



# Keystone Concert Band Policies

(Revised March 2023)

1. Regular rehearsals are on Wednesday evenings from 7:00pm to 9:00pm with a 10-minute break, unless a change is announced.
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. Same day notifications must be made by text or phone call.**
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. Be courteous to other musicians and avoid warming up at a high volume.
4. Members should be prepared on all music being played at subsequent rehearsals and concerts.
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 should be no talking during concerts. During rehearsals, when the band is playing or when the conductor is giving directions, musicians should not talk. If one needs to communicate to a stand partner, it is to be done inconspicuously and quietly.
8. Members should keep the concert attendance sheets up to date. The attendance sheets help determine if there are enough people in any given section to play a concert. Members are encouraged to find substitutes if determined by the Conductor.
9. Music folders are the members' responsibility. They should be kept neat, clean, and with music in alphabetical order. Concert music should be kept in concert order and in the front of the folder. Members taking folders home are required to sign them out on the sheets provided, new members will not be permitted to take home a folder until they have participated with the band for at least two weeks.

10. 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.
11. Sections gaining new members should make them feel welcomed at the first rehearsal. The conductor(s) and Band President should also welcome new members.
12. Members need to be aware of chemical allergies and avoid wearing fragrance to rehearsals or concerts.
13. 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.
14. 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.
15. Any member announcing at a concert will have their script reviewed and edited by the conductor(s) at the dress rehearsal at the very latest. The conductor(s) will determine who announces at concerts. Announcements should include the following:
  - A thank you to the audience
  - A thank you to the venue for sponsoring the band
  - Mentioning of the band's website & upcoming concerts
  - Encouragement for donations
  - Looking for new members
  - 501c(3) tax-exempt charitable organization
  - Information about the music and composer/arranger



# Keystone Concert Band Uniform Dress Code

(Revised November 2020)

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

- A White Keystone Concert Band Polo Shirt.
  - Fabric softener should **not** be used on the polo shirts.
  - Shirts 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 if 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.
  - Fabric softener should **not** be used on the polo shirt.
  - Shirts 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.
- 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.

If performers do not have a Keystone Concert Band shirt, they may be purchased by permanent members of the band for \$25. Non-permanent members may wear any plain white collared shirt (polo shirt or dress shirt) that is free of letterings or markings.



# Keystone Concert Band Job Descriptions

(Revised June 2022)

## **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 loading/unloading
- 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 part or all of this role 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 domain name and hosting of the website current
- Keep the roster up to date, including maintaining systems to contact band members

## **Band Publicist:**

- Send out recruitment announcements to media outlets (print and social media)
- Observes deadlines to submit announcements for upcoming concerts to media outlets (print and social media)