



the phoenix symphony chorus

MEMBER HANDBOOK

**The Phoenix Symphony Chorus (TPSC) Member Handbook
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1.0 Mission Statement

The mission of The Phoenix Symphony (TPS) is “to evoke a passion for orchestral music within the entire community.” The mission of The Phoenix Symphony Chorus (TPSC) is to support and enhance TPS mission through choral music. TPSC is a group of highly skilled volunteers seeking a professional experience in partnership with TPS.

1.1 Goals / Core Values

The primary goals of TPSC and the TPSC Chorus Master are to support the TPS Board of Directors, TPS professional staff, TPS musicians, and fellow volunteers by maintaining the fullest commitment to:

- The highest artistic standards in the performance of symphonic and choral repertoire.
- Outreach efforts which will attract, educate, and inspire the broadest possible audience from all ethnic, financial, and age groups.
- Strong and disciplined fiscal standards which will ensure the financial health and viability of the organization.

1.1.1 TPSC Chorus Master & Advisory Council Goals

- Ensure that orchestral leadership is committed to an excellent choral component.
- Maintain a successful choral advisory council that works closely with the symphony and its leadership.
- To be comprised of the highest quality, dedicated singers and continue to grow in size to perform large choral works beyond traditional orchestra repertoire.
- Tour with TPS.
- To provide independent choral concerts for the cultural enrichment and enjoyment of audiences and members.

1.1.2 Core Values

Quality	Dedicated to selecting the most highly qualified singers.
Artistic Integrity	Dedicated to performing works of a variety of composers and styles.
Creativity and Innovation	Welcome varied and diverse programming and be open to new ways to promote and support the organizational goals.
Community Enrichment and Enjoyment	Share with the audience the performers’ passion and joy of music-making.
Ethics and Trust	Ensure policies and practices meet the highest ethical standards by honoring TPSC commitments to TPS and fulfilling the public’s expectations.
Personal Integrity	Treat people inside and outside TPSC/TPS with dignity and respect. We deliver more services than promised. Respect the time commitment required of Chorus and Orchestra members.

2.0 Membership

2.1 Auditions and Rehearings

Membership is by audition only. Auditions are held for new members at least yearly and current members are reheard at the discretion of the Chorus Master.

To schedule an audition, contact The Phoenix Symphony Chorus by email at tpsc06@gmail.com.

TPSC is solely supported by TPS and follows its same policies and guidelines. This includes compliance with provisions of the Americans with Disabilities Act as well as their equal employment opportunity policy which states “The Phoenix Symphony has a firm commitment to extend equal opportunity for employment and promotion to all people without regard to age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, military service or any other characteristic prohibited by law except where a bona fide occupational qualification precludes employment.”

2.2 Solo Auditions

Chorus members will occasionally have the opportunity to audition for solo parts or ensembles depending on TPS season scheduling. The method of selection is at the discretion of the Chorus Master.

3.0 Commitment / Attendance

3.1 Commitment

TPSC is a group of highly skilled volunteers seeking a professional experience in partnership with TPS and has a direct effect on the quality of The Phoenix Symphony. Therefore, TPSC membership is for a minimum of one full symphony season. At season conclusion, all members will be asked to re-commit for the following season.

3.2 Attendance

TPSC rehearsals, dress rehearsals, performances, and other events are mandatory and should hold priority on each member’s calendar. Having previously sung a work does NOT lessen the attendance requirement. If you miss 25% of the rehearsals for a given concert, you will need approval from the Chorus Master to perform.

TPSC realizes conflicts occasionally occur. An absence form is required for each absence. The member must fill out a form (available as a downloadable pdf file from the TPSC member website), or complete an email containing the same information, explaining the circumstances, and then submit it to his/her Section Rep. This form is to be filled out before the absence if possible or after the event if it was unexpected. Any patterns or issues with a specific singer will require the Section Rep and the Recording Secretary to talk with the Chorus Master

Attendance is mandatory at ALL dress rehearsals, including the Monday dress rehearsal and performances. Members are required to notify their Section Representative in

advance of all absences. If an absence occurs during concert week, it must be cleared (via the form) by the Section Rep discussing it with the Chorus Master, even if it is the first occurrence.

Section Representatives are responsible for recording attendance and providing attendance and punctuality records to the Recording Secretary. The Recording Secretary will keep the absence forms and document all absences on a master roster. A poor record reflects negatively on a member's commitment to TPSC. At the discretion of the Chorus Master, repeated tardiness and/or excessive absences are grounds for dismissal from TPSC.

If a member must change his/her original commitment to TPSC, he/she must communicate his/her intent in writing to the Section Rep who, with the Recording Secretary and the Chorus Master will determine whether re-audition is required for future TPSC seasons. Exceptions to this policy are extended illness, pregnancy, etc. and will be reviewed by the Chorus Master on a case-by-case basis.

3.3 Check-in

Each member is expected to "check in" with his or her respective Section Representative before each rehearsal, dress rehearsal and concert regardless of venue. Any member who does not sign in will be assumed to be absent.

3.4 Schedule

A master schedule of rehearsals is published at the start of each season, including dress rehearsal, performances, and venues. Members will be notified as far in advance as possible of any schedule additions and/or changes as the season progresses.

4.0 Rehearsals

4.1 Location

During the current season the rehearsals will take place at Central United Methodist Church, 1875 N. Central Avenue in Phoenix unless otherwise noted. Chorus members are guests here and must act accordingly.

4.2 Time

Rehearsals begin promptly on Monday evenings at 7:00 pm with a vocal warm-up and conclude at 9:30 pm. Attendance is expected for the warm-up as it is an integral part of vocal development and ensemble sound. Members are encouraged to arrive 15 minutes early to check in, help set up chairs, organize music, take care of any TPSC business, and socialize with fellow TPSC members.

4.3 Break

A ten minute break near the mid-point of each rehearsal is typically given.

4.4 Guidelines

- Dress comfortably.
- Arrive early; leave plenty of time to be ready to sing at 7:00 pm.

- Vocalizing prior to the warm-up section of the rehearsal is strongly encouraged.
- Tend to any TPSC business before the rehearsal begins or at the break.
- Bring a PENCIL and use it to note all instructions by the Chorus Master.
- Turn off electronic devices including beeping watches, cell phones, pagers, PDAs, or any other electronic device that could disrupt rehearsal.
- Rehearsals should be a pleasurable (fun!) experience for everyone involved.
- Be considerate of the rehearsal conductor and fellow members by not talking during rehearsal. Use discretion when asking questions, and sharpen your listening skills.
- Refrain from wearing any perfume, scented hair spray, cologne, or strong after-shave to rehearsals due to sensitivities/allergies of fellow members.
- With prior approval from the chorus master, guests are welcome at rehearsals.

4.5 Review of Music Between Rehearsals

Members are expected to learn and familiarize themselves with music outside of normal rehearsals.

4.6 Special Rehearsals

Special rehearsals may be called by the Chorus Master if additional performance preparation is needed. These special rehearsals are considered essential to the success of the performance(s) and members are expected to make every effort to attend.

5.0 Dress Rehearsals/Performances

5.1 Dress Rehearsals

In addition to the regular weekly rehearsal, one to three dress rehearsals are typically scheduled during concert week; a piano dress rehearsal will take place on Monday (see Master Schedule). Dress rehearsals typically take place at the concert venue with TPS conductor and TPS musicians. Attendance at dress rehearsals is required (see Attendance section for further details). Strict adherence with Rehearsal Guidelines (see Rehearsal Guidelines for further details) is essential to ensure the TPS conductor and Chorus Master can make necessary balance adjustments between TPS and TPSC. Time cannot be wasted as strict musician union rules dictate rehearsal length. Dress rehearsals are also closed. Guests are not permitted without permission.

For dress rehearsals, TPSC typically meets earlier than the normal weekly rehearsals backstage for warm-ups, review of critical sections of the score, and announcements (including finalization of cues for sitting/standing and opening/closing of scores).

Concert attire is not worn for dress rehearsals unless indicated by the Chorus Master.

5.2 Performances

Performances are TPSC's primary opportunity to solidify our mission "to evoke a passion for [choral] orchestral music within the entire community." Enjoy the experience!

During the day of each performance, it is important to rest (physically and vocally) and prepare oneself for the concert.

Each member is expected to perform in every scheduled concert he/she has been assigned to perform unless:

- The absence was planned and documented on the Commitment Form and approved by the Council; or
- The absence is otherwise excused because the absence was unanticipated and was not reasonably avoidable.

5.3 Pre-Performance Guidelines

- Wear proper performance attire (see Concert Attire).
- Use the designated parking area and walk to and from the concert hall with others whenever possible for your safety.
- Arrive before the call time (keep in mind other sporting events, etc. which may be occurring simultaneously and plan accordingly).
- Follow Rehearsal Guidelines (especially strong personal scents, etc.)
- Bring music and black music folder (see Music Policy & Music Folder sections).
- Bring minimal personal belongings; security is not guaranteed at each venue.
- Turn off beeping watches, pagers, cell phones, and other electronic devices that may be distracting.

5.4 During & Post-Performance Guidelines

- TPSC enters and exits the stage by row with music in the upstage hand (away from audience) and is seated as a group.
- Talking is not permitted once seated on the stage.
- Follow cues for standing / sitting and opening / closing of music.
- Focus on the Maestro and **DO NOT LOCK YOUR KNEES!**
- Turn pages silently and turn immediately to the next choral entrance.
- Avoid extraneous motion (turning pages while not singing, swaying, touching face, yawning, crossed legs, etc. as it can be distracting to the audience).
- Refrain from applauding or foot tapping (even in recognition of a performance), except for recognition of donors.
- At the performance conclusion, follow the Concert Master in sitting and standing and in recognition of applause prior to leaving the stage.

5.5 Concert Attire

TPSC has a concert dress code to create a uniform, professional appearance. The goal is to avoid any individual standing out or being distracting from the overall appearance.

Questions regarding appropriate concert dress are to be addressed with the member's Section Representative prior to the day of the performance. Any special dress requirements will be announced well in advance of the concert for which it is required.

5.5.1 All

- Hair that is shoulder length or longer should be worn pulled back from the face.
- Watches and simple stud earrings, no larger than a thumbnail, medical alert jewelry and wedding rings are acceptable. No other jewelry will be worn.

- From time to time the chorus will be instructed to wear items that are not part of standard attire.

5.5.2 Women

The women's dress will be uniform.

- Purchased from Formal Fashions in Tempe:
 - Square neck, black top with $\frac{3}{4}$ sheer bell sleeves (Classics and Pops concerts)
 - Ankle length black A-line skirt.
- Purchased on your own:
 - Black hosiery
 - Black, closed-toe shoe with modest heel (less than 2") or flats

5.5.3 Men

- Black tuxedo jacket and pants with white tuxedo shirt (no ruffled shirts please)
- Black bow tie and cummerbund
- Black dress shoes and black socks
- Jacket unbuttoned
- Sunday afternoon dress: tuxedo jacket and pants, white dress shirt (not tux shirt), solid-color black long tie

Suggestions for purchase of tuxedo (new or used) include Azteca Formal Wear, 1010 E Washington St, Phoenix, 85034, (602) 258-2568; cheaptux.com; finetuxedos.com; tuxedosdirect.com; afterhours.com; buy4less.com

5.6 Music Folders

TPSC members are responsible for providing their own performance folder. Music folders can be any size and shape as long as they are BLACK, non-reflective, and hide the music from the audience.

Examples of the gold standard for music folders can be seen at www.musicfolder.com (but a three-ring binder is also sufficient). Music typically cannot be 3-hole punched, but slotted plastic magazine holders for 3-ring binders are acceptable and can be found at most office product stores. See Scores / Music for specific details on handling of music.

5.7 Concert and Rehearsal Decorum

At the Chorus Master's discretion, a member who attends rehearsals or concerts under the influence of drugs or alcohol may be subject to dismissal from the Chorus.

6.0 Music

6.1 Music Distribution / Collection

- Each TPSC member is assigned a number which corresponds to a score number (score number may or may not be consistent throughout the course of the season).
- Each TPSC member must have his/her own score whether borrowed from TPS or purchased.

- New music may be picked up prior to the weekly rehearsal (from 6:20 pm to 6:50 pm) or during the break.

6.2 Music Guidelines

- Each TPSC member is responsible for the music that he/she is assigned.
- All music must be brought to every rehearsal and concert.
- Music must be marked in pencil ONLY. No ink pens or highlighters may be used to mark music.
- Do not write or draw unnecessary items that do not directly pertain to the singing of the piece.
- Do not staple or fold corners of music score pages.
- Do not three-hole punch music unless specifically allowed by TPSC Librarian.

6.3 Fees

Music that is lost or damaged such that it is unusable in the future will be replaced by the member to whom it was assigned. No new music will be distributed to the singer until return of the previous concert's music. If a singer has not returned rental or loaned music by the end of the season, The Phoenix Symphony, not the chorus, will send that singer an invoice equal to the replacement cost of the score(s) plus any shipping charges, whether it be rented music or music from the TPS library.

6.4 Purchased Music

Chorus members may purchase music for any performance. However, scores must be the same edition as that provided by TPS. TPSC Librarians will provide edition information and may coordinate the purchase of music.

7.0 Benefits

7.1 Ticket Policy

TPSC members are considered to be volunteers, but also musicians of TPS. As such, TPSC members are entitled to the following discounts:

- Half-price tickets to any concerts “presented” by TPS (including season subscriptions), except for special events. Each member may purchase a maximum of four half-price tickets per concert run for use by family, friends, or occasional guests.

The discount is available only by calling the TPS box office at (602) 495-1999 and identifying oneself as a current member of TPSC (box office has the current TPSC roster). 50% discount is not available via the internet.

- First access to complimentary tickets. TPS marketing department occasionally releases tickets for free one to three days prior to a performance. Notification is either made at the weekly rehearsal or sent via email to all TPSC members with instructions for how to obtain tickets. Tickets are held at the Will Call window

under member's name. Complimentary tickets should not be expected. Special events may not be covered.

Tickets are only available to concerts being "presented" (produced, sponsored) by TPS.

7.2 Symphony Gift Shop

In addition, a discount of 10% is offered at the Symphony gift shop for Symphony chorus members.

8.0 TPSC Social Media Policy

Members of The Phoenix Symphony Chorus (TPSC) should adhere to the Core Values of TPSC, as stated in the Member Handbook, when communicating over social media. Any online postings from our members may be construed as representing the viewpoints, opinions, and philosophy (Core Values) of TPSC to other members as well as to the community at large.

Social media is not an appropriate forum for harshly worded complaints or derogatory messaging about TPSC, The Phoenix Symphony, its staff, leaders, or members. Members who conduct egregious violations of this kind on any form of social media may be subject to disciplinary action.

In implementing this policy, the Council would like to restate that open and direct communication of complaints about TPSC staff, leadership, or individual members is welcome, but must be made directly to Section Representatives, and/or members of the Council.

Additionally, TPSC Advisory Council has adopted "best practice" guidelines that we hope will be helpful for our members when posting on any social media, particularly the TPSC group Facebook site. Please see Appendix B for a list of those guidelines.

9.0 TPSC History

When Maestro Hermann Michael assumed the leadership of The Phoenix Symphony (TPS), he decided to augment the musical offerings of the orchestra and to follow the trend found elsewhere in the U.S by creating a symphony chorus. Although a chorus of sorts had existed from time to time throughout the orchestra's history, there had been nothing of substance for quite a few years. The task of creating this chorus was given to Maestro Robert Moody after he arrived in 1998. Maestro Moody's goal was to create a chorus of 120 members, consistently raising the standards and re-auditioning the group on a regular basis to keep that standard high. The first venture, in the Fall of 1999, was the formation of a chorus to perform Handel's *Messiah*. That first chorus, which presented 3 performances with TPS, had 36 members. In the Spring of 2000, Maestro Moody assembled a group to present Bach's *St. John Passion*, which Maestro Michael directed after his return from a 10-month absence due to illness. By 2002, the chorus had expanded to more than 80 members.

In the Fall of 2000, Maestro Moody again turned his attention to a chorus for Handel's *Messiah*. Because of the success of its 1999 performances, the number of was increased from three to four. The only chorus involvement for the Spring 2000-01 season was a concert version of Mozart's *Abduction from the Seraglio* in February with a small group of about 20 members drawn from the *Messiah* chorus. Finally that Spring, Maestro Moody and Maestro Michael turned their attention to planning for the future.

In Spring 2001, the Symphony Board of Directors approved the formation of an auditioned symphony chorus and, accordingly, the Fall marked the official beginning of The Phoenix Symphony Chorus (TPSC) with the first team consisting of Maestro Moody as Chorus Master, Lawrence Loeber as Accompanist, and Ed Hurd as Chorus Manager. TPSC premiered in October of that year with Maestro Michael conducting an 80-voice group performing Mozart's *Requiem*.

In 2005, Maestro Moody resigned to become Music Director of the Winston-Salem Regional Orchestra and Gregory R. Gentry, a faculty member of the School of Music at Arizona State University, was selected from those who auditioned to assume the position of TPSC Chorus Master. Also in that year Michael Christie was named Music Director of the Phoenix Symphony.

Following on the heels of its inaugural year, the chorus has performed several symphonic works each year ranging from works by major classical composers to the music from *The Lion King* and *Lord of the Rings* to the premier of *Enemy Slayer* by Mark Grey in 2008. Each December the group joins the Phoenix Symphony for the Arizona Pops concerts, numerous performances of Handel's *Messiah* and occasionally concerts of baroque music as well. On several occasions the group has performed independent concerts without the orchestra. In June 2005, with Maestro Moody conducting, nearly half of the chorus traveled to Italy for a concert tour and presented concerts in Florence, Siena and Perugia and Assisi.

In the fall of 2012, Dr. Thomas Bookhout was appointed Chorus Master.

Please refer to Appendix C for the full TPSC performance history.

10.0 TPSC Advisory Council

TPSC Advisory Council is responsible for oversight of TPSC and serves as the "voice" of the general membership. The Council provides advice and support to the Chorus Master and TPS Chorus Manager and is the bridge between TPSC members and other entities. TPSC Advisory Council comprises the following officers: President, Vice President, Past President, Secretary, Treasurer, Social Events Coordinator, Librarian and Assistant Librarian, and Section Representatives. Email access is a requirement of ALL TPSC Advisory Council members for any communication defined in their job function.

TPSC Advisory Council generally meets on the second Sunday evening of every month during the symphony season and meets at a council member's home. TPSC Advisory Council meetings are open to any interested TPSC member. Minutes from each TPSC Advisory Council meeting are to be completed within one week of the meeting.

Following ratification by TPSC Advisory Council, the minutes will be posted on the TPSC Member Website.

TPSC Advisory Council members are elected to each position. Length of time spent in each position varies by position. See TPSC Advisory Council Office Job Description section for specific duties of each position. See TPSC Advisory Council Election Process section for further details.

Section Representatives help their section perform at its highest ability. They smooth out discrepancies and disagreements about various aspects of performance and represent their section to the Chorus Master. They maintain marked scores and should be able to answer questions about notes, rhythms, dynamics, pronunciation, and phrasing. Section Representatives are responsible for recording attendance and communicating with section members regarding their attendance. Section Representatives assist the Vice President to prepare appropriate seating charts for each concert run.

Job descriptions for the positions on the Advisory Council are listed in Appendix A of this Handbook.

10.1 TPSC Advisory Council Election Process

10.1.1 Term Length

- The offices of Vice President, President and Past President are one-year terms. A three-year commitment is implied for the elected Vice President who transitions to President and Immediate Past President in years two and three respectively.
- All other offices carry two-year terms.
- The Librarian and Assistant Librarian positions are elected by TPSC members and confirmed by TPS Librarian. These positions have no defined term and may be occupied for as long as the Symphony staff deems appropriate.

10.1.2 Advisory Council Member Nomination and Selection Process

1. Candidates for any position may be nominated by chorus members or they may offer their request directly to the Past President. A “statement of interest” may be requested from the nominee and shared with the Chorus members. It should include your personal interest in the position, years of TPSC membership, prior leadership experience of any kind, and any potential conflicts with Advisory Council meetings (generally the 2nd Sunday of the month) and with the upcoming concert season.
2. Candidate names will be reviewed by the Council prior to the election. The Council may determine that a person is not eligible to run for office based on his/her attendance record or other violations of the Member Handbook. In the event of an impending vacancy for which no volunteers express interest, nominations will be solicited.
3. The Past President verifies that the candidate is qualified, understands the scope and responsibilities of the position, adds the individual’s name to the master ballot and administers the voting process. The Past President may enlist the assistance of other members at her/his discretion.

4. Selection is accomplished by voting as follows:
 - a. Section Representatives – votes are cast by members of the specific section.
 - b. Librarian and Assistant Librarian – Elected by TPSC membership and confirmed by TPS Librarian and/or appropriate Phoenix Symphony staff.
 - c. All other positions – votes are cast by the entire membership.
5. Voting for any position where there are two or more candidates will be by secret written ballot. The person with the most votes will be elected to that position. For uncontested positions, election may be done by a show of hands at the TPSC rehearsal/meeting when elections are held.
6. The election process must be completed by early May to enable summer planning and August start-up. Each individual elected will assume his/her elected office at the conclusion of the TPSC season when elections are held.
7. In the event a Council member is unable to fulfill his or her duties during the course of a season, the President, with approval of the Council, may appoint a replacement, either for the duration of the incumbent's incapacity or the remainder of the season, whichever is appropriate. In the event the President is unable to perform his or her duties, the Vice President becomes the acting President.

11.0 Handbook

The handbook serves as a guide for all TPSC policies and procedures. In the event handbook updates are necessary, they will be made once per season. The following timeline will be used as a guide; however the timing of the updates and distribution may differ.

- March meeting: Proposed revisions are presented and discussed by the Council
- April meeting: Updates to the handbook made as a result of the March meeting are presented to the Council
- May meeting: All revisions in place and final approval will be made
- July: Updated handbook ready for distribution to TPSC members

Appendix A

TPSC Advisory Council Officer Job Description Summary

Position	Duties	Time Required (approx.)
All Positions	<ul style="list-style-type: none"> * Weekly rehearsal attendance * Attendance at all performances * Monthly Advisory Council Meeting attendance 	2.5 hrs/wk varies 2.0 hrs/mo
Past President	*Historical Link; Administers TPSC Advisory Council election process	2.0 hrs/mo
President	<ul style="list-style-type: none"> *Liaison to Chorus Master regarding TPSC functions & administration *Communicates with entire chorus via email, as needed *Coordinates annual returning member hearings *Chairs council meetings, oversees any subcommittees, schedules and sets agendas for TPSC Advisory Council meetings *Represents TPSC at the Volunteer Presidents' Council *Prepares weekly announcements, advisor to Handbook revisions * Liaison to the Phoenix Symphony 	12 hrs/wk
Vice President	<ul style="list-style-type: none"> *President's assistant *Manages new member auditions *Manages seating chart for concerts with help from Chorus Master and Section Representatives 	5-7 hrs/wk
Secretary positions (2)	<p><u>A: Minutes and Correspondence Secretary:</u></p> <ul style="list-style-type: none"> *Takes and issues Advisory Council meeting minutes *Updates Handbook <p><u>B: Roster Secretary:</u></p> <ul style="list-style-type: none"> *Keeps TPSC e-mail distribution lists up to date based on roster changes. *Keeps updated roster *Keeps all absence forms *Maintains zip code list *Maintains master attendance log—reports to Chorus Master as needed in concert with Section Reps 	8 hrs/wk
Treasurer	<ul style="list-style-type: none"> *Maintains checkbook *Manages expenses when required *Provides refunds as necessary *Potential fundraising 	1 hr/wk
Librarian and	*Distributes/Collects music	2-5 hrs/wk

Assistant Librarian	*Maintains music distribution/collection records & music deposit members *Maintains Choral score inventory, works with TPS Librarian	
Social Chair	*Plan monthly get-togethers *Arranges social functions, dinners, celebrations, retreats, etc. as necessary	Varies
Section Representatives	*Liaison between TPSC Advisory Council and section members *Information dissemination from Council (schedule changes, etc.) *Maintains weekly attendance—report to Recording Secretary *Work directly with Chorus Librarian(s) for distribution/collection of music within respective section *Assist Vice President to prepare appropriate seating charts for each concert run	2 hrs/wk

NOTE: This list of responsibilities is not meant to be all-inclusive. Additional duties may be assigned/requested from time to time by the President/Vice President or Chorus Master.

Appendix B

Social Media – Best Practices

- **Think Twice before Posting:** Taking a break - an interval of time before pressing “send” -is always a good strategy that allows you an opportunity to reflect on whether or not your message is appropriate. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person posting the comment and TPSC. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn’t say it openly at a rehearsal, or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, it is probably not a good idea to do so.
- **Be Respectful:** The members, staff and leadership of TPSC hold each other in the highest regard. Postings and responses to postings should be considered carefully in light of how they would reflect on the poster and/or TPSC and its institutional voice. While open discussion and sharing of ideas is good, carrying on a private argument on social media is disruptive and divisive to the group as a whole, and can be easily misinterpreted as a display of disrespect and acrimony.
- **Be Accurate:** If you are not sure of the facts, please call a member of TPSC Advisory Council (list and contact information available on our TPSC website) before posting. Your Council representatives will be happy to discuss any relevant matters with you and make sure your understanding is clear.

Appendix C

TPSC Performance History (Through 2012-2013 Season)

Date(s)	Venue	Composer/s	Title	Conductor	Orchestra / Accompanist
June , 2013 2	SH	Gilbert, Steffe, Williams,Ward,Ber lin	Battle Hymn of the Republic, et al: Patriotic Pops	S. Chafetz	TPS
June, 2013 1	SH	Gilbert, Steffe, Williams,Ward,Ber lin	Battle Hymn of the Republic, et al: Patriotic Pops	S. Chafetz	TPS
May, 2013 31	SH	Gilbert, Steffe, Williams,Ward,Ber lin	Battle Hymn of the Republic, et al: Patriotic Pops	S. Chafetz	TPS
April, 2013 27	SH	Liszt and Esteves	Dante Symphony, Cantata Criolla	M. Christie	TPS
April, 2013 25	SH	Liszt and Esteves	Dante Symphony, Cantata Criolla	M. Christie	TPS
February, 2013 8		Beethoven	Choral Finale to Symphony No. 9		TPS
January, 2013 12	SH	Holst	The Planets	M. Christie	TPS
January, 2013 10	SH	Holst	The Planets	M. Christie	TPS
December, 2012 16	Pinnacle Presbyterian	Handel	Messiah	M. Christie	TPS
December, 2012 15	Camelback Adventist	Handel	Messiah	M. Christie	TPS
December, 2012 14	MAC	Handel	Messiah	M. Christie	TPS
December, 2012 13	SCA	Handel	Messiah	M. Christie	TPS
December, 2012 12	Xavier Prep	Handel	Messiah	M. Christie	TPS
December, 2012 2	SH	Fry, Bavel, Breiner, Herbert,Stephenson Styne et al, Miller et al, Ridenour	Holiday Pops	J. Young	TPS
December, 2012 1	SH	Fry, Bavel, Breiner, Herbert,Stephenson Styne et al, Miller et al, Ridenour	Holiday Pops	J. Young	TPS
November, 2012 30, 2012	SH	Fry, Bavel, Breiner, Herbert,Stephenson Styne et al, Miller et al, Ridenour	Holiday Pops	J. Young	TPS
November, 2012 25	SH	Orff	Carmina Burana	M. Christie	TPS
November, 2012 24	SH	Orff	Carmina Burana	M. Christie	TPS

November, 2012 23	SH	Orff	Carmina Burana	M. Christie	TPS
May, 2012 5	SH	Rachmaninoff	Three Russian Songs	M. Christie	TPS
April, 2012 22	SH	Brahms	Schicksalslied	A. Neale	TPS
April, 2012 21	SH	Brahms	Schicksalslied	A. Neale	TPS
April, 2012 19	SH	Brahms	Schicksalslied	A. Neale	TPS
March , 2012 3	SH	Puccini	Messa di Gloria	M. Christie	TPS
March, 2012 1	SH	Puccini	Messa di Gloria	M. Christie	TPS
February, 2012 26	SH	Shaiman, John, MacDermot	Pops 4	J. Young	TPS
February, 2012 25	SH	Shaiman, John, MacDermot	Pops 4	J. Young	TPS
February, 2012 24	SH	Shaiman, John, MacDermot	Pops 4	J. Young	TPS
December, 2011 18	PPC	Handel	Messiah	M. Christie	TPS
December, 2011 17	CSDA	Handel	Messiah	M. Christie	TPS
December, 2011 16	MAC	Handel	Messiah	M. Christie	TPS
December, 2011 15	ALC	Handel	Messiah	M. Christie	TPS
December 2011 14	CUMC	Handel	Messiah	M. Christie	TPS
December, 2011 2,3,4	Symphony Hall	Traditional, Von, Williams, Rutter, Javits, Silvestri, Adams	Misc. Holiday Songs; Holiday Pops 2	J. Young	TPS
September, 2011 15,17 16	Symphony Hall Scottsdale Center for the Arts	Beethoven	Symphony No. 9	M. Christie	TPS
May, 2011 19,20 22	Symphony Hall Prescott	Mendelssohn	A Midsummer Night's Dream	M. Christie	TPS
May, 2011 12, 14 15	Symphony Hall Mesa Arts Center	Rachmaninoff	Spring Cantata	M. Christie	TPS
February, 2011 11, 13 14	Symphony Hall Prescott	Mendelssohn	Elijah	M. Christie	TPS
December, 2010 9	Central United Methodist Church	Handel	Messiah	M. Christie	TPS
December, 2010 10	St. Mary's Basilica	Handel	Messiah	M. Christie	TPS
December, 2010 11	Camelback Seventh- Day Adventist	Handel	Messiah	M. Christie	TPS

Church

December, 2010 12	Mesa Arts Center	Handel	Messiah	M. Christie	TPS
December, 2010 16	American Lutheran Church, Sun City	Handel	Messiah	M. Christie	TPS
December, 2010 17	Scottsdale Center for the Arts	Handel	Messiah	M. Christie	TPS
December, 2010 18	Church of Litchfield Park	Handel	Messiah	M. Christie	TPS
December, 2010 19	Pinnacle Presbyterian Church	Handel	Messiah	M. Christie	TPS
November, 2010 11,13 14	Symphony Hall Prescott	Bruckner	Mass in E Minor	M. Christie	TPS
May, 2010 20,22, 23	Symphony Hall Prescott	Bizet, Puccini, Borodin, Mozart, Wagner, Verdi	Opera Choruses	M. Christie	TPS
March, 2010 26,27,28	Symphony Hall	Williams	Symphonic Star Wars Requiem (R. Levin, ed.)	R. Moody	TPS
March, 2010 18,20,21	Symphony Hall Rio Verdi	Mozart		M. Christie	TPS
December, 2009 10	Community Church, Fountain Hills	Handel	Messiah	M. Christie	TPS
December, 2009 11	North Hills Church of God, Phoenix	Handel	Messiah	M. Christie	TPS
December, 2009 12	The Church at Litchfield Park	Handel	Messiah	M. Christie	TPS
December, 2009 13	Pinnacle Presbyterian Church, Scottsdale	Handel	Messiah	M. Christie	TPS
December, 2009 16	Central United Methodist Church, Phoenix	Handel	Messiah	M. Christie	TPS
December, 2009 17	American Lutheran Church, Sun City	Handel	Messiah	M. Christie	TPS
December, 2009 18	Bethany Bible Church, Phoenix	Handel	Messiah	M. Christie	TPS
December, 2009 19	Camelback Seventh-Day Adventist Church, Phoenix	Handel	Messiah	M. Christie	TPS
December, 2009 20	Mesa Arts Center, Mesa	Handel	Messiah	M. Christie	TPS
November, 2009 12,13,14	Symphony Hall	Adams, Goodman	Nixon in China	M. Christie	TPS
September, 2009 11,12	Symphony Hall	Beethoven	9th Symphony	M. Christie	TPS
May 2009 15, 16, 17	Symphony Hall	Rogers and Hammerstein	Salute to Rogers and Hammerstein	L. Golan	TPS
April 2009 26	Prescott	Orff	Carmina Burana	M. Christie	TPS

April 2009 23, 25	Symphony Hall	Orff	Carmina Burana	M. Christie	TPS
February 2009 5, 7	Symphony Hall	Stravinsky	Symphony of Psalms	M. Christie	TPS
December 2008 21	Bethany Bible Church	Various	Baroque Christmas	M. Christie	TPS Chamber
December 2008 20	Ascension Lutheran Church	Various	Baroque Christmas	M. Christie	TPS Chamber
December 2008 19	American Lutheran Church	Various	Baroque Christmas	M. Christie	TPS Chamber
December 2008 17	1 st Southern Baptist	Handel	Messiah	M. Christie	TPS Chamber
December 2008 16	Foothills Baptist Church	Handel	Messiah	M. Christie	TPS Chamber
December 2008 12	Pinnacle Presbyterian Church	Handel	Messiah	M. Christie	TPS Chamber
December 2008 13	Camelback Seventh Day Adventist	Handel	Messiah	M. Christie	TPS Chamber
December 2008 12	Mesa Arts Center	Handel	Messiah	M. Christie	TPS Chamber
December 2008 11	Love of Christ Church	Handel	Messiah	M. Christie	TPS Chamber
December 2008 10	CUMC	Handel	Messiah	M. Christie	TPS Chamber
December 2008 5, 6 (2 pm, 8 pm), 7	Symphony Hall	Various	Holiday Pops	L. Golan	TPS
October 2008 2, 4, 5	Symphony Hall	Haydn	The Creation	M. Christie	TPS
May 2008 23, 24	Symphony Hall	Golijov	Ainadamar	M. Christie	TPS
May 2008 3	Central United Methodist Church	Various (Lauridsen, Ticheli, Halley, Forrest, Haydn, Nance, Golovanov, Joio, Ratay, Hogan, Brahms)	Independent Concert	Gregory Gentry	Independent/ Chamber
April 2008 4, 5, 6	Symphony Hall	Ravel Bernstein	Daphnis et Chloé Chichester Psalms	M. Christie	TPS
February 2008 7, 9	Symphony Hall	Grey	Enemy Slayer-A Navajo Oratorio	M. Christie	TPS
December 2007 20		Handel	Messiah	M. Christie	TPS Chamber
December 2007 19	Sun City	Handel	Messiah-Highlights	M. Christie	TPS Chamber

December 2007 18		Handel	Messiah	M. Christie	TPS Chamber
December 2007 16	Pinnacle Presbyterian Church	Handel	Messiah	M. Christie	TPS Chamber
December 2007 15	Camelback Seventh Day Adventists Church	Handel	Messiah	M. Christie	TPS Chamber
December 2007 14	Central United Methodist Church	Handel	Messiah-Highlights	M. Christie	TPS Chamber
December 2007 13	Love of Christ Church	Handel	Messiah	M. Christie	TPS Chamber
December 2007 1, 2	Symphony Hall	Various	Holiday Pops	L. Golan	TPS
November 2007 29, 30					
October 2007 25, 26, 28	Symphony Hall	Brahms	German Requiem	M. Christie	TPS
May 2007 25, 26	Symphony Hall	Beethoven	Missa Solemnis	M. Christie	TPS
January 2007 18, 19	Symphony Hall	Holst	The Planets	J. Judd	TPS (TPSC women only)
January 2007 21	Yavapai Community College	Holst	The Planets	J. Judd	TPS (TPSC women only)
December 2006 21	Love of Christ Church	Bach	Cantata Nos. 57 & 151	M. Christie	TPS Chamber
December 2006 20	Joan of Arc Catholic Church	Bach	Cantata Nos. 57 & 151	M. Christie	TPS Chamber
December 2006 19	East Valley Bible Church	Bach	Cantata Nos. 57 & 151	M. Christie	TPS Chamber
December 2006 17	Pinnacle Presbyterian Church	Handel	Messiah - Highlights	M. Christie	TPS Chamber
December 2006 16	Camelback Seventh Day Adventist Church	Handel	Messiah – Highlights	M. Christie	TPS Chamber
December 2006 15	Rio Verde Community Church	Handel	Messiah – Highlights	M. Christie	TPS Chamber
December 2006 14	Mesa Arts Center	Bach	Cantata Nos. 57 & 151	M. Christie	TPS Chamber
December 2006 13	Camelback Seventh Day Adventist Church	Handel	Messiah – Highlights	M. Christie	TPS Chamber
December 2006 12	Yavapai Community College	Handel	Messiah – Highlights	M. Christie	TPS Chamber
Date(s)	Venue	Composer	Title	Conductor	Orchestra /

December 2006 8, 9	Orpheum Theatre	Handel	Messiah	M. Christie	Accompanist TPS Chamber
December 2006 1, 2, 3	Symphony Hall	Various (Bach; Berlioz; Britten; Lauridsen; Poulenc; Shaw; Rachmaninoff)	Holiday Pops	M. Christie	TPS
November 2006 30					
October 2006 5, 7, 8	Symphony Hall	Debussy; Beethoven	Nocturne; Choral Fantasy	M. Christie	TPS
May 2006 21	Yavapai Community College	Ives; Beethoven	Crossing the Bar, Psalm 90; Symphony No.9	M. Christie	TPS
May 2006 18, 19, 20	Symphony Hall	Ives; Beethoven	Crossing the Bar, Psalm 90; Symphony No.9	M. Christie	TPS
April 2006 30	Estrella Mountain Ranch	Various	Pops Performance	R. Moody	TPS
April 2006 30	Symphony Hall	Various	Pops Performance	R. Moody	TPS
January 2006 19, 21, 22	Symphony Hall	Beethoven; Mozart	Calm Sea and Prosperous Voyage; In Honorem Sanctissimae Trinitias	M. Christie	TPS
January 2006 20	Pinnacle Presbyterian Church	Beethoven; Mozart	Calm Sea and Prosperous Voyage; In Honorem Sanctissimae Trinitias	M. Christie	TPS
December 2005 20	Church of St. Thomas More	Corelli; Praetorius	“Christmas” concerto; Baroque carols	M. Christie	TPS Chamber
December 2005 19	Bethany Bible Church	Corelli; Praetorius	“Christmas” concerto; Baroque carols	M. Christie	TPS Chamber
December 2005 18	Arizona State University West Campus	Handel	Messiah	R. Moody	TPS Chamber
December 2005 17	Orpheum Theatre	Corelli; Praetorius	“Christmas” concerto; Baroque carols	M. Christie	TPS Chamber
December 2005 16	St. Thomas Aquinas Catholic Church	Handel	Messiah	R. Moody	TPS Chamber
December 2005 15	Scottsdale Bible Church	Handel	Messiah	R. Moody	TPS Chamber
Date(s)	Venue	Composer	Title	Conductor	Orchestra / Accompanist

December 2005 14	North Phoenix Baptist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2005 11	Pinnacle Presbyterian Church	Handel	Messiah	R. Moody	TPS Chamber
December 2005 10	Camelback Seventh Day Adventist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2005 9	Velda Rose United Methodist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2005 8	American Lutheran Church Sun City	Handel	Messiah	R. Moody	TPS Chamber
December 2005 7	Church of the Beatitudes	Handel	Messiah	R. Moody	TPS Chamber
December 2005 1, 2, 3, 4	Symphony Hall	Various	Pops Performances	R. Moody	TPS
November 2005 11	Bethany Bible Church	Various	Independent concert	R. Moody	Lawrence Loeber, piano
September 2005 9, 10, 11	Symphony Hall	Copland; Tchaikovsky	The Promise of Living; Festival Overture	M. Christie	TPS
May 2005 22	Yavapai Community College	Lauridsen; Orff	O Magnum Mysterium; Carmina Burana	R. Moody	TPS
May 2005 19, 20, 21	Orpheum Theatre	Lauridsen; Orff	O Magnum Mysterium; Carmina Burana	R. Moody	TPS
May 2005 8	Estrella Mountain Ranch	Various	Pops Performance	R. Moody	TPS
May 2005 6	Symphony Hall	Various	Pops Performance	R. Moody	TPS
January 2005 8, 9	Symphony Hall	Various	Pops Performances	R. Moody	TPS
December 2004 19	St. Thomas Aquinas Catholic Church	Handel	Messiah	R. Moody	TPS Chamber
December 2004 18	Arizona State University West Campus	Handel	Messiah	R. Moody	TPS Chamber
December 2004 17	American Lutheran Church Sun City	Handel	Messiah	R. Moody	TPS Chamber
December 2004 12	Pinnacle Presbyterian Church	Handel	Messiah	R. Moody	TPS Chamber
Date(s)	Venue	Composer	Title	Conductor	Orchestra / Accompanist
December 2004	Camelback Seventh	Handel	Messiah	R. Moody	TPS

11	Day Adventist Church				Chamber
December 2004 10	Velda Rose United Methodist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2004 9	Rio Verde Community Church	Handel	Messiah	R. Moody	TPS Chamber
December 2004 8	Church of the Beatitudes	Handel	Messiah	R. Moody	TPS Chamber
December 2004 3, 4, 5	Dodge Theatre	Various	“An Arizona Christmas” Pops Requiem	R. Moody	TPS
November 2004 21	Pinnacle Presbyterian Church	Mozart	Requiem	R. Moody	TPS
November 2004 20	Arizona State University West	Mozart	Requiem	R. Moody	TPS
November 2004 19	Yavapai Community College	Mozart	Requiem	R. Moody	TPS
November 2004 18	Scottsdale Center for the Arts	Mozart	Requiem	R. Moody	TPS
November 2004 7	Arizona State University West Campus	Vaughn Williams	Dona Nobis Pacem	R. Moody	Phoenix Youth Symphony
November 2004 6	Pinnacle Presbyterian Church	Vaughn Williams	Dona Nobis Pacem	R. Moody	Phoenix Youth Symphony
May 2004	Symphony Hall	Shore	Lord of the Rings Symphony	A. Mickelthwate	TPS
May 2004 20, 21	Symphony Hall	Mahler	Symphony No. 2 “Resurrection”	H. Michael	TPS
March 2004 4, 5	Symphony Hall	Bach	St. Matthew Passion	H. Michael	TPS
February 2004 2, 3	Symphony Hall	Mahler	Symphony No. 3	H. Michael	TPS
December 2003 14	Pinnacle Presbyterian Church	Handel	Messiah	R. Moody	TPS Chamber
December 2003 13	Camelback Seventh Day Adventist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2003 12	Velda Rose United Methodist Church	Handel	Messiah	R. Moody	TPS Chamber
Date(s)	Venue	Composer	Title	Conductor	Orchestra / Accompanist
December 2003 11	Del Webb Performing Arts	Handel	Messiah	R. Moody	TPS Chamber

December 2003 10	Center Church of the Beatitudes	Handel	Messiah	R. Moody	TPS Chamber
December 2003 4, 5, 6, 7	Symphony Hall	Various	“An Arizona Christmas” Pops	R. Moody	TPS
November 2003 1; October 2003 30, 31	Symphony Hall	Bernstein	Kaddish; Chichester Psalms; Simple Song	R. Moody	TPS
May 2003 26	Estrella Mountain Park	Various	“Celebrate America” Pops Performance	R. Moody	TPS
May 2003 25	Symphony Hall	Various	“Celebrate America” Pops Performance	R. Moody	TPS
March 2003 27, 28	Symphony Hall	Mendelssohn	Elijah	R. Moody	TPS
December 2002 15	American Lutheran Church	Handel	Messiah	R. Moody	TPS Chamber
December 2002 14	Velda Rose United Methodist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2002 14	Church of the Beatitudes	Handel	Messiah	R. Moody	TPS Chamber
December 2002 13	Our Lady of Joy Parish	Handel	Messiah	R. Moody	TPS Chamber
December 2002 11	Camelback Bible Church	Handel	Messiah	R. Moody	TPS Chamber
November 2002 16	Symphony Hall	Weill; Gershwin	Street Scenes; “Porgy and Bess” Suite	R. Moody	TPS
September 2002 13, 14	Symphony Hall	Various	“God Bless America” Pops Performance	R. Moody	TPS
March 2002 14, 15, 16	Symphony Hall	Beethoven	Symphony No.9	H. Michael	TPS
March 2002 1	Arizona State University West Campus	Rutter; Vaughn Williams	Requiem; Serenade to Music	R. Moody	TPS
February 2002 28	Scottsdale Center Performing Arts	Rutter; Vaughn Williams	Requiem; Serenade to Music	R. Moody	TPS
December 2001 16	American Lutheran Church	Handel	Messiah	R. Moody	TPS Chamber
December 2001 15	Camelback Seventh Day Adventist Church	Handel	Messiah	R. Moody	TPS Chamber
December 2001 14	Our Lady of Joy Church	Handel	Messiah	R. Moody	TPS Chamber
Date(s)	Venue	Composer	Title	Conductor	Orchestra / Accompanist
December 2001 13	Church of the Beatitudes	Handel	Messiah	R. Moody	TPS Chamber
December 2001	Camelback Bible	Handel	Messiah	R. Moody	TPS

12	Church				
November 2001	Symphony Hall	Mozart	Requiem	H. Michael	Chamber
1, 2					TPS

Appendix D

New Member Orientation

Attendance

- Check in with your section rep at every practice. Rehearsals are 7:00 – 9:30 pm with a 10 minute break around 8:15 most Mondays. It is recommended that you warm up on the way in.
- Master schedule is found on the website at <https://sites.google.com/site/tpscmembers/tpsc-announcements/updated2012-2013seasoncalendar>
- Fill out an absence form every time you are going to be (or have been) absent. You can download the form from the website at <https://sites.google.com/site/tpscmembers/absence-form>. Alternatively, you can send an email containing the same information to your Section Representative. If you miss multiple rehearsals, you may be asked to withdraw from that concert series.
- Notify your section rep if you are going to be late or absent, especially for dress rehearsals and concerts, as soon as you can, as chairs have to be set 45 minutes before opening.

Music

- Music will be supplied by the symphony. See the librarians to check out the music.
- Use only pencil to mark the music and do not punch holes or staple the music unless cleared by the librarians.
- It is expected that you will practice and/or review music on your own between rehearsals as needed.
- Music must be returned to the librarians after the concert run. If the music is turned in late, the chorus member is responsible for late fees.

Dress Rehearsals / Performances

- Check in with the VP (who is responsible for the seating charts for the concerts) for dress rehearsals and concerts.
- Dress rehearsals are with the symphony maestro with either piano or the whole symphony. Concert dress is not worn for dress rehearsal. Attendance at dress rehearsals is required to sing for that concert series.
- Concert attire is tuxes for men and the selected top and skirt for women. Women need to see Elizabeth Rosensteel for assistance in ordering their attire.

- Black folders are needed for the concert.
- Tickets: Refer to Section 7.1, TPSC Handbook.

More information is found in the TPSC Handbook at
<https://sites.google.com/site/tpscmembers/system/app/pages/search?scope=search-site&q=handbook>

My section reps:

Name: _____

Number: _____

Email: _____

Name: _____

Number: _____

Email: _____