

Keystone Concert Band Policy

(Revised November 2020)

1. Regular rehearsals are on Wednesday evenings from 7:30pm to 9:30 p.m. with a 15-minute break.
2. Members should attend rehearsals and concerts except in case of illness, or family or work responsibilities. Members who miss rehearsals prior to a concert may be asked not to play at the discretion of the conductor. The conductor may specify attendance requirements for any concerts. Members who know they cannot attend rehearsal should give notice as soon as possible to the conductor(s) rather than to a section leader or stand partner. **Notification by e-mail is not allowed on the day of a rehearsal or concert.**
3. Members should arrive for rehearsal no later than 15 minutes before the start of rehearsal and 30 minutes prior to the concert start time to set up, warm up, and tune. It is each musician's responsibility to tune and be ready to play when the conductor begins rehearsal or a concert.
4. Members should be prepared on all music being played at concerts and subsequent rehearsals.
5. Music parts and scores shall be marked with erasable pencil only.
6. It is an expectation for members of the band to follow any direction (verbal or otherwise) given by the conductor. If there are problems or questions with anything members are asked to do, they should be discussed with the conductor in private.
7. There shall be no talking during concerts. During rehearsals, talking is discouraged when the band is playing or when the conductor is giving directions.

8. Members should fill out and keep the concert attendance sheets up-to-date. The attendance sheet is used as a tool for the main conductor to determine if there are enough people in any given section to play a concert and to determine if substitutes are needed.
9. Music folders are the member's responsibility. They should be kept neat, clean, and with music in alphabetical order. This will save valuable rehearsal and concert time.
10. Members need to be aware of chemical allergies and avoid wearing perfume or any fragrance to rehearsals or concerts
11. Unless said otherwise, if a member has a folder at home and will be absent for a concert or rehearsal, it is his or her responsibility to make sure the folder is returned in time for the downbeat. It is not the responsibility of the conductor to pick up missing folders.
12. After rehearsal, members should put away their music folder, clean their performance area, and put away their chair. In addition, members should assist in setting up and cleaning up the general rehearsal area, which includes but is not limited to helping the percussion section with their equipment, opening and closing windows, turning off lights, cleaning up the refreshment area, and assist with anything else that needs to be done.
13. Members are expected to help set up and tear down at concerts. This includes helping the percussion section load and unload at the church and concert site.

Keystone Concert Band Uniform Dress Code

(Revised January 2021)

A neat, professional appearance is expected at all concerts.

For all concerts, members shall wear the standard uniform, which consists of the following:

- A White Keystone Concert Band Polo Shirt, or white polo shirt if you have no Keystone Concert Band shirt
 - Shirt must be tucked in.
 - If wearing a turtleneck or undershirt for warmth, the undershirt must be white with no logos or letter(s).
- Black pants, shoes, socks and belt.
 - Women may wear skirts as long as the skirt falls below the knees when seated.

No jeans, carpenter pants, cargo pants or shorts.

No open-toed shoes, sandals, or crocs.

No sneakers.

At the discretion of the conductor, various concerts may be deemed casual or warm-weather concerts. For **these concerts only**, the uniform will be as follows:

- A White Keystone Concert Band Polo Shirt, or white polo shirt if you have no Keystone Concert Band shirt
 - Shirt must be tucked in.
 - If wearing a turtleneck or undershirt for warmth, the shirt must be white with no logos or letter(s).
- Khaki or light tan pants with white or tan socks.
 - Women may wear skirts as long as the skirt falls below the knees when seated.
- (Hawaiian shirts)
- Brown or tan shoes or White or mostly white sneakers.

Keystone Concert Band hats or visors may be worn at the discretion of the conductor.

If chilly, any color jacket or coat is permitted for warmth.

No jeans, carpenter pants, cargo pants or shorts.

No open-toed shoes, sandals or crocs.

Keystone Concert Band Job Descriptions

(Revised January 2021)

Band Manager:

- Contact the performance venues and negotiate the contracting fees.
- Arrive early at the performance venue for the organizing, setup, and tear down of the performance area.
- Ask for volunteers for percussion transportation and may volunteer to help
- Recruit and make initial contact with new members.
- Write down and send contact information (home address, telephone numbers, emails) of current members to the Webmaster.

The head conductor may take on this role or delegate to someone in the band.

Librarian:

- Have sole responsibility for the organization, storage, and handling of all music.
- Assemble music in folders for rehearsals and performances as required by the conductor.
- Keep track of who signed folders in and out.

Webmaster:

- Maintain and update the band website.
- Keep the licensure current.
- Keep the roster up-to-date.