

E A G A N

WOMEN
OF
NOTE

INFORMATION HANDBOOK

Table of Contents

<u>INTRODUCTION</u>	3
<u>MISSION STATEMENT</u>	3
<u>CHOIR INFORMATION</u>	4
About the Choir	4
Membership.....	4
Repertoire.....	4
The Music Library.....	4
The Choir Apparel.....	5
<u>CHOIR REHEARSALS</u>	6
Rehearsals – Overall.....	6
Full Choir Rehearsals	6
Extended / Extra Rehearsals.....	6
Workshops	7
Cancellations Due To Weather.....	7
<u>CHOIR PERFORMANCES</u>	8
Performance Schedule	8
Transportation for Performances	8
Limited Space Engagements	8
Pro Bono Engagements	8
<u>CHOIR ETIQUETTE</u>	9
<u>THE CHOIR STAFF</u>	10
<u>THE BOARD OF DIRECTORS</u>	11
Terms of Office	11
Roles and Responsibilities	11
Meetings of the Board of Directors	12
<u>FINANCIAL INFORMATION</u>	12
Choir Dues	12
<u>EWON Handbook Updates</u>	13

INTRODUCTION

Welcome to Eagan Women of Note!

This Handbook has been developed to provide detailed information about the choir. It includes rehearsal and performance activities, the fee structure, the choir apparel, information on choir operations and the expectations and responsibilities of each member.

MISSION STATEMENT

The Eagan Women of Note provides choral opportunities to women and shares music with the community.

Our goal as a dedicated, artistic, quality choir is to bring our love of singing to the community, inspiring audience members through music.

CHOIR INFORMATION

About the Choir

The choir was founded in 1999 through the efforts of Jo Weyrick with the support of the City of Eagan Parks and Recreation Department and the Eagan's Men Chorus. The group was quickly organized to be a choir that would be challenging, yet fun for everyone regardless of individual choral experience.

Since that first organizational meeting, the Eagan Women of Note has evolved into a strong choral group known for its quality musical performance and has quickly made its place in the choral music community.

Membership

The Eagan Women of Note does not audition members. The choir is open to women ages 18 and older, from every socio-economic background, with all levels of choral experience. Any woman who is interested in singing with other women, is dedicated to the development of choral technique and wants to share their talent with the community is welcome!! Occasionally, the Music Director may ask to listen to your voice to determine voice placement and blending.

Repertoire

The repertoire sung throughout the year by both the choir and small ensembles is carefully selected to maximize the development of choral skill and musical appreciation while providing interesting and exciting entertainment for the audience. It includes a variety of sacred and secular music; traditional and contemporary choral literature, folksongs, popular tunes from musicals and song charts and jazz.

The Music Library

The Eagan Women of Note has developed a choral library, financed and managed by the choir, and maintained by the Music Librarian. All choir members with paid memberships are issued relevant scores (music) with a black performance folder.

- All choir members must pay dues before receiving any music or music folder.
- Music and performance folders are the property of the choir.
 - Each choir member is responsible for the care of her music and performance folder, and for returning it, in good shape, to the librarian.
 - Music must be returned at the end of each semester or after a concert at the request of the Music Librarian.
 - To help maintain the music, choir members mark scores in pencil only and erase all markings before returning copies to the library.
 - If a member finds they need to take an extended absence from the choir, they should make arrangements to return their music and performance folder to the librarian or another choir officer as soon as possible.
- Music may be checked out by choir members for external use upon approval from the Choir Director and Music Librarian with the understanding that the member is responsible for replacement costs for any lost or damaged music.

The Choir Apparel

Choir apparel is chosen by the Music Director to:

- provide a professional appearance
- adapt to the season
- be easily obtained as the choir grows

The cost and purchase of the choir apparel is the responsibility of each singer.

The formal performance apparel is:

- Black knee/ankle-length skirt / dress or black dress slacks (no jeans, no leggings)
- Black shoes, medium to flat heels (no boots)
- Black nylons/tights or socks
- Subtle jewelry

The Music Director will determine the wardrobe slightly to substitute a festive blouse, top, or sweater based on venue or concert theme. Typically, solid color with no words or patterns.

The informal apparel is:

- Khaki slacks (on occasion, Capri pants may be acceptable)
- Navy short-sleeved tee shirt with round neck or subtle v-neck (EWON logo optional)
- Personal choice on shoes – color typically brown and closed toed
- Subtle jewelry

REMINDER: The Music Director will advise what apparel is required for each engagement.

CHOIR REHEARSALS

Rehearsals – Overall

Regular weekly rehearsals are scheduled for the choir during the choral season (September through May). In addition, extra rehearsals and workshops may be scheduled as needed. Workshops are typically scheduled once per semester. Rehearsal activities are designed to develop technical, musical and performance skill through the study of choral literature.

Members are expected to be punctual and committed to attend every rehearsal. It is understood that members may experience some scheduling conflicts. Please notify the Music Director of any absence.

Full Choir Rehearsals

The choir rehearses Monday evenings, September through May, from 6:30 PM to 8:30 PM. These rehearsals include a vocal warm up, essential to the development of the choir as an ensemble and to the development of vocal technique for each individual. Rehearsal time is spent studying and developing performance repertoire.

Socializing is acceptable before rehearsals, after rehearsals or during the social period but not during the rehearsal.

It is essential that choir members practice on their own between each rehearsal – learning notes, memorizing scores and reviewing the work completed at each rehearsal. The Music Director provides recordings of parts to each song on the EWON web site for member practice on their own time.

- Choir members **must** attend approximately 75% of rehearsals and activities of the chorus.
- Members are required to attend 2 of the 3 rehearsals prior to the holiday and spring concerts. Attendance at the final rehearsal before the formal holiday and spring concerts is **mandatory**.
- It is at the Music Director's discretion to determine acceptable absenteeism.
- Members are asked to e-mail the Music Director if they will be unable to attend a rehearsal or performance using ewonmusicdirector99@gmail.com

Extended / Extra Rehearsals

In addition to the choir rehearsal, members of small ensembles, and/or soloists may have an additional weekly rehearsal or time commitment. This rehearsal is scheduled at a time most convenient to those in the ensemble. The small ensemble may rehearse on their own to learn notes, and then schedule time with either the Music Director or assistant director to prepare for performance.

Workshops

The workshops are held to learn music and improve technique. Generally, there will be one workshop in the fall and one in early spring. They are held on a Saturdays for the duration of 4-7 hours with social breaks throughout the day. Sectional rehearsals may be held during the workshop to work on notes, phrasing, dynamics, tone production as well as memorization. The workshop is an intense rehearsal with the entire group. These workshops are important to the technical development of the choir, boost repertoire learning and provide an opportunity for choir members to get better acquainted.

Cancellations Due To Weather

In the event that a choir rehearsal or performance needs to be cancelled, the Board Chair or Music Director will contact choir members via e-mail, and/or post a notice on the EWON web site.

If School District 196 (Rosemount-Apple Valley-Eagan) or the Eagan Parks and Recreation Department announce in the local media that evening classes and activities are to be cancelled due to weather, choir rehearsal will also be cancelled.

If weather is questionable, the Board Chair and Music Director will assess the situation, soliciting input from additional board members as needed, to determine if a rehearsal or performance should be cancelled.

Ultimately, each choir member will need to assess their unique situation to determine if they will attend rehearsal when faced with challenging weather situations.

CHOIR PERFORMANCES

Performance Schedule

The performance schedule includes one formal fund-raising concert each semester (usually in December and April/May), performances at a variety of community events sponsored by the Eagan Parks and Recreation Department and performances at various Senior Citizen complexes. Other performance opportunities are scheduled based on availability.

On occasion EWON may perform with the Eagan Men's Chorus or other groups. There is an average one performance a month during the choral season, with the exception of December when there are typically several performances. There are occasions when EWON is asked to perform at a community event during the summer months.

Although it is understood that members may experience some scheduling conflicts, it is hoped that every singer will be committed to attend as many performances as possible.

Transportation for Performances

Choir members are responsible for their own transportation arrangements to rehearsals and performance venues. Especially for venues with limited parking or a distance from Eagan, individuals may meet at a central location and carpool to the venue. EWON members are encouraged to carpool. EWON members are responsible for making their own carpool arrangements.

Limited Space Engagements

There are times when a performance venue may not accommodate all choir members due to limited space. As with all community performances choir members are asked to volunteer for each performance. Choir members are asked to respond to emails sent by the Engagements Director. Maintaining an optimal balance among the choral parts will be the determining factor in how many members will be needed for the size of the venue. It is important for EWON members to respond to about attendance at a performance, either by email or during rehearsals.

Pro Bono Engagements

It is EWON's policy to keep pro-bono engagements to a maximum of 3-4 per year. Choir engagements are arranged by the Music Director and the Engagements Director. Members are welcome to make suggestions for venues.

Choir Etiquette: Rehearsals, Workshops, Performances

Remember we are joined as one during our time together using music to unite, inspire and motivate ourselves and others.

Teamwork

- Take care of your voice.
- Be punctual.
- Attend every rehearsal and performance – if unable to attend, contact the Music Director.
- Be a good listener.
- Pay attention to the Music Director and/or Accompanist that is leading.
- Do not distract other members, the Music Director, or Accompanist with unnecessary conversation.
- Turn off cell phones or electronic devices.
- Bring your scores to every rehearsal/performance.
- Practice on your own between rehearsals. (Repertoire Recordings are provided online.)
- Always listen for your neighbor. If you can't hear them, you're singing too loud.
- Keep your mouth free from obstructions like gum, candy, etc.
- Due to member sensitivities and their vocal health, refrain from wearing perfume and heavily scented hair products or lotions. Also, avoid wearing clothing laundered with heavily scented detergent or fabric softener.
- Wear attire as determined for the venue per the Music Director.
- Respect every venue by leaving it cleaner than when you arrived. (Pay attention to whether bottled water is allowed at the venue.)
- Respect the audience by not talking between songs during a performance.
- Respect your choir family by not coming to rehearsals or performances sick.

Tips

- Always take care of yourself – mind, body, spirit and voice.
- Drink lots of water.
- Get lots of sleep, especially before a performance.
- Avoid caffeine.
- Avoid wearing or exposing yourself to heavy scents.
- Exercise your voice. Sing every day.
- Arrive warmed up.
- Maintain good posture.
- Breathe like a singer
- **BE IN THE MOMENT AND ENJOY THE STORY YOU ARE ABOUT TO TELL!**

THE CHOIR STAFF

The music staff for Eagan Women of Note includes Music Director, Assistant Director, Accompanist and Front of House Manager.

Music Director – sets the vision for the chorus, defining the activities, philosophies, goals and plans.

- Is an ex-officio member of the Board of Directors and as such, is involved in all activities of the Board.
- Makes all decisions pertaining to the musical development of the choir including
 - Music programming
 - Rehearsal activities
 - Methods and activities used
 - Performance venues
 - Attire / performance apparel

Assistant Director – assists the Music Director in all areas

- Substitutes for the Music Director
- Leads sectional rehearsals

Accompanist – accompanies the choir at all rehearsal and performance activities and leads sectionals at workshops.

Front of House Manager – manages fund-raising concert activities and the volunteers. Some of the activities include overall flow of concert, ticket collection, cookie sales or auctions and other assignments dictated by the Music Director.

THE BOARD OF DIRECTORS

The Board, comprised of nine members of the choir, is responsible for the operation and finances of the chorus.

Current positions on the board are Chair, Vice-Chair, Secretary, Treasurer, and five directors. The Music Director serves as Ex-Officio board member.

The Board Responsibilities:

- Sets policy to ensure that the chorus operates in a legal, responsible way
- Establishes a fiscal policy, budgets and financial control
- Develops strategies/long range plans to support the mission
- Provides a link to the community for promoting the choir and its activities

Terms of Office

- Elections for members of the Board of Directors are held at the annual meeting in October.
- All Directors of the Board serve a two-year term.
- The transition for new officers begins upon their election, and they assume full responsibility for their office on November 1.

Roles and Responsibilities: Each board member is assigned a role and/or a responsibility to ensure the choir operates smoothly and efficiently.

- *Executive Committee:* Includes the Chair, Vice-Chair, Treasurer, and Secretary. The Executive Committee will make decisions on behalf of the board if an event occurs before the board is scheduled to meet.
- *Engagements:* Responsible for identification of performance opportunities, coordinating scheduling of performances with the Director, delivery of schedule to the choir and confirmation of roster for each performance.
- *Marketing:* Responsible for development of the choir profile in the community, advertising for concerts and activities.
- *Music Librarian:* Responsible for the ordering, administration, distribution and maintenance of the chorus library and performance folders.

- *Social:* Responsible for organizing social events for the members of the choir throughout each season.
- *Facilities:* Responsible for securing rehearsal, workshop and fund-raising concert venues as needed.
- *Webmaster:* Responsible for contents, design, maintenance and contract upkeep of EWON website. This includes uploading Director's music files, calendar information, photos, documents, social media, etc.
- *Membership:* Responsible for recruiting new members. This includes contacting potential new members by phone or email, meeting with members during recruitment months (January and September).

Meetings of the Board of Directors

The Board of Directors meets monthly to deal with the operations of the choir. Board meetings are typically held on a Sunday every month or as arranged by the Board Chair. Once approved, board meeting minutes are posted on the website in our documents section.

- All choir members who have paid dues may vote in the Annual Election held every October and are encouraged to request nomination to participate on the board.

FINANCIAL INFORMATION

The Eagan Women of Note is a not-for-profit organization. Choir dues and paid community performance fees cover essential choir expenditures. Fund-raising efforts including concert revenues, grants and donations. These revenues are used to pay facility rental fees, new music, equipment and stipends for EWON staff.

The annual choir budget will be set and reviewed by the Board each year. The number of choir members and activities of the choir assists the board in determining the revenues and expenditures of the budget.

Choir Dues

The choir dues are \$60.00 per semester. Fall semester runs from September to December; and Spring semester from January to May/June.

If a choir member is unable to pay the dues, she should contact the Board Chair or Board Treasurer. Decisions to reduce dues or exempt a choir member from paying dues will be

considered on an individual basis.

If a member must drop out of choir during the enrollment months of January or September, EWON will refund the dues paid by the member during the enrollment period. Dues will not be refunded after the enrollment period.

In addition to the annual choir dues, choir members are responsible for the cost of their choir apparel and the cost for transportation to and from choir activities.

EWON Handbook Updates

2008	Addition of Weather Cancellation policy.
2010-11	Updates to member responsibilities, and in general.
2011	Choir dues Updates, general updates
2016	Choir dues updates, general updates

