

Reno Pops Orchestra—Musician’s Handbook 2024-2025 Season

I. Orchestra Mission Statement

As musicians of the Reno Pops Orchestra, our vision is to make the world a better place through sharing great orchestral music with each other and with our community. In order to accomplish this mission, the Reno Pops Orchestra musicians:

- Explore great orchestral music in a wide variety of styles under the direction of an accomplished professional conductor, collaborating under the leadership of the finest professional musicians and teachers.
- Provide entertaining, accessible performances of the highest quality, performing in the finest venues for families, friends, and seniors in our community.
- Prepare and perform family-friendly concerts that deeply move our audiences and help them develop a love for great orchestral music.
- Create a positive, nurturing environment in which we embrace and encourage one another and strive for musical growth in a spirit of inclusivity and commitment to personal improvement and excellence.
- Encourage and nurture young, dedicated musicians in our region through private tutoring, open rehearsals, educational and outreach programs, and membership in our orchestra.
- Work closely as a team with the board of directors to help encourage the continued success of the organization as it strives to reach its potential as a purveyor of wonderful music for our community.

II. Information About Playing with the Pops

The Reno Pops Orchestra is a community of musicians serving the Northern Nevada/Northeastern California region. The members of our orchestra come from a wide variety of ages, levels and walks of life. Our members include professional, para-professional and highly- skilled student and community musicians who have the requisite musical skills to perform professional editions of standard literature and who have the desire to commit their time and talent to the Reno Pops Orchestra.

Open Rehearsals: Guest musicians may sit in on any open rehearsal. Guests and substitute musicians should adhere to the principals of the Musician’s Handbook at all rehearsals and performances that they attend.

Handbook: All regular members of the Reno Pops Orchestra should study the Musician’s Handbook – which can be found on our website at <http://renopops.org>. Members should also sign the “Handbook Acknowledgement and Acceptance Form” which is included with the handbook. New members will receive a copy when they sign up for the Grapevine Newsletter. Rehearsals not designated as “open” (regular and dress rehearsals) are to be attended only by musicians who will be performing in the upcoming concert.

How To Join the Pops: To become a regular, performing member of the Reno Pops Orchestra, you are invited to sit-in for multiple open rehearsals, after which you may schedule a musical interview with the conductor. Only regular, auditioned members of the orchestra are permitted to sign out black folders or take original sheet music home. Guests and prospective members may, however, request practice photocopies from their Section Leader.

III. Calendar and Rehearsal Schedule

- Regular rehearsals are held from 7:00 to 9:30 PM on Wednesday nights. Although we strive to adhere to this schedule, dress rehearsals can run later as predetermined by conductor.
- At the direction of the concertmaster, the tuning note for rehearsal is sounded a few minutes before the hour. At this time, all musicians are expected to be quiet and attentive so all can hear and tune properly. The downbeat for regular rehearsals is at 7:00 p.m.
- Our season starts in late August/early September and runs through mid-July, and typically consists of five to seven concerts.
- The season schedule and musician's calendar can be found on our website at <http://www.renopops.org>

IV. Musician Responsibilities

A. Attendance—Although we are a volunteer community organization, we strive for the highest standards of professionalism and commitment. To accomplish this, you are expected to:

- Attend a minimum of 75% of rehearsals in any concert set. If you are unable to fulfill this commitment, it is your responsibility to notify your section leader and the conductor well in advance.
- If you need to miss a rehearsal, please contact your section leader, when possible, at least two days in advance, if you are going to be absent. Players are encouraged to help find a competent sub whenever possible. Wind and Brass players should try to have their music at the rehearsal.
- Attendance at the dress rehearsal and sound check is required. Please schedule your time so that you will be able to attend. Players who are unable to attend the dress rehearsal and/or sound check may be asked not to play the concert. If you are unable to attend, it is your responsibility to communicate this information to your section leader and the conductor.
- Arrive at rehearsals at least 15 minutes early to allow time for set up and warm up, and be present for the full rehearsal. "15 minutes early is on time. On time is late."
- Percussionists should arrive 30 minutes prior to rehearsal to help set up equipment. They are also required to carefully and completely store all equipment at the end of rehearsal.

B. Rehearsal Location—The Reno Pops Orchestra rehearsal location changes from time to time. Here is information about our current rehearsal location:

- **Address:** North Valleys High School 1470 E Golden Valley Rd, Reno, NV 89506

- Water bottles are encouraged, but if you bring other types of beverages or snacks to rehearsal, please eat it outside during break.

C. Sectionals—Sectional rehearsals are essential for our success as an orchestra. There will usually be at least one week of sectionals per concert set.

- Sectionals will be scheduled by your Section Leader.
- There is usually one sectional scheduled per concert.
- Attendance is mandatory.
- More sectionals may be scheduled as needed or requested by the Conductor.

D. Rehearsal Etiquette—Although we are a very friendly bunch, musicians are expected to adhere to the principals of the best professional conduct at our rehearsals. In addition, because there are often young people in our midst, players must always speak and act with kindness and polite respect for others at all times.

- Musicians must be quiet and attentive in rehearsal at all times for us to achieve success. This means no “side-bar” conversations that are unrelated to the musical tasks at hand. Talking, distracting comments, and practicing are unacceptable during rehearsal.
- Always treat your fellow members of the orchestra, our leadership team, and all who attend our rehearsals, with the utmost courtesy, kindness, inclusiveness, and respect. This includes absolutely no profanity, or suggestive or off-color comments. This is a polite and professional group of people, and there are often young people in our midst.
- All musicians must help set up and clean up at both rehearsals and concerts. At rehearsal, return your chair to the pre-rehearsal position and place your stand in the racks as requested. At concerts, plan to help with tasks within your physical capability, including load in, set up, striking the set, and load out.
- Treat the rehearsal and concert facilities with utmost respect. Do not touch any equipment not belonging to you.
- Drinking alcoholic beverages or consuming substances that impair one’s judgment is strictly prohibited before or during a rehearsal.
- Please turn your cell phones off during rehearsals unless you have a family emergency, and refrain from using them until break.
- As with all symphonic groups, decibel levels within the orchestra can rise above what is considered “safe” thresholds. Players are encouraged to have a set of ear plugs or other hearing protection in case levels get too high for comfort. For those directly in front of trumpets and percussion, we are working on acquiring some professional sound shields. However, hearing protection is ultimately an individual responsibility, and we encourage you to be careful about protecting your hearing!

E. Concerts—To achieve the highest standards of professionalism you are expected to:

- Arrive on time for all sound checks and concerts, properly dressed and ready to play. If you are going to be late to a sound check, contact your Section Leader immediately.
- A sound check/short dress rehearsal will be held at the concert site prior to the concert. Sound checks could last from 45-90 minutes, depending on the programming and circumstances, followed by at least a 45-minute break before the beginning of the concert.
- Please see the Attendance policy regarding sound checks (IV. Musician Responsibilities A. Attendance).
- Absolutely no talking or cell phone use during concerts.
- Drinking alcoholic beverages or consuming substances that impair one's judgment is strictly prohibited before or during a concert.
- Please go over concert etiquette with your family, friends, and students who will attend the concert so that they interact politely and well with other audience members, and please remember, no filming of any concert is allowed without prior permission from the conductor.
- Formal concert attire, unless otherwise specified by the Conductor:

MEN

- Black tuxedo pants and jacket or
- a nice black suit
- White wing collar tuxedo shirt
- Black bow tie
- Black dress socks
- NO COLOGNE (some are allergic!)
- "Pit Black"— Intended for outdoor performances or other less formal events: Full-length, black attire and black shoes/socks for everyone.

WOMEN

- Black full-length dress, black ladies' suit, a black skirt/blouse combination, or black dress pants and long-sleeved black blouse. No slits above the knee.
- All-black, closed-toe dress shoes.
- NO PERFUME (some are allergic!)
- Modest jewelry.
- "Pit Black"— Intended for outdoor performances or other less formal events: Full-length, black attire and black shoes/socks for everyone.

F. Music— Players must be regular members of the orchestra in order to sign out music folders. You must provide your name and contact information on the music sign out sheet. Bring the music to every rehearsal!

- Each player must bring a pencil to every rehearsal and sound check.
- Players should ALWAYS use a soft, #2 pencil to make markings in the music. Markings should be light enough to be easily erased. Use of sticky notes and other safe, nonpermanent study aids are allowed as long as it doesn't damage the music and must be taken out of the music before returning.
- NEVER use ink, colored pencil, highlighters, tape, glue, or other permanent adhesive on the music.

- You are responsible for the care and prompt return of all music. Some of the Pops music is rented and cannot be replaced. All folders and music must be returned on or before the day of the concert! You will be charged for any music or folder not returned on time, as well as for any damaged or missing parts—including any markings in music that are difficult to erase.
- Wind and brass players must send their music any time they are going to miss a rehearsal.
- If a player is not playing a concert, music must be returned immediately – and in all cases, before the day of the concert.
- Always remember: the music does not belong to you.

G. Seating—We like to be well-organized in our seating, but our players are flexible on where they sit, depending on what best serves the orchestral sound and to make sure those who are ready have opportunities to shine.

- The conductor and section leader will confer to determine the section seating for each concert.
- Solos are generally played by the principal player in each section.
- Some doubling is allowed in the wind sections, subject to conductor approval.

V. Volunteerism—Volunteerism is an essential aspect of membership in the Reno Pops Orchestra. In addition to the time, effort, and dedication required to play one’s part up to a high standard, every member of the Reno Pops is expected to make a contribution in one way or another. This is crucial to our success as a community orchestra. This contribution could be either serving in a leadership position, or as a member of a crew or committee. Volunteerism is not only limited to only orchestra members, though; family and friends are always welcome to volunteer with the Pops! Check our website for open volunteer positions.

Crews and Committees

- **Marketing & Publicity Committee** – Publicizes concerts through printed material, website, and social media.
- **Finance Committee** – Help recruit Corporate Sponsors, write and submit grant requests.
- **Fundraising Committee** – Help with planning and producing fundraisers.
- **Music Library Committee** – Acquire, copy, distribute, track, and catalog music.
- **Players Committee** – Section leaders or their designee address and communicate orchestra concerns and suggestions.
- **Rehearsal Crew** – Assists with set up and cleanup of rehearsal space.
- **Stage and Loading Crew** - Assists with transport, set up and tear down of concert equipment.
- **Arranging/Orchestrating Staff** – Assist conductor with arranging and preparing our custom arrangements. This requires a working knowledge of either Finale or Sibelius and some formal training in music theory and orchestration.
- **Outreach Committees:** Composer Showcase, Conductor Workshops, Concerto Festival, St. Vincent’s Coordinator, Summer Music Camp.

- **Specific Positions:**

Music Librarian – Coordinates activities of the Music Library Committee.

Player's Committee Chair – Calls and presides at Player's Committee meetings, oversees, and advises Section Leaders in their roles, serves as a spokesman and leader in the orchestra regarding musician concerns, and communicates musician suggestions and concerns to Board and Conductor

Production Manager and Assistants – Arranges for concert venues & manages logistics.

Equipment Manager – Arranges equipment transport and supervises concert set up.

Stage Manager – Arranges and directs stage setup and takedown, stand lights, etc.

Sergeant-at-Arms - Makes sure the orchestra ends each rehearsal break and concert intermission on time. Monitors rehearsal etiquette and courtesy and reminds musicians of important aspects as needed. Backs up Player's Committee Chair on Musicians Handbook concerns.

Section Leader – Appointed by conductor. See section VI for details.

Enrollment, Membership, and Volunteer Coordinator – Recruits/coordinates musician volunteers. In collaboration with the Conductor collates information from the enrollment form for orchestra directory and use in filling committees and open positions.

Multi-Media/Technology Director – Arranges slides and videos for concerts, assists with technological aspects of concerts and rehearsals.

Historian/Archive Video Coordinator—Makes sure each concert and activity are well-documented with photos which are then shared with website and social media coordinators. Also helps production manager make sure professional-quality videography takes place at each concert, that there are two hard copies—one for board and one for conductor--and that digital copies of the footage are uploaded and stored in the cloud for private and organizational use by the conductor and board.

VI. Section Leaders—Section Leaders are orchestra members of the highest musical standards. They rehearse and perform professionally while encouraging other players. Section Leaders will be appointed by the conductor. Section leaders are responsible for the following, but are strongly encouraged to delegate these tasks amongst the members of their section:

- Assist Conductor with the Music Interview process including choosing literature to be used and listening to Music Interviews.
- Assist Conductor in designating section seating.
- Track and record attendance for their section.
- Remind players of the 75% attendance rule and encourage adherence to guidelines.
- Make sure each musician completes and submits an Enrollment Form and submit it to the Personnel Manager for inclusion in the POPS database.

- Make sure each member in the section understands the Musician Handbook and signs and turns in the Musician's Agreement and Enrollment Forms.
- Greet new players at open rehearsals and make all players feel welcome and appreciated.
- Serve as a model of proper rehearsal conduct and other policies, and politely insist that others in their section do the same.
- Answer questions about POPS and introduce players to the conductor or other leaders, as well as follow up with them (i.e., text, email, phone call, etc.).
- Make sure guests and prospective members do not leave with a folder, and facilitate them receiving practice copies, as desired.
- Anticipate holes and openings and work with the conductor and section mates to recruit excellent players to fill them for each concert set.
- Schedule and organize sectionals as requested by section members or Conductor.
- Remind musicians of proper rehearsal etiquette and encourage adherence to guidelines.
- Represents section at Player's Committee meetings, or will send a sub.
- Circulate and double check the musician personnel roster for each concert program.
- Make sure no POPS music goes out the door without permission and make sure contact information was obtained. Make sure that folders only go home with current auditioned members of the orchestra. Ensure folders are returned.
- Be available to help section members with additional coaching as requested.
- Coordinate substitutes in sections as needed.
- Communicates with Librarian regarding music needs (i.e., extra copies).
- Communicate with Conductor about musicians who will be absent at a rehearsal.
- Strings only: attend Bowing Parties as scheduled by the Concertmaster. If unable to attend, send a reliable member from your section to go in your place.

VII. Financial Contributions—The actual cost to maintain our orchestra is over \$1200 per player per year. We encourage musicians, their families, associates, and friends to become supporting members of the Reno Pops Orchestra to help offset these expenses. Membership contributions go toward Conductor's fees, music costs, rehearsal site rental, concert venues and operating expenses. Another great way to contribute to the Pops is with your time. Volunteering on a committee, crew, or other leadership positions is a great way to help ensure the orchestra runs efficiently.

VIII. Organizational Structure—The Reno Pops is a nonprofit 501 (c) (3) organization in the State of Nevada, governed by a Board of Directors. The Executive Board includes a President, Vice-President, Treasurer, Secretary, and Past President. The full Board includes the above officers plus committee chairs covering a variety of duties and projects and representative(s) from the orchestra.

Section Leader Information

Name: _____

E-Mail: _____

Phone: _____

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HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE FORM**

(Please Initial)

_____ I have read the Reno Pops Orchestra Musicians Handbook and agree to all the information, policies, and expectations described therein.

_____ I understand that my commitment to the Reno Pops Orchestra is strictly voluntary and is on a season-to-season basis.

_____ I agree to do all I can to support the Reno Pops Orchestra's quest for musical excellence.

_____ I understand musicians are strongly encouraged to contribute financially, if able, to help offset the organization's expenses.

_____ I agree to consult with my section leader if attendance issues or other questions or concerns arise.

_____ Since information and policies are subject to change, I understand that such changes will be communicated to me by my Section Leader or by another official of the Reno Pops Orchestra.

_____ I agree to allow my email address to be used for internal communications from the Reno Pops. My address may be included in a directory of Reno Pops musicians for orchestra use only.

_____ I agree to allow the Reno Pops Orchestra to publish photographs that include my image when germane to orchestra publicity, grants, or other orchestra business.

Name (PRINT)

Physical Address _____

Mailing Address (if different) _____

Instrument _____

Best Phone _____ Best Email _____

Signature _____ Date _____

* If musician is a minor, guardian signature is required.

Guardian Signature _____ Date _____

*****Please complete, sign, and return this page to your Reno Pops Orchestra Section Leader at your next rehearsal. Thank you, and welcome to the Pops!***

Donations for this concert season:

____ Already Donated

____ Plan to donate (amount \$ _____) / monthly or yearly (circle one)

____ Unable to donate at this time. Will work on finding donors and be extra helpful in fundraising and volunteer efforts to help cover organizational costs.

ENROLLMENT FORM

PLEASE check any places you would be willing to help.

Fundraising Committee

Marketing & Publicity Committee

Finance Committee

Music Library Committee

Players Committee

Rehearsal Crew

Stage and Loading Crew

Arranging/Orchestrating Staff.

Outreach Committee

Composer's Showcase Solo and Concerto Festival St. Vincent's Coordinator

Specific Positions: I would be interested in helping- please check.

Music Librarian

Player's Committee

Production Manager and Assistants

Equipment Manager

Stage Manager

Sergeant-at-Arms

Section Leader

Volunteer Coordinator

Outreach Coordinator(s)

Multi-Media/Technology