



***Hartland Community
Band
Handbook***

www.hartlandcommunityband.com

3/10/2022

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's City Beach band shell and other southeast Wisconsin community locations. We provide a Christmas Concert for a local long term care facility each year, followed by a grand Christmas Concert the first Sunday in December at the Holy Hill National Shrine in Hubertus, WI.

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 creates 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 use the band website to fill out their

request and contact information. All requests go directly to the band board President. If the instrument's section is full, the prospective member's name and instrument will be added 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 and \$10 for each additional family member. 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 rehearsal 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. It will be the responsibility of the section leader to ensure communication is provided to an absent member regarding rehearsal details. A section leader will also be responsible for ensuring an absent member knows his/her parts and is well prepared for all concerts.

The band secretary will inform each section leader when the maximum absences are reached by a person in their section.

- 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 section leader along with appropriate referrals to the Conductor. There may also be a request to play for your section leader if too many rehearsals have been missed to ensure the music has been learned.

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 October through the last Wednesday in November for the Christmas concerts.

Additional dress rehearsals will be scheduled for each season's performances and will be listed on the band website. We will also include up to two sight-reading rehearsals that will not be mandatory the week previous to each season's start dates. Weekly 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, warmed up 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/socks and black shoes.

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

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 with their music in concert order and necessary accessories such as stands and stand lights present. The concertmaster (first chair clarinet) gives the cue to tune. During the concert, stay alert and carefully watch the conductor. If the conductor motions for soloists or the entire band to stand, do so quickly being sure to directly 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. 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 Conductor 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: Anna Jaeger

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

Appointed Positions

Librarian: Sue Blazek

Band Manager: Beth DesRosiers

Assistant Band Manager: Gary Musto

Conductor: Jack Schulze