Instrumental Ensembles Handbook

2013-14

Lawrence Academy of Music

Street address:
100 West Water Street
Appleton, WI 54911

Mailing address:
711 E. Boldt Way,
Appleton, WI 54911

go.lawrence/academy
920-832-6632

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	832-6632
Program Coordinator:	Sara Rezin	993-6278
Registrar/Receptionist:	Cheryl Boyle	832-6632
Youth Ensembles Coordinator:	Anne Powling	832-7038

Street Address: 100 W. Water Street, Appleton, WI 54911

Mailing Address: 711 E. Boldt Way, Appleton, WI 54911

Academy websites and contacts:

go.lawrence.edu/academy
www.facebook.com/lawrenceacademy
anne.e.powling@lawrence.edu
twitter- @lawrenceacadmus

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. This will, however, still be considered an absence from the ensemble. 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 Youth Ensembles Coordinator prior to rehearsal, to be excused.

Report an absence:
anne.e.powling@lawrence.edu or 920-832-7038
or complete absence form under your ensemble page at
go.lawrence.edu/academy

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 (go.lawrence.edu/academy) 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.
- Firearms, knives, and weapons are strictly prohibited at all Academy rehearsals, concerts and events.
- 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, concerts and fund raising, etc. Students may be dropped off no more than 15 minutes before their rehearsal and must be picked up within 10 minutes of the rehearsal ending.

Parents are responsible for checking folders each week for memos, and checking e mail correspondence from the Ensembles Coordinator, reinforcing these messages.

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.

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.

In addition, the university is working to install on-line ticketing for the new academic year. We will update parents as soon as we have further details.

Photography and Publicity

Lawrence Academy of Music often visually records lessons, classes and public occasions. These images as well as information about student, teacher and staff activities are published regularly as part of coverage of the Academy of Music. Publications include print media, such as brochures, advertising, the Academy newsletter, and the Academy's web and Facebook site. Images and information featuring registered students and staff are considered eligible for publication or public use unless the student (or parent/guardian of students under 18) submits a request for non-use in writing to the Academy of Music office prior to the publication date. Non-disclosure forms are available at the Academy of Music office. Continuing students must complete a new form each year.

Recording Concerts

Academy concerts and public presentations include musical compositions that are copyright protected. An individual may make a recording for home use only. Many people are not aware that any sharing of video or audio that includes copyright protected materials (i.e. YouTube) is illegal and may have negative consequences for both the Academy and the individual. Sharing of this video also compromises the privacy of our students. Therefore, we respectfully request that Academy families refrain from this practice.

Academy String Orchestra

The Academy String Orchestra (ASTRO) is an ensemble of about 40 motivated string players, grades five through eight, who prepare and perform orchestral music at a high level. Emphases include the development of reading and ensemble skills. ASTRO's schedule includes a weekly rehearsal, group sectionals and two performances a year.

Conductor: Janet Bond Sutter
Manager: Ann Hada 920-830-2853
(jennifer.ann.hada@lawrence.edu)

Auditions: Spring, for string players entering grades 5-8

Rehearsals: Tuesdays, 4:30 - 5:45 pm; arrive by 4:15 for tuning
Trinity Lutheran Church auditorium
September 17– November 19
January 14– March 18

Parent Meeting: September 17, 5:45 Trinity Lutheran Church

Report an Absence: Email Ann Hada
(jennifer.ann.hada@lawrence.edu)
or the Academy at go.lawrence.edu/academy
or call (920) 832-7038 before rehearsal.

Dress Rehearsals: Lawrence Memorial Chapel
Attendance is mandatory.
(No concert attire necessary for dress rehearsal.)
Friday, November 22, 4-5:30 pm
Friday, March 21, 4-5:30 pm

Concerts: Lawrence Memorial Chapel
Members report at 2:30 pm
Saturday, November 23, 3:00 pm
Saturday, March 22, 3:00 pm

Concert Dress
White shirt, elbow-length sleeves or longer (no T-shirts). Turtleneck, mock turtleneck or collared shirts are acceptable. Black or dark slacks (no jeans) or skirt, knee length or longer when seated. Ties are not required, but suggested.

Violinists, please have an extra E string in your case.
Cellists/bassists, please have a rock stop.

Music
Each member will be assigned a music bag and folder containing music. Bags and all music are the property of the Lawrence Academy of Music and are to be returned in good condition 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.

Parents, please check the folder after each rehearsal for important notes, and check e mail correspondence from the Youth Ensembles Coordinator reinforcing these messages.

Bags and folders must come to all rehearsals!

Symphonic Band

The Symphonic Band is an ensemble of about 45 woodwind, brass and percussion players in grades 6-9. The Symphonic Band provides 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: David Hamilton
Manager: **Jack Lussenden** (jack.q.lussenden@lawrence.edu)
Cell:608 718 9980

Entry: At present, the ensemble requests a year's experience on an instrument with a band teacher's recommendation.

Rehearsals: Mondays 7:00 pm – 8:30 pm
September 9 – November 18 (No rehearsal on Sep. 16)
January 6– March 17 (no rehearsal Jan. 21)
Room 156, Shattuck Hall, Lawrence Conservatory

Parent Meeting: September 9, 8:15 p.m. Room 156, Shattuck Hall

Report an Absence: Please report absences before rehearsal:
Email: Anne Powling at anne.e.powling@lawrence.edu
Academy: go.lawrence.edu/academy,
jack.q.lussenden@lawrence.edu
Phone: Anne Powling on (920) 832-7038 ,

Dress Rehearsals: Lawrence Memorial Chapel
Attendance is mandatory.
(No concert attire necessary for dress rehearsal.)
Friday, November 22, 6:00-7:15 pm
Friday, March 21, 6:00-7:15pm

Concerts: Lawrence Memorial Chapel
Members report by 6:30 pm (percussion at 6:15)
Saturday, November 23, 7:00 pm
Saturday, March 22, 7:00 pm

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 at the cost of the complete score.

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!

Wind Ensemble

The Wind Ensemble is an ensemble of about 60 wind and percussion players in grades ten through twelve. The Wind Ensemble provides motivated musicians with the opportunity to perform challenging band literature on a very high level. The Wind Ensemble schedule includes weekly rehearsals, two performances a year, group sectionals and touring opportunities.

Conductor: Mr. Michael Ross
Manager: Kenni Ther(robert.k.ther@lawrence.edu)
Auditions: Spring, for musicians entering grades 10-12
Exceptional ninth grade students may be considered.

Rehearsals: Mondays 7:15 pm - 9:15 pm
September 9– November 18 (no rehearsal Sep.16)
January 6– March 17 (no rehearsal Jan. 21)
Room 163, Shattuck Hall, Lawrence Conservatory

Parent Meeting: September 23, 7:15 pm. Room 163, Shattuck Hall

Report an Absence: Please report absences before rehearsal:
Email: Anne Powling at anne.e.powling@lawrence.edu
Kenni Ther (robert.k.ther@lawrence.edu)
Cell: 847 849 3781
Academy: go.lawrence.edu/academy
Phone: Anne Powling on (920) 832-7038

Dress Rehearsals: Lawrence Memorial Chapel
Attendance is mandatory.
(No concert attire necessary for dress rehearsal.)
Friday, November 22, 7:30-9 pm
Friday, March 21, 7:30-9 pm

Concerts: Lawrence Memorial Chapel
Members report by 6:30 pm (percussion at 6:15)
Saturday, November 23, 7:00 pm

Saturday, March 22, 7:00 pm

Concert Dress
Members of the Wind Ensemble are to dress in all-black or black bottoms and a white shirt. Gentlemen should wear a collared white long-sleeved shirt with a tie and may wear suits or black sport coats as well. Pants or skirts should be dressy. Skirts/dresses should be knee-length or longer when seated; low heels are appropriate. No jeans or tennis shoes or excessive jewelry.

Music
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 at the cost of the complete score.

Two sharpened pencils should be kept inside the folder at all times. Folders must come to all rehearsals!

Announcements
Students will frequently bring home informational handouts. Parents are asked to check folders, and students are encouraged to share rehearsal information with their parents.
Important information and rehearsal notes from Mr. Ross will be shared via email frequently.