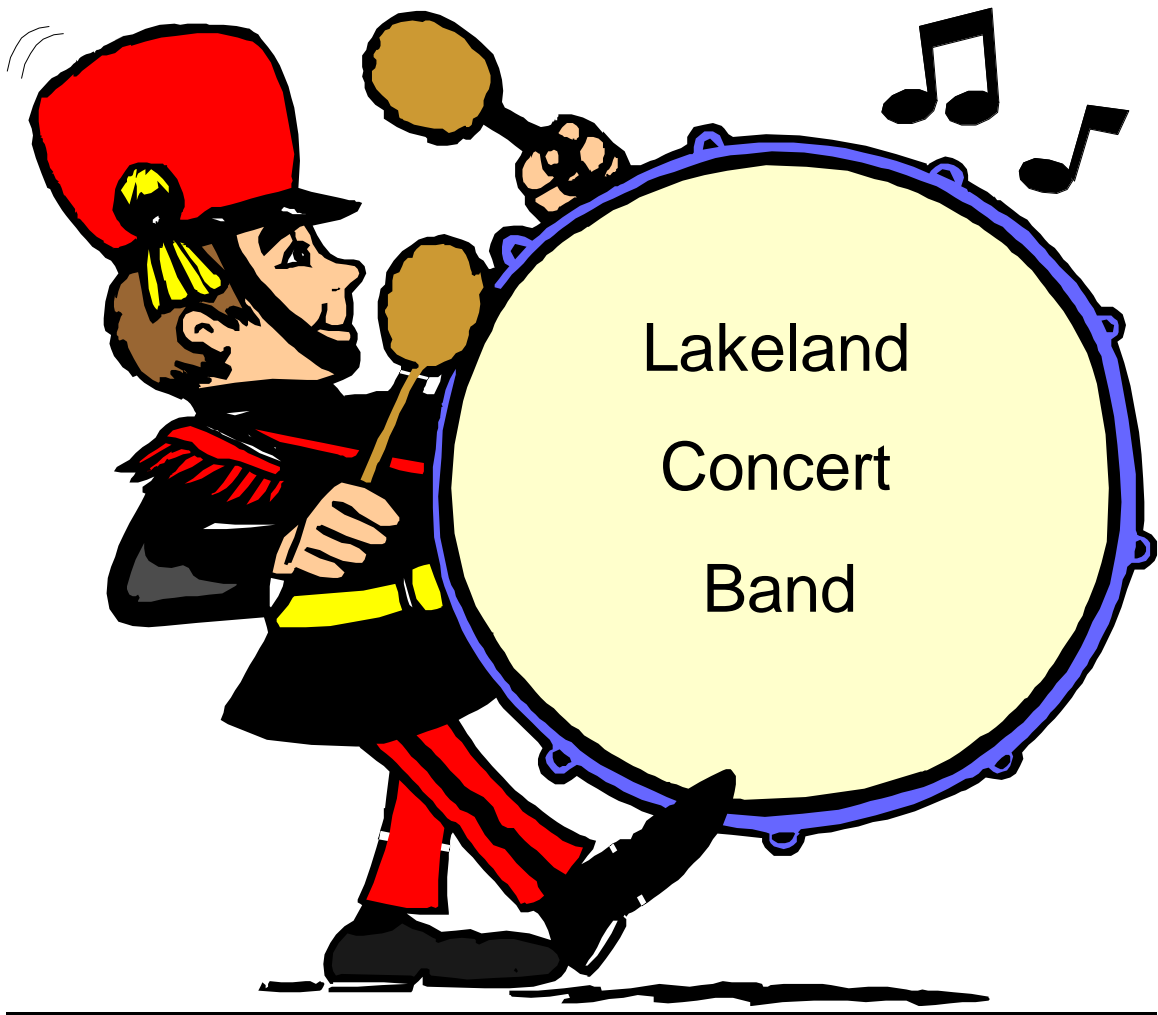


LAKELAND CONCERT BAND



2023 - 2024 Season

Band Member Handbook

OUR MISSION

The Lakeland Concert Band is a volunteer organization, dedicated to providing the community with quality musical entertainment and exposure to the fine arts.

OUR VISION

We strive to educate and entertain the community with diverse, quality music from around the world.

OUR VALUES

Be civic-minded and servant-hearted

Add value to the community through good, family-oriented music

Nurture growth of participation in music

Donate time and musical talents for the enjoyment of the community

DEDICATION

This handbook is dedicated to all the past, present, and future members for their unselfish contribution to this organization. Some have come and gone, due to other commitments, and some cherished few have left us for eternity. To all of you who have touched and will touch the Lakeland Concert Band with your lives and with your music, thanks for the memories!

PURPOSE

The information in this handbook is intended to provide answers for our band members regarding many questions that they might have during the season. The policies and procedures contained within are intended to help facilitate better rehearsals and performances, thus allowing us to more fully enjoy the experience of being a member of this organization.

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BOARD OF DIRECTORS

PRESIDENT

Susan Johns

VICE PRESIDENT

Cindy Bergau Brady

SECRETARY

Stephanie Barta Rivera

TREASURER

Kelly Goldberg

PUBLICITY

Ken Brady

MUSIC DIRECTOR/CONDUCTOR

Vic Larsen

MEMBER

Jim Jackson

MEMBER

Harold Webb

MEMBER

Connie Canfield

MEMBER

Bob Hornback

MEMBER

Pat Wiesenauer

LIBRARIAN/HISTORIAN

Cindy Bergau Brady

POLICIES AND PROCEDURES

MEMBERSHIP REQUIREMENTS

The Lakeland Concert Band is a volunteer organization. We are funded by donations from our audience. We strive to provide a concert that is a high quality, well-balanced performance so that there is something for everyone attending. For the same reason, we must play music that meets the band's capability while also being challenging and enjoyable for our members.

The Lakeland Concert Band does not require auditions. A prospective member will need to sit in and rehearse. At that time, we will know if they demonstrate musical competence. Placements will be at the discretion of the music director/conductor.

We are not a recreational band and, therefore, even though we welcome members who are here seasonally on vacation, we have a mission and responsibility to each other and to our audience to properly attend, rehearse, and prepare for our concerts. Individual practice is expected.

ATTENDANCE

Satisfactory attendance at rehearsals and concerts is required. Band members are expected to attend all rehearsals and are required to attend at least two rehearsals and display appropriate concert preparedness, as determined by the music director/conductor, prior to performing in a concert. If you must miss a rehearsal and/or concert, you must notify the music director/conductor, in writing on the sign in sheet, ahead of time and plan to send in your music folder so that it is available at the rehearsal/concert. **In the event of a last-minute emergency, PLEASE CALL. (Please, do not send a last-minute email.)**

SECTION LEADERS

Section leaders are selected by the music director/conductor. They or their designee are expected to:

- Attend each rehearsal and concert unless there is an emergency.
- Be responsible for their section receiving, understanding, and carrying out instructions from the music director/conductor specific to their section regarding playing, techniques and marking their music appropriately.
- Have a sectional to work through problems if needed.
- Designate another person in the section to temporarily take over this position if they miss a rehearsal or concert.
- Help seat the section according to playing competency and balance needs.

SECTION PRINCIPALS

Section principals are selected by the music director/conductor.

REHEARSALS

1) Location

- a) Rehearsals are typically at the Lake Mirror Center Auditorium.
- b) On occasion, we are not able to be at the Lake Mirror Center Auditorium, at which time we will be at another designated site.

- 2) Day and Time
 - a) Our rehearsals are on Monday evenings, beginning the Monday after Labor Day and continuing through the Monday prior to our last concert, with a 2-week Christmas break.
 - b) We rehearse from 7:00PM until 9:00PM.
- 3) Sign In
 - a) Each band member is expected to sign in on the attendance sheet for each band rehearsal. Failure to do so may result in not being able to perform in a concert.
 - b) All new band members are asked to sign-in with their name, address, phone numbers, instrument played, and email addresses.
 - c) All returning band members are asked to check the roster from the previous season and make any changes necessary.
 - i) If everything is still correct, please initial by your name so that we can appropriately produce the roster for the current season.
- 4) Stands
 - a) Each band member is responsible for bringing a stand to rehearsal. None are provided by the band.
- 5) Music
 - a) Music folders with the music for the next concert are available at the first rehearsal and at the first rehearsal after each concert.
 - b) When instructed to do so, mark your music as the conductor asks.
 - i) Please remember, this is borrowed music. Sometimes it is rented music. **DO NOT EVER use ink or highlighters on it.** Use Pencil only. We expect band members to take care of the music accordingly.
(1) KEEP A PENCIL IN YOUR MUSIC FOLDER.
- 6) Tuning
 - a) Please tune your instrument prior to the beginning of rehearsal.
 - b) During rehearsal, please remain quiet while other sections are tuning.
 - c) Wait for your turn.
- 7) Practice proper stage presence
 - a) All band members should be quiet and prepared to play when the conductor steps up on the podium.
 - b) Have a proper sitting position with no crossed legs or open knees.
 - c) Check with your section leader/principal for the proper playing position.
 - d) Instruments come to position with the raising of the baton and down at the end of the selection with the lowering of the baton.
- 8) Break
 - a) We have a short break halfway through the rehearsal.
 - i) Please use this time to get water, go to the restroom, and to take care of other needs.
 - ii) Return from break when asked to avoid wasting time needed for rehearsing.
- 9) Etiquette
 - a) Rehearsals begin promptly, so arrive in time to be ready to play at 7:00PM.
 - b) Please refrain from chatting or commenting during rehearsal.
 - i) A speaker system is used so that the band members can hear the conductor.
(1) Talking during rehearsal negates the effectiveness of this system, wastes

the band's and the conductor's time, and may prevent you or your fellow band members from hearing something important.

- c) Each band member should pay attention to the entire rehearsal, even when your section is not being rehearsed.
 - i) This will help to avoid missing information that might pertain to you as well and will also help to avoid being lost in the music.
 - ii) Keep up with the rehearsal by watching and listening to the conductor.
- d) Between rehearsing selections. "relax", get your wind, and look over the music.
 - i) Don't start a conversation you will have to end abruptly.
 - ii) Do not start practicing music.
- e) Direct your concerns to the conductor.
 - i) The best times to express your concerns to the conductor are before rehearsal, during the break, or after the rehearsal.
- f) Please do not waste the band's time with problems that you can solve yourself.
 - i) If you need to be recognized, please raise your hand instead of "yelling out"!
- g) Please do not rehearse with the band during the last rehearsal before a concert if you are not playing in that concert.
 - i) This is to ensure a continuity of instrumental balance from the rehearsal to the performance.

CONCERTS

- 1) Location
 - a) Our concert performances are in Branscomb Auditorium at Florida Southern College.
 - i) There is no parking fee at Branscomb Auditorium.
- 2) Day and Time
 - a) All concerts are on Sunday at 2:30PM unless otherwise announced.
 - b) Band members are required to be on stage, ready to perform, at 2:25PM.
- 3) Stands
 - a) Please bring your own stand, preferably a black concert stand, in case it is needed.
 - b) Some stands are provided, but sometimes there are not enough, nor are they always in good working condition.
- 4) Music
 - a) Before the concert
 - i) Make sure you bring your music folder with you if you have taken it home.
 - ii) If you cannot be at a concert, send the folder with someone else, if possible.
 - b) After the concert
 - i) **NO ONE IS PERMITTED TO TAKE MUSIC HOME AFTER A CONCERT UNLESS OTHERWISE INSTRUCTED.**
 - ii) Return the music to concert order and then place it in the music crate backstage.
- 5) Dress
 - a) Our uniform for women is a long-sleeved white blouse with black slacks or longer skirt, and black shoes. No short skirts.
 - b) Our uniform for men is a long-sleeved white dress shirt with a black bow tie, black trousers, and black socks and shoes.
- 6) Set-up

- a) The set-up for the concert begins on stage at 12 Noon.
 - i) If you are physically able and wish to help, please arrive close to this time.
 - ii) Band members needing considerable time to set-up (such as percussionists) need to arrive close to noon.
 - b) All members are responsible for their own "finishing touches". Music folders, instrument stands, mutes, or other equipment need to be on stage early.
- 7) Concert Notes
- a) Concert notes will be emailed prior to each concert.
 - i) Please take time to print out these notes and **READ** them, marking your music accordingly.
 - ii) These notes will refresh your memory regarding each piece, giving the main highlights to focus on.
 - (1) These notes are especially important to review if you missed a rehearsal.
- 8) Tuning
- a) PLEASE WARM UP AND TUNE BEFORE THE CONCERT at 2:15 pm in the choral room.
 - b) Be aware of your intonation throughout the concert.
- 9) Performances
- a) Be prepared to go on stage, already warmed-up, with music, stand, and instrument, ready to play at 2:25PM.
 - i) There will be a pre-show going on from 1:45PM until 2:15PM. No one is allowed on stage during this time.
 - ii) When the stage manager announces, "Places", move on stage.
 - b) Use proper stage presence
 - i) All band members should be quiet and prepared to play when the conductor steps up on the podium.
 - ii) Please have a proper sitting position with no crossed legs or open knees.
 - iii) Use the proper concert playing position as determined by your section principal.
 - c) Instruments come to position with the raising of the baton and down at the end of the selection with the lowering of the baton.
 - d) Noise during and between selections, foot tapping during selections, talking, page turns, gesturing, and other distractions need to be minimized as much as possible.
 - i) The audience can see and hear these things.
 - ii) This includes not reacting to problems or mistakes, as this will divert the attention of the audience from the music and the band's performance.
- 10) Break-down
- a) Break-down begins immediately after the concert is over.
 - i) Place music folders, with concert music in order, in the backstage crates, unless otherwise instructed.
 - ii) Put up your instrument.
 - iii) Remove all instrument stands, music stands, mutes, etc.
 - iv) If you are physically able and wish to help, please help clear the stage of any remaining instruments, stands, chairs, etc. as needed.

CALENDAR OF EVENTS

REHEARSAL LOCATION, DATES AND TIMES

- 1) Lake Mirror Center Auditorium
 - a) Monday evening from 7:00PM until 9:00PM
 - i) 2023
 - (1) September 11, 18, 25
 - (2) October 2, 9, 16, 23, 30
 - (3) November 6, 13, 20, 27
 - (4) December 4, 11, 18
 - ii) 2024
 - (1) January 8, *15, 22, 29
 - (2) February 5, 12, 19, 26
 - (3) March 4, 11, 18, 25
 - (4) April 29 (tentative for Honor Flight)
- 2) St Paul Lutheran Church Cafetorium
 - a) Monday evening from 7:00PM until 9:00PM
 - i) 2024
 - (1) *January 15 (MLK Holiday)

CONCERT LOCATION, DATES AND TIMES

- 1) Branscomb Auditorium
 - a) Sunday afternoon at 2:30PM
 - i) 2023
 - (1) November 12
 - (2) December 10
 - ii) 2024
 - (1) January 21
 - (2) February 11
 - (3) March 10
 - (4) April 21
- 2) NOAA Change of Command Ceremony
 - a) Friday, December 8, 2023
 - b) Lakeland Linder Airport
 - i) Across the airfield from the terminal
- 3) Veterans Honor Flight - Airport
 - i) April 30, 2024