



Handbook





Welcome to the Portsmouth Wind Symphony! Our Board created this handbook to give our performers all the information they need about participating in our ensemble. We hope you find it helpful.

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Members of the Board

- President – M.Trent Williams
- Vice-President – Shelly Taylor-Cooper
- Treasurer – M. Trent Williams
- Secretary – Lisa Carver
- Members-at-Large – Beth Baldrige, Toni Dengel, Jill MacDonald, Sharee Price, Kevin Smedley, Linda Woods-Jones

Music Director/Conductor – John Christian, Music Librarian – Linda Donaldson
August 1, 2023

Dear Performer,

Welcome to the Portsmouth Wind Symphony. We are excited about your membership and grateful for your willingness to share your talents. The Board and I are looking forward to the 2023-2024 season, and we look forward to working with you to satisfy your desire for performance and community. We strongly believe that with a great attitude, hard work, and dedication, we will create quality performances and continue entertaining and enlightening our audiences with quality music.

Enclosed in this handbook are the answers to many of your questions concerning your participation in the Portsmouth Wind Symphony. You will find answers to most of your questions about materials, expectations, and guidelines for our organization. Please refer to this handbook throughout the year as questions arise. Please note while this handbook details policies and expectations, it cannot anticipate every situation we may encounter during the season. When questions or exceptional circumstances arise, please get in touch with a member of the Board or myself. Please refer to the calendar in this handbook and mark these important dates on your calendar.

At the end of this handbook, you will find the participation contract. Musicians must sign this sheet after they have read and reflected on its contents. Please take the time to read this; be informed, and establishing good communication will help your membership be a positive one.

Again, welcome to the Portsmouth Wind Symphony, and we look forward to you sharing your talents and contributions.

Sincerely,

John R. Christian, M.A.

Artistic Director/ Conductor

Section I – Mission Statement

The Portsmouth Wind Symphony's mission is to foster a vibrant and inclusive musical community that celebrates and shares music with our community. Our primary objective is to share and nurture artistic appreciation through a variety of music repertoire for all members of our community. We welcome local musicians from area high schools, Shawnee State University, and adults from the Tri-State region.

Section IIA – History of the Organization

The Portsmouth Wind Symphony (PWS) began as the Portsmouth Community Orchestra in 1993, performing popular crowd favorites. The ensemble presents diverse and accessible programming that would minimize some of the traditional barriers to participating in the Arts and as an outreach to the local community and region.

The PWS Board has worked to build the wind symphony into an essential part of the cultural fabric of our community. The Board sees the potential to continue to pursue coordinated efforts with other local arts organizations to build support and patronage of the arts in Scioto County.

In the past, the PWS drew heavily from the community of musicians in the area to form the ensemble, which has given it a unique local character. While many members have not been professional musicians, they dedicate time to sharing their love of music with our audience. Our repertoire selections consider the ability of the performers, the diversity of the composers and styles, and the tastes and interests of the audience. Our Music Director and Conductor, John Christian, creates scripts with informative commentary and narration for our guest moderators. The PWS aims to educate our audience about music and composers and to bring the audience along with us on our musical journey.

The PWS recently completed its 30th performing season dedicated to offering a more challenging classical repertoire while broadening the orchestra's appeal through "pops" programming. The Board is continually reassessing and charting a new course based on the wind symphony's history, potential for recruitment, and retention of musicians to reach audience development goals and ability to offer high-quality entertainment.

Section IIB – Status and Affiliations

The Portsmouth Wind Symphony is a Non-Profit 501(c3) charitable organization with affiliation with Shawnee State University and a member of the Association of Concert Bands.

Section IIIA – Membership Requirements

Performer recruitment focuses on accomplished high school, college, and experienced performers on brass, woodwind, and percussion instruments. We ask performers to join us for a probationary period of 2 weeks of rehearsals for vetting with our section leaders and an audition/conversation by our Director. Performing in the wind symphony is a privilege that entails responsibility, dedication, maturity, and enthusiasm for making music with other musicians of similar spirit and interest. By joining this ensemble, you are committing your time, energy, and effort to embrace the collaborative spirit that defines our collective pursuit of musical excellence.

Section IIIB – Membership Numbers

Our ensemble makes every effort to create a balanced ensemble. We use the following numbers of performers:

Flute: 8	Baritone Saxophone: 1
Oboe: 3	Trumpet: 9
Bassoon: 3	Horn: 6
E♭ Clarinet: 1	Trombone 6
B♭ Soprano Clarinet: 9	Euphonium: 4
Alto Clarinet: 1	Tuba: 4
Bass Clarinet: 2	Piano: 1
Contrabass Clarinet: 1	Percussion: 7
Alto Saxophone: 4	String Bass: 1
Tenor Saxophone: 2	Total: 73

Section IIIC – Membership Dismissal

Sometimes, PWS has to dismiss a performer for behavior detrimental to the ensemble. Examples of this could be:

- Inconsistent Attendance
- Poor Performance Rapport
- Inconsistent Rehearsal Conduct
- Lack of Rehearsal Preparation
- Lack of Cooperation
- Inappropriate Behavior
- Social Media Violation
- Poor Conduct

Process

Step 1: Initial Verbal Warning from the Music Director/ Conductor

Step 2: Warning in Writing from the Board

Step 3: Dismissal Letter

A dismissed performer will receive a letter from the Artistic Director and President of the Board sharing the reason or actions for dismissal and requisition for any PWS materials. There is no appeal, and discharge can happen without warning.

Section IV – Attendance Policy

The PWS expects its members to attend rehearsals regularly, especially regarding dress rehearsals immediately preceding any concert. To be eligible to play in a concert, members must attend the dress rehearsal and at least one of the two rehearsals immediately preceding the dress rehearsal. We excuse two absences per concert cycle. Excused absences include personal sickness/injury, death in the family, family emergency, work-related conflict, or previously scheduled vacation.

Please notify the Principal/Section Leader and the Director of your expected absence. A scheduled vacation must be reported at least one concert cycle before your absence. **The Director makes the final decision on excused and unexcused absences and individual concert performance eligibility. The Director's decision could determine future membership.**

Section V – Rehearsal Schedule

Rehearsals are held every Monday evening from 7:00 PM to 9:00 PM in the Howland Recital Hall on the 3rd floor of the Vern Riffe Center for the Arts (VRCFA) at Shawnee State University, 940 Second Street, Portsmouth, Ohio. A rehearsal schedule is provided at the beginning of each performance season and per request. We announce any changes in the rehearsal schedule at rehearsal and on our website at <http://www.portsmouthwindsymphony.com/>, on our Facebook page: Portsmouth Wind Symphony, and with phone/text notifications by the Principal/Section Leaders.

Section VI – Concert Dress

Concert Black is the standard attire for formal concerts. July 4 is our more casual concert with a more relaxed dress.

Female Dress: Black dress no shorter than knee length, or solid black pants and black blouse, black shoes, and black hose. Sleeveless dresses or blouses, spaghetti straps, and low-necked garments are discouraged.

Male Dress: Black pants, black shirt, black shoes, black socks, and black tie (optional)

July 4th Dress for Male and Female: Our summer uniform is an official PWS polo shirt (blue & white) with khaki pants or shorts. Wind Symphony shirts will be available for order and purchase at the beginning of rehearsals for the July 4th concert at a nominal cost.

Section VII – PWS Rehearsal Etiquette Guidelines

Wind Symphony rehearsals have Guidelines within each section and between performers and the Conductor. Please take a moment to review these guidelines:

- **Arrive early.** Musicians should be warmed up before tuning begins. Aim to arrive 15 minutes early at the latest.
- **Please turn off your cell phone or place it on silent mode.** Cell phones are a distraction that may cause you to miss necessary instructions regarding performing the music at hand.
- **Warm up at a comfortable volume.** Tune softly so the performers around you can hear themselves and the tuning note. We make every attempt not to perform louder than beautiful.
- **Tuning.** We tune to A=440 and the equivalent Bb.
- **Bring all necessary materials.** Before arriving to rehearse, ensure you have the proper musical instrument, pencil, and other accessories.
- **Let's be kind and help our librarian.** Take excellent care of the sheet music and keep it safe in its music folder. Sheet Music is expensive and often difficult to replace. It may be, and is, used for many years to come. Immediately following a concert performance, return all music to the designated collection box backstage unless otherwise directed.
- **Mark your music.** Write down any instructions given by the Conductor in pencil. Be sure to mark indications so others can easily read them. Do NOT use a pen, colored pencil, or highlighters on rehearsal or performance music.
- **Come prepared.** Come to rehearsal, having thoroughly practiced your music. We have limited practice time for concerts, and being prepared facilitates the opportunity for us to create music instead of learning notes.
- **Be courteous to your colleagues.** Place your chair and stand with enough room to not be in the way of the musicians around you. Don't be afraid to ask the people around or behind you if they can see the Conductor or if you can move a little to give them more space.
- **Ask questions.** Approach the Principal Performer during breaks or raise your hand to ask the Conductor a question.
- **Be kind and courteous.** Members of the wind symphony are part of a team and are of all ages and abilities. While warming up, avoid performing solos or advanced repertoire. We recommend warming up using scales, exercises, or the selected music of the wind symphony.
- **Members should aim to attend all rehearsals leading up to a concert.** It is a sign of disrespect to the Conductor and your fellow performers if you continually miss rehearsals and expect to play a concert. Keep a calendar of all your commitments and prioritize your Wind Symphony membership.
- **Seating Assignments.** The Conductor reserves the right to change seating arrangements at any time to suit the needs of the music and personnel. Please be respectful of the Conductor's decision.

Enjoy the experience. Be a positive and productive member of the ensemble. We're glad you're here!

Revised August 2023

Section VIII – PWS Concert Etiquette Guidelines

Concert etiquette is following the unwritten rules that help musicians cooperate and work effectively together. Following proper etiquette is essential for a successful and satisfying musical experience when performing in our ensemble.

Dress appropriately: See this handbook's PWS Dress Code (Section VI).

Cell phones should not be on stage: Phones should be turned off or placed in airplane mode. Taking video recordings of performers while on stage during a performance is prohibited.

Water bottles are permitted on stage but must be black or clear—no cups without lids or flashy colors. Drink only between pieces or discreetly.

The Warm-Up: We ask our members to warm up and practice on stage before the concert. With foot traffic and lack of space, it could cause an accident or be exceedingly loud.

Talking: Unless there is an emergency, talking is prohibited.

Foot Tapping: Tapping your foot in rehearsal or practice is acceptable. Remember, we want you to feel the tempo, not hear it.

Shuffling Music and Loud Page Turns: While the audience is applauding, acknowledge the audience by facing, smiling, and looking at them. After we receive our applause, we then prepare the following composition.

Avoid loud page turns. Turn the page as quickly and quietly as possible. Be aware.

Reactions: Be forgiving and move on. Live performance has many micro, macro, and variable outcomes. Please display proper etiquette and professionalism. If you have a specific question about what is appropriate, consult the Artistic Director/Conductor.

Face the Audience: No matter where you sit in the wind symphony, face the audience when you stand while receiving applause.

Announcements of Coming Events: If you know of an upcoming event that our musicians may be interested in, please present a written statement to the Conductor BEFORE rehearsal.

2023-2024 PORTSMOUTH WIND SYMPHONY
31st SEASON REHEARSAL AND PERFORMANCE SCHEDULE

DAY	DATE	EVENT	LOCATION	TIME
2023	AUGUST			
Monday	14	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	21	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	28	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
	SEPTEMBER			
Monday	4	NO REHEARSAL	LABOR DAY (UNIVERSITY CLOSED)	NO REHEARSAL
Monday	11	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	18	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	25	Rehearsal	VRCFA Main Stage - Dress Rehearsal	7:00 - 9:00 PM
Thursday	28	CONCERT	VRCFA Main Stage	7:00 PM
	OCTOBER			
Monday	2	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	9	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	16	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	23	Rehearsal	VRCFA Main Stage - Dress Rehearsal	7:00 - 9:00 PM
Thursday	26	CONCERT	VRCFA Main Stage	7:00 PM
	NOVEMBER			
Monday	6	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	13	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	20	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	27	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
	DECEMBER			
Monday	4	Rehearsal	VRCFA Main Stage - Dress Rehearsal	7:00 - 9:00 PM
Saturday	9	CONCERT	VRCFA Main Stage	7:00 PM
Sunday	10	CONCERT	Ironton High School Auditorium	3:00 PM
Monday	11	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	18	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	25	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
	JANUARY			
Monday	1	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	8	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	15	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	22	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	29	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
	FEBRUARY			
Monday	5	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	12	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	19	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	26	NO REHEARSAL	SCIOTO COUNTY HONORS MUSIC FESTIVAL	NO REHEARSAL
	MARCH			
Monday	4	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	11	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	18	Rehearsal	VRCFA Main Stage - Dress Rehearsal	7:00 - 9:00 PM
Saturday	23	CONCERT	VRCFA Main Stage	7:00 PM
Monday	25	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
	APRIL			
Monday	1	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	8	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	15	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	22	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
	MAY			
Monday	6	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	13	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Sunday	19	CONCERT	VRCFA Main Stage	3:00 PM
Monday	20	NO REHEARSAL	NO REHEARSAL	NO REHEARSAL
Monday	27	NO REHEARSAL	MEMORIAL DAY (UNIVERSITY CLOSED)	NO REHEARSAL
	JUNE			
Monday	3	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	10	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	17	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Monday	24	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
	JULY			
Monday	1	Rehearsal	Vern Riffe Center - Howland - 3rd Floor	7:00 - 9:00 PM
Thursday	4	CONCERT	Tracy Park	7:00 PM

PWS Attendance Policy Agreement

I, _____, have received, read and understand the attendance policy of the Portsmouth Wind Symphony, as outlined in the PWS Membership Handbook. Any exception to the guidelines regarding membership and eligibility will be made at the discretion of the Director and/or the Board.

Date: _____

Signature: _____

Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Can you receive text messages: Yes / No?

Email address: _____

Instrument(s): _____

Thank you!