



Welcome to Fanfare Concert Winds! We are a non-profit, 65+ piece concert band composed of local amateur and professional musicians. Although the band is offered as a concert band ensemble through the HCC Music Department curriculum, it is almost entirely a volunteer operation. The members come from many vocations and backgrounds.

The purpose of Fanfare Concert Winds is to perform the highest quality wind band music available while presenting an enjoyable concert. We perform a variety of wind band music to include original wind band compositions, marches, overtures, show tunes and wind band transcriptions.

Included in the packet is an Information Form for you to complete that will give us an idea of your experiences and the needed information to contact you. Also included are the Participation Guidelines and Commitment Form. This will give you a better idea of what is expected from you as a member and how sincere we are in keeping the group at the highest caliber possible.

We look forward to your participation in the Fanfare Concert Winds. We hope that we can make this an enjoyable playing experience for you.

Thank you,

Joseph Rose  
President, Board of Directors  
Fanfare Concert Winds

Yajaira Suarez, Vice President  
Christina Frye, Treasurer  
Krissy Larsson, Secretary

# Participation Guidelines

- Fanfare Concert Winds (FCW) reserves the right to audition new members. This includes students of HCC, surrounding colleges, and community adults with a minimum of a high school level of instrumental music proficiency. There will be a 2-week tryout period for new players. At the end of this time, the section leader and/or Conductor will determine continued participation. New players may join no later than 5 weeks prior to the next scheduled concert or at the discretion of the Conductor. Membership in FCW is limited to maintain the group's commitment to musical excellence and promote its growth in a manageable way. The Board of Directors, Conductor, and Section Leaders determine section maximums. FCW will invite additional temporary players in the event of musical scores calling for augmented instrumentation or emergency sectional needs.
- It is required that you attend all scheduled rehearsals. If for any reason you will miss a rehearsal, please advise your section leader immediately. You can find contact information inside your music folder, on the back of the "Welcome" letter, and on our website at [www.fanfareconcertwinds.org](http://www.fanfareconcertwinds.org).
- Attendance at the two rehearsals prior to a concert is mandatory. If you miss one of these rehearsals it will be up to the section leader and/or conductor to determine if you will play at the concert.
- If you miss more than three rehearsals it will be up to the section leader and/or conductor to determine if you play in the next scheduled concert.
- Please let your section leader or the conductors know as far in advance as possible if you will be unable to attend a concert. This will insure that they have time to reassign parts and for members to learn a new part if necessary.
- Come to rehearsal with your music prepared. It is not fair to the band to use rehearsal time as your practice time.
- Keep warm-ups before and after rehearsal to a minimum volume. If you feel you need to warm up loudly, please go to a practice room.
- Come to rehearsals with your instrument in working order.
- Keep talking down to a minimum during rehearsals. If you have a question you should ask your section leader or the conductor.
- It is your responsibility to notify your section leader if you need any music.
- All music is property of Fanfare Concert Winds and is to be turned in following each concert.
- Concert dress is as follows:

**Men:** Black coat, black pants, white shirt, long tie (no busy ties), black shoes and socks.

**Women:** Black skirt or pants (no short skirts), black top, black shoes, conservative jewelry.

**SEE NEXT PAGE FOR MORE DETAILS ON MEMBER/SECTION LEADER RESPONSIBILITIES, ATTENDANCE AND SUSPENSION INFORMATION.**

- **All Members' Responsibilities and Privileges:**

- 1) Attendance – Members are responsible to notify the section leader, conductor, and/or a board member of absence no later than one week prior to the rehearsal that will be missed. In the case of tardies or emergency/work related issues, notification needs to be as soon as possible. (3 unexcused tardies = 1 warning – see “Reasons for Suspension”) Note: Anyone whose job obligations consistently will result in late arrival need only to discuss their situation with their section leader upon joining the band and again if the situation changes.
- 2) Contact Information – Members are responsible to give their section leader any changes in contact information and be sure that they have filled out the information sheet and signed the commitment contract.
- 3) Lost Music – Members are responsible to replace any music that is lost or destroyed through no fault of the band. Flat fee = \$10 for folder with copied music. If any originals are lost, cost of original parts will be collected.
- 4) Conductor/Section Leader Requests – Members are responsible respectfully to adhere to any changes in parts, requests for cue playing/non-cue playing and tacet of any music for the benefit of the band. Members who are unable to play parts of their music may be asked to sit out of certain sections. Any disrespectful/non-compliant behavior toward section leader and/or conductor will result in a warning. Note: If you feel that there is unfair treatment that is not resolved by the section leader, please address the situation with the conductor and/or a board member.

- **Section Leader Responsibilities and Privileges:**

- 1) Assigning and Cycling of Music – Section leaders are responsible for making sure that parts are rotated throughout the section so that everyone has an equal opportunity to play different parts. If there are any questions or concerns about parts assigned, the section leader is responsible for resolving the situation. If this continues to be an issue, the conductor will make the final decision.
- 2) Music Responsibility – Section leaders need to make sure everyone in their section has music. They will take note of parts to be copied and let the conductor know what is needed.
- 3) Taking Roll for Rehearsals/Concerts – Section leaders are responsible for taking roll for each rehearsal and concert using the attendance sheet provided by the secretary, as well as notifying the conductor of absences within their section. Tardies are to be recorded, as well as details on whether the tardy is excused/unexcused, if the member contacted you or not, etc. The sheet is to be turned in to the secretary at the end of every rehearsal/concert. If a section leader is going to miss rehearsal, they need to contact the conductor and/or a board member so that roll can be taken for their section.
- 4) Keeping an Updated Section List - Section leaders are responsible for keeping an updated contact list of their section and forwarding any new information to the secretary. It is the section leader's duty to make sure that all members have completed the information sheet and signed the guidelines/commitment form.
- 5) Informing New Members – The section leader is responsible for giving the New Member Packet to anyone joining their section and making sure that the information sheet/contract is completed and turned in to the secretary. Section leader is also to inform prospective members of the trial period/audition process.
- 6) Personnel List for Concert – Section leaders are responsible for submitting an accurate list of their section members to the secretary at least one week before each concert.
- 7) Reporting Inappropriate Behavior – Section leaders are responsible for reporting any member who is not following the guidelines to the board for review. Once the president/vice-president has issued three warnings to a member, the section leader has the right to request suspension of said member. See section on “Reasons for Suspension” for more information.

- **Reasons for Suspension and Consequences (3 warnings of any kind = suspension)**

- 1) Misplacing and/or losing a folder – *One warning and replacement cost of music.*
- 2) Unexcused absence (non emergency, less than one week notice if applicable, excessive (3) tardies not work related or emergency) – *1 unexcused absence or 3 unexcused tardies = 1 warning. (each tardy thereafter = 1 warning)*
- 3) Coming to rehearsal without music – *3 times = 1 warning. (each incident thereafter = 1 warning)*
- 4) Conduct unbecoming (belligerent behavior, not following directions of conductor/section leader, rude behavior to band member/section leader/conductor) – *each incident = 1 warning*
- 5) Unexcused absence for concert – *Suspension*

*Note: the board, conductor, and/or section leader will decide any gray area. President or Vice-President will notify member when a warning has been issued. Suspension is indefinite until reinstatement by the board. A probationary period and a final decision made by the conductor/board will need to take place in order for a member to be reinstated after suspension.*

# Information Sheet / Commitment Form

**PLEASE FILL OUT COMPLETELY**

Name \_\_\_\_\_ Instrument \_\_\_\_\_

Address \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Email address \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Occupation \_\_\_\_\_ Birthday \_\_\_\_\_

How did you hear about Fanfare Concert Winds? \_\_\_\_\_

Why are you interested in playing in Fanfare Concert Winds? \_\_\_\_\_

What other talents do you have to offer to the group (ex. Publicity, web design, etc.)? \_\_\_\_\_

What is your past playing experience? \_\_\_\_\_

What parts would you feel most comfortable playing? \_\_\_\_\_

What types of music do you like to play? \_\_\_\_\_

Who is your favorite composer? \_\_\_\_\_

Name one or two of your favorite Wind Band pieces. \_\_\_\_\_

Would you be available/interested in playing during the summer? \_\_\_\_\_

*As a member of Fanfare Concert Winds, I understand that my participation is vital to the success of the ensemble. I have read and understand ALL SECTIONS of the Participation Guidelines and agree to abide by them to the best of my ability.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please fill out completely and return to Joseph Rose.**