the Academy ensembles is a privilege shared by all members. In order to create a safe learning environment that promotes the highest-level performance, musicians are required to behave appropriately at all times. In addition to learning music, the musicians are also learning appropriate rehearsal skills including:

- Arrive on time with music and materials. Please do not arrive for rehearsals more than 20 minutes before rehearsal begins, as there is no supervision before that time. Also, please be prompt in picking up your child from rehearsals.
- Be respectful of the conductor, manager, other ensemble members, music and the rehearsal facilities. No hats during rehearsal. Turn off cell phones.
- Be attentive during rehearsals.
- Practice ensemble music at home.

It is expected that every member will conduct themselves in a mature and responsible manner while participating in this program.

## **The Role of Parents/Guardians**

The involvement of parents and guardians is crucial to the functioning of the Academy ensembles. Tuition is kept affordable with parent volunteers assisting with tasks such as helping with rehearsals and concerts, chaperoning tours and fund raising, etc.

*Parents are responsible for checking folders each week for memos.*

## **Fees and Financial Aid**

Fees are listed under each ensemble.

*Payment schedule:* A non-refundable deposit is due June 1, 2010. The remaining balance may be paid in full by September 15, or in three installments due September 15, October 15, and November 15. If you choose the installment method, there will be a one-time installment fee of \$8.00.

All ensemble fees for the year are due prior to the fall concert and are refundable only for family emergency or moving outside the region. Students whose payments are in arrears may not perform with their ensemble.

When additional fees for tours are necessary, fund raising opportunities will be provided.

Payment may be made by credit card or check made payable to Lawrence Academy of Music.

Payments should be sent to:  
Lawrence Academy of Music  
711 East Boldt Way, SPC 4  
Appleton, WI 54911

*Financial Assistance:* It is our goal that no motivated student who has a serious desire to pursue musical studies be denied such opportunity due to family financial circumstances. Need-based tuition assistance is available. Call the Academy office at 920-832-6632 for information and forms or visit the academy website at [www.lawrence.edu/dept/acad\\_music](http://www.lawrence.edu/dept/acad_music).

## **Concert Tickets**

Tickets will be available two weeks in advance of each concert and on performance days at the Lawrence University box office. All seats are general admission.

The box office is located next to Stansbury Theater in the Music Drama Center and is open Monday - Saturday, 12:30-5:30 pm. The box office follows the Lawrence University academic schedule, and is closed during finals and breaks. Please call the box office at (920) 832-6749 before you come.

## **Withdrawal Policy**

Your non-refundable deposit indicates your commitment for the entire year. All fees are due prior to the fall concert and are refundable only for family emergency or moving out of the area.



## Symphonic Band

The Symphonic Band is an ensemble of about 50 woodwind, brass and percussion players in grades 7-9. The Symphonic Band provides talented musicians the opportunity to perform challenging band literature with other motivated students. The Symphonic Band schedule includes weekly rehearsals, two performances a year, group sectionals and touring opportunities.

**Conductor:** Dr. Jon Meyer

**Manager:** Ange Dvorak (angela.d.dvorak@lawrence.edu)

**Auditions:** Spring, for musicians entering grades 7-9

**Retreat:** Date: Tuesday, August 24

Time: 10:00 am – noon

Location: Shattuck Hall, Room 163,  
Lawrence Conservatory

**Rehearsals:** Mondays 7:00 pm – 8:30 pm

September 20 – November 15

January 3 – March 14 (no rehearsal January 17)

Room 156, Shattuck Hall, Lawrence Conservatory

**Report an Absence:** Email Ange Dvorak at  
angela.d.dvorak@lawrence.edu and the Academy at  
acad\_music@lawrence.edu or call (920) 993-6278  
before rehearsal.

**Dress Rehearsals:** Lawrence Memorial Chapel

*Attendance is mandatory.*

*(No concert attire necessary for dress rehearsal)*

- Friday, November 19, 6:00-7:15 pm
- Saturday, March 19, 2:30-4:00 pm

**Concerts:** Lawrence Memorial Chapel

Members report by 6:30 pm (percussion at 6:15)

- Saturday, November 20, 7:00pm
- Sunday, March 20, 7:00 pm

## Fees

\$208.00 per year

\$50.00 non-refundable deposit due June 1, 2010

The remaining balance may be paid in full by September 15, or in three installments due September 15, October 15 and November 15.

Once your deposit is received, you will receive a bill for the remaining payments. If you choose the installment method, there will be an installment fee of \$8.00.

Please make checks payable to Lawrence Academy of Music.

Students whose payments are in arrears may not perform with their groups.

## Concert Dress

Members of the Symphonic Band are to dress in all-black or black bottoms and a white shirt, elbow-length sleeves or longer (no T-shirts). Turtleneck, mock turtleneck or collared shirts are acceptable. Pants or skirts should be dressy. Skirts/dresses should be knee-length or longer when seated; low heels are appropriate. Ties are not required, but suggested. No jeans or tennis shoes or excessive jewelry.

## Music and Supplies

Each member will be assigned a folder containing music. *All music is the property of the Lawrence Academy of Music and is to be returned at the end of the season or when the student leaves the ensemble.* Lost or damaged music will be billed to the owner of the folder.

Trumpet and trombone players will need a straight mute. Percussionists will receive a list of suggested sticks and mallets.

Two sharpened pencils should be kept inside the folder at all times. Parents, please check the folder after each rehearsal for important notes.

**Folders must come to all rehearsals!**