

Glendale Youth Orchestra

2023-2024 Handbook

35th Anniversary Season

Welcome to the Glendale Youth Orchestra's (GYO) 35th Anniversary Season! The GYO offers a quality orchestral experience to qualified young musicians from Glendale and surrounding communities.

The mission of the Glendale Youth Orchestra is to provide exceptional young musicians with an opportunity to explore, appreciate, and develop their considerable talent and passion for music. The skills and discipline acquired in the pursuit of music to transform our young people into better citizens of their communities and the world.

The GYO believes that our young people have a better chance of succeeding and contributing to their world if they appreciate and participate in its rich artistic and cultural traditions.

As orchestra members,

- they perform concerts of standard symphonic repertoire at the Alex Theatre
- they interact with students who share their passion for music
- they learn the value of achievement, teamwork, and discipline
- they extend and enhance, though not replace their school music experience
- they give back to their community
- they serve as an example for their peers
- they know the joy of accomplishment and the pride of a performance well done

The policies and procedures outlined in this handbook have been established as a necessary part of this program in order to maintain the highest standards of orchestral training. The GYO operates in a manner that is as close as possible to the way a professional orchestra operates. Your compliance with the organization's regulations is vital to the musical excellence and professionalism of the GYO. Failure to comply with these regulations may result in dismissal from the orchestra. Please always remember that the future of the orchestra depends on the support of our community, and that all of you represent the orchestra in our community.

MEMBERSHIP

Membership in the GYO is determined by competitive audition for both new and returning members. New applicants may audition throughout the season at the discretion of the Conductor.

The GYO is designed to augment, not replace, the school music program; and therefore, all GYO members are required to participate in their school music programs.

Due to the advanced level of the orchestra, all GYO members are required to continue weekly private music instruction throughout their tenure with the orchestra. The GYO Conductor and/or staff may contact your private teacher to discuss your progress.

ARTISTIC STANDARDS

The GYO is dedicated to promoting and maintaining the highest artistic standards possible. Each member is expected to meet these standards of musicianship. The Conductor will offer feedback and guidance to GYO members and ask them to make certain improvements with the assistance of their private teachers. GYO members so requested must show improvement in these areas within a reasonable period of time or face the possibility of dismissal from the orchestra.

COMMUNICATION

The GYO communicates primarily via email. Please feel free to connect with us anytime at glendaleyouthorchestra@gmail.com. All orchestra members and families for whom we have email addresses will be receiving our weekly emailed announcements. These contain important information. Please read them! Also— please keep us updated as to any changes in email addresses during the year.

CONDUCT

All members of the GYO are expected to conduct themselves as young professionals at all times. Members are expected to interact with staff and other GYO members in a responsible, courteous and respectful fashion. Rehearsal and concert sites are to be maintained and left in good condition.

FEES (*Check/Cash/PayPal via GYO website*)

Audition Fee: \$30.00

Due prior to audition

Tuition: \$850.00 for entire year

Due at first rehearsal

If needed, payment plans may be arranged.

Students joining the orchestra after the first concert are offered prorated fees.

The mandatory fee entitles each GYO member to 5 tickets for each concert at the Alex Theatre. Additional tickets are available through the Alex Theatre Box Office. All fees must be paid by the due date in order for students to participate.

Payments plans are available. Please note that all payments must be received and completed by May 1st. Please email stating the breakdown of payments that work best for your family.

Refunds of fees are an exception and will be considered only in a situation involving medical or family emergency, when tuition has been paid in full and the withdrawal occurs before the third week of the season. In such cases, 75% of the tuition may be refunded during the first week and 50% during the second week.

There will be no refund granted to any student who is dismissed from the orchestra.

SCHOLARSHIPS

A limited number of scholarships based solely on financial need are available to offset the cost of tuition. The first two pages of both parents' current Federal and State tax returns are required with the application.

- All scholarship students will be responsible for \$40.00 per concert period for the concert tickets.
- All scholarship students are required to participate for the full 3-concert season. If that condition is not met partial tuition may be charged.

Occasionally, the GYO is able to offer scholarships based on merit for certain instruments. Please check with the Orchestra Manager for details. All scholarship recipients are required to participate with the Orchestra for the entire season.

PARENT RESPONSIBILITIES

Parents are required:

- Attend a short orientation at the beginning of the first rehearsal.
- Complete the Registration Form by the first rehearsal and ensure that all fees are paid in full by their respective due dates.
- Review this handbook with their child so that both parties understand their responsibilities.
- Sign the Membership Agreement indicating their willingness to abide by the GYO policies and procedures.
- Complete the Parent Volunteer form to indicate how they can best assist the orchestra by either volunteering their time, expertise and/or by making a monetary donation.

As tuition and ticket sales cover only 50% of the orchestra's operating expense, the orchestra relies on its parents to help with fundraising and audience building efforts. In order to make this season a success, we ask parents to consider how they can best assist the orchestra in this capacity.

REHEARSALS

GYO rehearsals take place on Sundays from 2:30 to 5:30 p.m.

Orchestra members are expected to arrive at least 15 minutes prior to the rehearsal start time so that they can be seated and ready to tune 5 minutes before the start of the rehearsal.

Orchestra members are expected to prepare their individual parts outside of rehearsals. They are expected to work on the music with their private teachers, as needed. Students unable or unwilling to learn their parts outside of rehearsal are subject to dismissal from the orchestra.

There is no talking, eating, drinking, or chewing gum while the rehearsal is in progress. A 15-minute break is given around the middle of the rehearsal time. Please eat a healthy protein snack before rehearsals. We thank you for your cooperation in this matter. All students are required to remain at the rehearsal location during rehearsal hours.

Parents are welcome at all rehearsals. The conductor requests that talking be kept outside the rehearsal hall while the rehearsal is in progress so as not to distract him and the musicians during the rehearsals.

In rehearsals, valuable insights are offered about practice strategies, style and historical context of repertoire, the language of conducting, stage manner, and partnership and leadership in a music ensemble.

GYO is a guest of rehearsal facilities, and all GYO members are expected to abide by all facility rules and regulations.

ATTENDANCE

Participation in GYO requires a commitment to weekly rehearsals, practice, and concert performances. Consistent attendance at weekly rehearsals is important to creating strong musical ensembles.

“Tardy” means not being in your seat ready to at the start of rehearsal. Two tardies will count as one absence.

After two absences during the preparation period for any concert, the Conductor may not allow you to participate in that concert. Should this occur, you would be expected to continue rehearsing and performing with the orchestra for subsequent concerts. Absence and/or tardiness may also result in dismissal from the orchestra.

Musicians are asked to give at least one (1) weeks’ notice to the Orchestra Manager, if a rehearsal is going to be missed or if a musician will be arriving late.

The GYO Manager must be notified prior to rehearsal anytime a student must be absent due to illness.

Each member is required to sign-in at the start of the rehearsal.

Attendance at concerts and the final rehearsal before each concert is mandatory. Students who miss the last rehearsal before each concert will not be permitted to perform at the concert.

REHEARSAL PREPARATION

Musicians are expected to practice their music regularly between rehearsals to make the rehearsals enjoyable and productive for all.

CONDUCT

Orchestra members are expected to act in a responsible manner. Being courteous to fellow musicians, the conductor, and volunteers is expected at all times and will lead to productive rehearsals and performances. Inappropriate behavior can result in loss of membership.

HEALTH & SAFETY

The health and safety of all involved with the GYO is always of utmost priority.

It is important to take personal responsibility for your own health. If you are feeling sick or exhibiting any of the following COVID symptoms: fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting, stay home for your own well-being and for the health of your fellow orchestra members. If you have been exposed to COVID, contact us and follow the current guidance from LA County Health Department (<http://publichealth.lacounty.gov/media/coronavirus/>). The Glendale Youth Orchestra is not liable should you contract Covid or any of its variants.

Failure to follow verbal instructions or guidelines set by staff and/or facilities will result in removal from rehearsal.

CELL PHONE POLICY

Cell phones may be brought to rehearsal, but they must be used for tuning only. **Students are not to use their cell phone during active rehearsals.** Cell phones should be silent. On concert day, cell phones are to be left in the dressing room and never brought on stage.

ANY OTHER CELL PHONE ACTIVITIES DURING REHEARSALS OR CONCERTS ARE STRICTLY PROHIBITED.

POLICY AGAINST HARASSMENT

The Glendale Youth Orchestra is committed in all areas to providing a learning environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All members, including the conductor, board members, and volunteers are expected and required to abide by this policy. No person will be adversely affected as a result of bringing complaint(s) of unlawful harassment.

The GYO has developed a complaint procedure to deal with complaints, including sexual harassment. Any person believing harassment has occurred should report this to the President,

Orchestra Manager, &/or Conductor immediately. All reports will be kept confidential and will be promptly investigated.

The GYO will take appropriate disciplinary action against any members who are found to have engaged in harassment, up to and including discharge.

SCHOOL MUSIC PROGRAMS

All musicians are required to participate in their school music program, if offered. Participating in a school ensemble is a vital and valuable experience to grow as a musician.

GYO is committed to an alliance with our public and private schools.

MUSIC

Each orchestra member will receive music at the beginning of each quarter. Music must be kept in a folder and the folder brought to each rehearsal. A pencil and eraser should also be brought to all rehearsals – mark music in pencil only. The librarian must be notified immediately if you lose your music. You may be required to pay the cost of replacing all original copies of music.

Orchestra members are expected to keep their instruments in first-class condition. Students are responsible for keeping any instrument accessories (mutes, rosin, extra strings, reeds, etc.) available at all rehearsals and concerts. The GYO is not responsible for any damage that may occur to the student's instrument during GYO rehearsals and events. Ask the orchestra manager for a list of insurers of musical instruments.

Heritage Insurance Services, Inc.: 800-289-8837
<https://musicins.com/>

Clarion Insurance: 800-848-2534
<https://www.clarionins.com/>

CONCERT DRESS

Attire for concerts is as follows:

Female:

- Solid black ankle-length dress with long sleeves or
 - Solid black dress slacks with black long sleeve top or
 - Solid black ankle-length skirt with long sleeve solid black blouse
- Several areas of the audience are lower than the stage;
therefore, absolutely no standard-length dresses or skirts are allowed
- Black dress shoes and black nylons

Male:

- Black suit or tuxedo with white dress shirt.
- Black dress shoes (polished) and black socks [No tennis shoes]
- Black bow tie

CONCERT DAY

Listed below are procedures for the day of the concert at the Alex Theatre:

Arrive in full concert attire at the **Stage Door** of the Alex Theatre on Maryland Avenue no later than **2:15 p.m.** The Alex Theatre is located at 216 N. Brand Blvd. in Glendale. The stage entrance is behind the Alex Theatre on Maryland Avenue. Parking is available in the municipal lot on Maryland across from the stage entrance. Do not attempt to enter the Alex Theatre from Brand Blvd. as the gates will be closed until just before the performance. Additional parking for the performance is available on Orange 1 blk west of Brand entrance between California and Wilson on Orange. **A validation stamp for this lot is in the lobby of the Alex.**

Go downstairs to the dressing/waiting areas [GREEN ROOM]. Put away your instrument case and personal effects, including your snacks, in the designated room. Then take your music folder and instrument upstairs to the stage. Be in your seat and ready to tune no later than **2:30 p.m.**

There will be a break after the pre-concert rehearsal, so you can eat dinner. No food, drinks, instrument cases or personal effects are allowed on stage. All GYO members **MUST** remain in the theatre area throughout the rehearsal, break and concert. Family and friends may visit you downstairs during the break. You may not hang out outside the theater or in the parking lot.

DINNER WILL BE PROVIDED. Each member will be asked to turn in money (\$20.00) for dinner a few weeks before each concert.

Musicians must be ready to proceed immediately to the stage when the “five-minute call” sounds backstage at the end of break and at the end of concert intermission.

Please remove all trash and personal items from the backstage area after the concert. Remember we are guests at the venues and are fortunate to have the use of these facilities!

Parents must pick-up their student immediately following each rehearsal and concert.

If you are delayed or have forgotten to pick-up your child:

- Please call and/or text Mara Kelly's cell phone (323) 839-8135
- If there is no answer, please leave a message and phone number where you can be reached.
- Someone from the Orchestra will remain on-site with your child until you arrive.

REHEASAL LOCATIONS

❖ **Verdugo Woodland's**

DAD's CLUB

1728 Canada Boulevard,
Glendale CA 91208

- The building is set back from the main road and is between the fire station and the baseball field. Parking is in the Lot to the right of the baseball field and just opposite the park. Drop off is in the public parking lot or curbside.
- Please do not drive into the Dad's Club driveway as there will be no room to turn around! Do not drop kids off on the other side of the street as it is way too dangerous to cross there without a traffic light and it is right next to the firehouse.

❖ **Pasadena City College**

Center of the Arts Building, RM 134

1570 E Colorado Blvd.
Pasadena, CA 91106

Parking is best in Parking Structure #5, which is located on Bonnie Ave. between Colorado and Del Mar Blvds. You can purchase parking permits located in the structure via a yellow automated machine. Parking is \$2 all day. There is also a map attached of the campus as well to help you find your way.

Rehearsals will be held in CA-134, located in the Center of the Arts building, which is just a short walk from the parking structure.

❖ **Hall of Liberty**

Forest Lawn - Hollywood Hills

6300 Forest Lawn Drive
Los Angeles, CA 90068

- Enter the gates to Forest Lawn and drive straight to the top of the hill following the signs for the Hall of Liberty. Immediately after the red brick Old North Church turn left, then take the first right up the hill and then go right again into the parking lot.
- Enter through the sliding glass doors and you are there! Please only use the sliding doors off the large parking lot to enter and exit the Hall.

CONTACT INFORMATION

President: Mara S. Kelly
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Please do not hesitate to contact the GYO with any questions or concerns.