

To: Parents and/or Guardians of Minors Playing with the Potsdam Community Band

From: Potsdam Community Band Leadership Team

Re: Student Participation in the Potsdam Community Band for Fall, 2019-Winter, 2020

Dear Parents/Guardians:

Your son/daughter has been recommended by his/her music teacher to play or has shown an interest in playing with *The Potsdam Community Band* this season. We have seven rehearsals and one concert; you'll find all of those dates on page 3. We're delighted that your son/daughter is interested and are looking forward to having him/her in the band.

The Potsdam Community Band is a group of 70+ musicians of all ages and performs concerts of challenging music. We want to make sure that you are aware of the expectations of all Potsdam Community Band members. Our band's Etiquette Sheet appears on page 4 of this memo and includes important information for all Band members. In addition, we would like you to know that:

- In order to practice and perform well, we require attendance at rehearsals and the concert. The dates are listed on page 3.
- Rehearsals are from 7-9pm and the Dress rehearsal is 7-9:30pm. Please see the sign-up survey for rehearsal locations. When arranging transportation, please remember that musicians must arrive in the rehearsal room at least 15 minutes early (1/2 hour for percussionists) to set up and warm up, and should plan to stay about 10 minutes after rehearsal to properly put his/her instrument away and receive any notes from the Section Leaders. All percussionists are expected to remain after rehearsal until all of the percussion equipment has been put away.
- In the event that your son/daughter must miss a rehearsal due to unforeseen circumstances, it is ESSENTIAL that his/her folder of music be present. Your son/daughter should notify us (via PotsdamCommunityBand@gmail.com) as soon as possible, and arrange for the folder of music to be dropped off or delivered by another band member so that it arrives before the rehearsal begins. S/he should also notify their Section Leader. The list of those Section Leaders will be sent to all Band members by email prior to our first rehearsal.

Thank you for your support of your son/daughter's participation in the Potsdam Community Band. Before your son/daughter can participate, we need page 2 of this form, filled out and returned to us before the first rehearsal. Your son/daughter may not participate until we have this!

Please mail or email this page to PCB as soon as possible, so that we can prepare a folder for your daughter or son.

Mail to: Potsdam Community Band, % Ron Berry, Personnel Mgr.
36 Berry Patch Road
Potsdam, NY 13676

Email to: potsdamcommunityband@gmail.com

Student's name: _____

Student's email address: _____

Student's phone number: _____

Parent/Guardian's email address (you will also receive PCB emails):

Parent/Guardian's name and phone # _____

Name	Phone #
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The rehearsal and performance dates are listed on the following page. Please put these dates on your calendar and keep that page for your reference. For this series of concerts, a maximum of 2 absences from rehearsals is *permitted*, though attending all rehearsals is best for your young musician and for the entire group. Note that the dress rehearsal is mandatory. We ask for your acknowledgement that your son/daughter will be able to attend the rehearsals and concerts below.

Please list any dates that your son/daughter will be absent: (see list of dates, next page)

I acknowledge that I have received both this memo and the Band Etiquette Sheet, and I am aware that my son/daughter has made a commitment to perform with the Potsdam Community Band on the dates/times listed on page 3, with the above exception(s).

_____ (parent/guardian signature)

_____ (date)

PLEASE SAVE THIS SHEET FOR YOUR REFERENCE!

For this season, the rehearsals are:

- Monday, November 4, 2019: (7-9pm in the Potsdam High School bandroom)
- Monday, November 18, 2019 (7-9pm in the Potsdam High School bandroom)
- Monday, December 2, 2019 (7-9pm in the Potsdam High School bandroom)
- Monday, December 16, 2019 (7-9pm at the Crane School of Music, room TBA)
- Monday, January 6, 2020 (7-9pm at the Crane School of Music, room TBA)
- Monday, January 13, 2020 (7-9pm at the Crane School of Music, room TBA)
- Thursday, January 16, 2020 - mandatory (7-**9:30**pm at the Crane School of Music, Hosmer Hall)

Concert: Sunday, January 19 at 3 pm in Hosmer Hall at the Crane School of Music, SUNY Potsdam. *Snow date: Sunday, January 23 at 3 pm.*

Etiquette Sheet



We are all here to enjoy making music together!

Everyone who plays a band instrument is welcome in Community Band.

- It is important that all parts be covered and that we have strong players on all parts. Questions regarding part assignments should be directed first to the Section Leader and second to the Music Director.

To maximize the quality of our music making, please remember that:

- The band is counting on you to be at rehearsals and to play to the best of your ability. Individual practice between (but not during!) rehearsals is encouraged.
- All folders **MUST** attend each and every rehearsal and performance. Your folder's absence prohibits the band from rehearsing/performing effectively.
- Rehearsals work best when everyone is warmed up and ready to play a few minutes before the starting time. Please plan to arrive 15 minutes before start time, ½ hour before start time for percussionists. The rehearsal room will be open at least 30 minutes in advance to enable discussion of part assignments and percussion set-up.
- o The occasional need to arrive late or leave early to a rehearsal is unfortunately inevitable. Remember that the best time to enter/exit is in between pieces. This minimizes the interruption to the band.
- Our purpose in rehearsing is to improve our musicianship and musical performances under the leadership of the Music Director. Remember that you may benefit from listening to her/his comments even if they don't *seem* to pertain to you.

To keep the band fun for everyone, please keep in mind that:

- Electronic devices (cellphones) that light up, make noise, or vibrate are a distraction. Interaction with these is best saved for the break, or after rehearsal.
- If there is something specific that you need to ask your Section Leader or the Music Director, please consider the urgency - if it can wait to the break, then there's more time for us to play together.
- Rehearsals are close quarters. Good personal hygiene is important! Fragrances, odors, unusual clothing and headwear may be both distracting and harmful to your bandmates.