



## **Policies and Basic Information**

### **Illness**

The Madison Flute Club takes illness seriously. If you have been exposed to an infectious disease, or are experiencing ANY symptoms and/or don't feel well, please remain at home.

### **Membership**

**Dues:** Madison Flute Club members pay annual dues of \$100 per year. Sliding scale and student membership rates are available. Membership information and dues should be submitted to the club treasurer by the third rehearsal each major session (Fall/Holiday, Winter/Spring, Summer). A copy of the membership form is available on the club website or by asking the treasurer. Participation in the chamber choir, requires an additional fee of \$25 per session (Spring, Fall). Only members who are current with their dues will be assigned music and allowed to use the club-owned alto, bass or contrabass flutes.

**Commitment Forms:** Commitment forms are sent to members via email prior to each session and are used to ensure parts are equally distributed based on member availability for concerts and rehearsals. Please submit your commitment form in a timely manner to assist the directors with part assignments. The commitment form serves as your pledge that you will attend indicated rehearsals and concerts.

### **Rehearsals**

**What to bring:** Members should bring their assigned music, music stand, pencil, tuner (if you have one) and of course their flute(s)!

**Full Flute Choir Schedule:** The full flute choir rehearses on Tuesday evenings at Bethany United Methodist Church. Rehearsals start at 7:00 and end at 8:30. Members are encouraged to *arrive by 6:50 to warm up, tune and be ready to play at 7:00.* We have five sessions per year for the full flute choir: **Fall**-(Sept.Oct), **Holiday**-(Nov.Dec), **Winter**-(Jan-Feb), **Spring**-(Mar.-May), and **Summer**-(Jun-Aug). Members are not required to play all sessions.

**Chamber Choir Schedule:** The chamber choir rehearses every other Wednesday and has two sessions per year: **Fall**-(Sept.Oct) and **Spring**-(Mar-May) Information/questions regarding chamber choir should be directed to the artistic director, Danielle Breisach at [Danielle.breisach@gmail.com](mailto:Danielle.breisach@gmail.com).

**Music:** Music is assigned at the beginning of each session and digital parts are emailed to each member for printing. Only members that have submitted their commitment forms by the deadline

are assigned parts. The directors try to distribute parts fairly so that everyone plays a variety of parts. Members are responsible for their music and must obey copyright law by destroying all printed copies of music at the end of each session and purging from email accounts.

**Etiquette:** Please follow normal rehearsal etiquette; as a courtesy to other players, please arrive on time, have your music prepared, refrain from talking/playing while the conductor is giving directions, while others are playing or while the conductor is rehearsing a section. After rehearsal, please help straighten up the room, put tables/chairs away, and double check to make sure you are not leaving items behind.

**Attendance:** Attendance is expected of each member in order to get the best quality rehearsal. If you are unable to attend a rehearsal, please email the [mfluteclub@gmail.com](mailto:mfluteclub@gmail.com) account or text the conductor as soon as possible to notify the club of your absence. Phone number for the conductor is provided in weekly emails.

**Perfume and Scents:** Please refrain from wearing perfume, cologne, or other scented products that are perceivable to others to rehearsal/performances. Some individuals are allergic or sensitive and scents irritate the lungs making it difficult for wind players to adequately breathe.

**Dress Rehearsal:** The rehearsal prior to a performance is considered a 'Dress Rehearsal' and is mandatory in order to ensure all parts are covered, sound quality is good, and everyone is provided with essential details regarding changes in music, performance order, dress, call time, as well as important parking or car-pooling info. If you are unable to attend the dress rehearsal, please speak with one of the directors in advance.

**Auxiliary Instruments:** The club owns two alto flutes, two bass flutes, and two contrabass flutes. Members who are current on their dues are welcome to play these instruments for performances, and may borrow these instruments outside of rehearsal. A member who takes home an auxiliary instrument is responsible for taking great care with the instrument while in your possession, which includes never leaving it in an unsecured location such as a car, or exposing it to hot or cold temperatures.

Members playing the contrabass flute are expected to schedule time with the instrument manager for instructions on special care and use of this large yet delicate instrument before handling it.

**Cancellation of rehearsal:** If for whatever reason rehearsal is cancelled at the last minute, you will be notified by the directors or a club representative via e-mail and/or phone.

## **Performances**

**Dates and Times:** We have at least one performance per session. Please refer to the club website for specific dates and locations. An email will be sent with specific details. Please note the 'call time' is generally 45 minutes before performance time.

**Dress:** Depending on the type of performance, we have two types of dress: casual and formal. For **casual** dress, members may wear casual bottoms such as jeans and the club t-shirt with the

club logo. T-shirts can be purchased; however, if you do not own a club t-shirt, a plain black shirt is fine. For **formal** dress, members should wear concert black. Please review the dress code policy.

**Advertising:** All of our performances are open to the public and most are free. Please help advertise our concerts and grow our audience by hanging the provided posters in the greater Madison area, and by inviting your friends/family/flute enthusiasts to our performances!