



***Hartland  
Community Band***

***Handbook***

***[www.hartlandcommunityband.com](http://www.hartlandcommunityband.com)***

***3/4/2015***

## ***About The Band***

The Hartland Community Band is a volunteer organization that has been active in the musical life of southeast Wisconsin's artistic community since 1994. The band is delighted to entertain residents in the Lake Country Area and to provide a musical outlet for its many talented adults.

Our concert venues allow people to enjoy our music at a variety of locations. The band enjoys performing summer concerts at Nixon Park in Hartland, Oconomowoc Band Shell, and other community locations. Our fall performance, the Gib Weigel Scholarship Concert is a joint venture with the Arrowhead High School Wind Ensemble and is performed at the Oconomowoc Art Center. We complete our concert season the first Sunday in December at the Holy Hill National Shrine. We also perform a community outreach concert at a selected nursing home the week prior to the Holy Hill concert.

## ***Statement of Purpose***

The Hartland Community Band provides an opportunity for individual musical expression and growth. We are committed to the best quality of performance possible, providing music that is challenging and rewarding for all players. We strive to perform music for our audiences that create a sense of community and pride in our nation.

## ***Membership***

The Hartland Community Band is comprised of adult musicians from the Lake Country and surrounding area.

Due to venue constraints the band must limit its roster. Those wishing to become a member of the band should contact the conductor. If the instrument's section is full, the conductor will add the prospective member's name and instrument interest to the waiting list. New members will audition for placement in the band when an opening becomes available. The audition will consist of a prepared solo and sight-reading. The conductor and section leader or appointed member from that section will be present.

A substitute player (one concert) does not need to audition and will be prequalified by the conductor.

## ***Dues***

Annual dues for a full membership in the Hartland Community Band are \$25 for a single membership or \$35 for a couple/family. Dues are to be paid in full at the beginning of the spring/summer season or at any time during the calendar year the member joins. Payment of dues gives membership privileges, including full participation in rehearsals and concerts, listing of the member's name in concert programs, voting eligibility, and access to any other activities or services sponsored by the band. In cases of financial hardship, the Hartland Community Band Board may reduce or waive an individual's dues. The Band Board will consider requests for dues reduction on a case-by-case basis.

## ***Attendance***

The Hartland Community Band maintains a member list, which is updated at the beginning of each Spring/Summer season. Attendance is taken at each rehearsal. The expectation is that members attend all rehearsals and concerts according to the schedule provided on the band website. All absences must be communicated to the conductor, band secretary, and the section leader in advance.

- A band member must attend 75% of scheduled rehearsals in order to play in the concert/s.
- A band member must perform in 50% of the concerts for that season in order to play during that season.

Exceptions may be made at the discretion of the conductor.

If a member cannot attend a “season” (spring/summer or fall) and a replacement player is brought in and wishes to stay, the original member will go to the top of the waiting list for that section.

## ***Rehearsals***

The Hartland Community Band rehearses Wednesday evenings from

7:00 - 8:30 pm in the Arrowhead High School South Campus band room. The Spring/Summer rehearsals run from the first Wednesday in March through the first Wednesday in June. The fall season runs from the first Wednesday in September through the last Wednesday in November for the Scholarship and Christmas concerts. Additional dress rehearsals will be scheduled for the spring/summer performances and will be listed on the band website

Rehearsals provide the band an opportunity to rehearse as a large group and in smaller sectionals. Sectionals will be held as determined by the conductor and will be led by the section leader.

It is the expectation that band members are on time and ready to rehearse at 7pm. Part of being ready is to have practiced and prepared your individual parts. Rehearsal etiquette is to be followed, including the silencing of cell phones.

### ***Performance Dress***

Summer Concert Attire: All band members are to wear their current band polo shirts. Black bottoms are to be pants, capris or skirts. Black shorts will be allowed as long as they are knee length. Shoes, socks or sandals worn are to be black. No white socks or white tennis shoes.

Parade Attire: White polo shirts, khaki bottoms and shoes or sandals of choice.

Formal Concert Attire for Women: All black which may include black mid-length or longer skirt, slacks, black blouse, sweater or jacket, black hose and black shoes.

Formal Concert Attire for Men: Black suit or tuxedo with a white shirt, black bow tie, black shoes and socks for the Scholarship Concert. For our Holy Hill Christmas Concert a festive holiday long tie should be worn.

Nursing Home Attire: Festive Christmas attire on top and black pants or skirt, black shoes.

## ***Performance Procedures***

Members should arrive at the concert location to allow time to unpack, warm up and become acclimated. Members need to be on stage at a time designated by the conductor. Members should make sure their music is in concert order and necessary accessories such as stands and stand lights are present. The concertmaster (first chair clarinet) gives the cue to tune. During the concert, stay alert –carefully watch the conductor. If the conductor motions for soloists or the entire band to stand, do so quickly being sure to face the audience.

Extraneous noise and talking should be kept to a minimum before and during the program.

Smile!

## ***Section Leaders***

The section leader must be diplomatic and reasonable. He/she will distribute the music and determine the individual seating assignments within the section, consulting with the conductor as needed. He/she will be available to section members to address any questions regarding playing techniques, intonation, and part interpretation. The section leader will disseminate communications regarding changes in schedule, concert dress protocol, attendance requirements, dues, and music folder responsibilities. If an issue arises regarding a member's section, he/she should first contact the section leader. Any problems or concerns that cannot be resolved by the section leader can be brought to the attention of the conductor/ board president.

## ***Band Board Elections***

Board positions will be held for a period of 3 years, beginning with the month of January. Elections will be held the prior October. Our next election will be held in the fall of 2015 for a 3-year term to start January 2016. Current elected board members will confirm appointed positions.

Paid employees of the Hartland Community Band will not be voting members on the board. Since the director is an employee of the band, that appointed position will not vote. This will leave the Board with an odd number of voting members, which will eliminate the possibility of a tie vote.

## ***Band Management***

The Hartland Community Band is managed by its members on a volunteer basis. There are many opportunities for band members to get involved in the management of the band's operations, concerts, and other events. Responsibilities of the Band Board of Directors are listed on the Band website.

### Elected Positions

President: Colleen Casper

Vice President: Mark Berkhahn

Secretary: Patti Ewald

Treasurer: Stan Laasch

Two Band Members "At Large": Crystal Beardsley, Rob Suhr

### Appointed Positions

Librarian: Carla Laasch

Band Manager: Beth DesRosiers

Assistant Band Manager: Gary Musto

Conductor: Jack Schulze

