

CALGARY ARTS ACADEMY  
ADULT CHOIR



CHOIR MEMBERS' MANUAL

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## Welcome to Calgary Arts Academy Adult Choir!

Calgary Arts Academy Adult Choir began in 1995 by the gathering of community members who simply loved to sing. We have had our home at various local schools, currently Calgary Arts Academy.

We perform at senior citizens homes, extended care facilities, public arts functions and schools.

In addition, we have performed in China, which involved being the first international group to perform on the Great Wall, and in New York. Our yearly theme-based performances with the students of Calgary Arts Academy at the Southern Alberta Jubilee Auditorium and at Vertigo Theatre are exciting and rewarding.

Calgary Arts Academy Adult Choir is:

1. An ambassador for Calgary Arts Academy;
2. An ambassador for the message of peace, growth and kindness.

Members of the Calgary Arts Academy Adult Choir are:

1. A family. We are kind to each other, respecting others opinions by allowing for open communication;
2. Excited to learn;
3. Performers. Not only do we sing, we have facial expressions, hand gestures and we dance;
4. Honourary members of the Calgary Arts Academy Society (a non-profit organization that is responsible for the operation of Calgary Arts Academy) with full voting privileges.

As our choir grows, we are finding it even more important that expectations and guidelines be clearly communicated to new and existing members. This manual is designed as a guide. If you have any questions, please feel free to contact our director or anyone on the executive committee.

## Executive Committee

The executive committee is responsible for the day-to-day operation of the choir. The roles that form the committee are:

Director

Accompanist

President

Vice President

Communication(s)

Section leads (Alto, Tenor, Soprano)

Treasurer(s)

Performance Scheduler

Big Band Dance Coordinator

Social Events Coordinator

## New members

New members are accepted only at the beginning of each performing season, being January and September, provided there is space. This policy is in place to allow new members the time required to learn the music. In addition, we require that you read this manual in full prior to applying to be a member of our choir.

We have a maximum capacity of 50 members. We have found that when we are larger than that, we are too large to perform at a number of venues.

### The Process:

1. Complete the application form; fax it, mail it or email it to the contact person on the form.
2. You will be contacted when a space becomes available. You are welcome to follow up on the status of your application by contacting the person shown on the application form.
3. Join us at our next practice.
4. We have an audition process. The purpose is not to measure your ability. It is simply to ensure that you are in the correct section for your voice type.

### Additional Information:

If you wish, you are invited to “audit” the choir for the initial 30 days. During this audit period, we will not expect you to pay your choir fee. In addition, we will provide you with the required music for each practice, which you will be expected to return to us at the end of each session.

After the audit period, if you wish to become a permanent member, then simply remit your choir fees to the choir treasurer. We will then provide you with your personalized music book and the current music selections.

If you wish to join the choir immediately without an audit period, simply remit your choir fee to the choir treasurer and we will arrange for your personalized music book and current music selections.

See the “Fees” section for more information.

### Early Season Performances:

From time to time, the choir is requested to perform very early in the season. In these cases, we usually perform music from the previous season. We don't recommend that new members attend these performances, due to their unfamiliarity with the music. Of course, there are exceptions to this policy, and each will be addressed on a case-by-case basis.

## Choir Expectations

Choir members are expected to attend at least 80% of practices and performances.

In addition, the following behaviour guidelines are expected of choir members:

1. Treat fellow choir members with respect, dignity and kindness;

2. Listen to the Choir Director and refrain from side-conversations during practices;
3. On-time arrival to all practices and performances;
4. Proper attire for all performances (see “Choir Dress / Attire”);
5. During performances, the following are not allowed:
  - a. Talking, unless requested to,
  - b. Beverage bottles, including water bottles,
  - c. Purses, and similar articles

## **Fees**

The current choir fee is \$40.00 per year. The purpose of the fee is to cover the costs associated with securing printed music as well as other expenses.

For existing choir members, fees are due by the end of September. For new choir members, fees are due within 30 days of joining.

## **Choir Dress / Attire**

### **Practices:**

Attire for choir practices is casual.

### **Performances:**

Guidelines for performance attire:

1. Black bottoms (dress pants or skirts - no black jeans, please)
2. Collared shirt / blouse with long or short sleeves (no sleeveless or collarless shirts, please.)

The shirt colour is determined per season / performance.

Choir members are responsible for providing the attire. Some performances, such as the Southern Alberta Jubilee Auditorium and Vertigo Theatre, require costuming. The theme will be determined in advance for each production. Choir members are responsible for providing the costumes.

From time to time, a scarf, tie or ascot will be required for performances. The Choir will provide these.

## **Volunteering**

All choir members are encouraged to perform volunteer work either at Calgary Arts Academy or for the choir. Performances are considered to be volunteering, and we encourage all choir members to volunteer for choir functions (for example, Big Band Dance) and for the school (for example, a reading program.)

Volunteer opportunities within the choir include music ordering, production and management, Big Band Dance assistance, snack coordinating, attendance monitoring and executive committee positions, such as president and treasurer.

Choir members are expected to take their turn in bringing a snack for our practices, as arranged by our snack coordinator