



The Youth Orchestra of Hampton Roads

Peninsula Youth Orchestra Handbook

2019-2020

Peninsula Youth Orchestra

Post Office Box 6498 Newport News, VA 23606

www.peninsulayouthorchestra.com

www.facebook.com/peninsulayouthorchestra

info@peninsulayouthorchestra.com

09/21/2019

Table of Contents

Mission & Vision	3
Welcome	4
Finances	5
❖ Budget	
❖ Tuition	
❖ Tuition Assistance	
❖ T-Shirts	
❖ Scholarships	
Budget Summary	6
Guidelines for Members.....	8
❖ Auditions	
❖ Rehearsal	
❖ Dress code	
❖ Music	
❖ Attendance Policy	
History of the Peninsula Youth Orchestra	10
Biographies.....	13
Board of Directors	14
❖ Members and Contact Information	
❖ Committees	
Guidelines for Parents.....	18

Mission Statement

We provide opportunities for the youth of Hampton Roads to come together in order to foster their musical abilities through education and performance.

Vision

Create, Collaborate, and Motivate

Organization

The Peninsula Youth Orchestra is a Music Education non-profit for youth up to age 25. The PYO has collaborative music agreement with Soundscapes. The organization consists of the Symphony Orchestra, Sinfonia (strings only), Wind Ensemble and Pro Arte, a small chamber ensemble.

In addition to a Tuition Fee, the organization depends on Grants, Sponsorships, and Donations in order to meet their operation budget. They have a small staff (5) and a “working” board. The PYO depends on volunteers to manage and run operations.

ORCHESTRA DESCRIPTIONS

Purpose: The Peninsula Youth Orchestra was founded in 1960 to provide a high quality musical experience to dedicated young musicians of the Virginia Peninsula. Membership in the PYO Symphony Orchestra, Sinfonia, and Wind Ensemble are open by audition to school age musicians (including home school), college students, and young adults up to age twenty-five.

The PYO sponsors four groups: The Symphony Orchestra is a full orchestra (strings, woodwinds, brass, and percussion) of accomplished high school and middle school aged musicians. They rehearse and perform original symphonic works of the highest quality. The Sinfonia is a string orchestra for younger or less experienced players with the goal of preparing them for membership in the upper-level full orchestra. The Wind Ensemble is for younger or less experienced players (wind, brass, percussion) with the goal of preparing them for membership in the upper-level full orchestra. The Pro Arte Ensemble is an auditioned chamber group that performs for select social functions and special events.

Welcome to the 60th Season of the Peninsula Youth Orchestra!

Together with our Peninsula Youth Orchestra (PYO) conductors, Dr. Richard Marcus, Rebecca Nixon, Westley Benson and Rebecca Kim, we hope to provide you with many opportunities to grow as musicians and have some fun, too!

We are proud to offer you a quality music experience. Our members agree that the PYO gives them a chance to use the talents that they develop through their school music programs and private lessons.

The PYO strongly supports school music programs. Therefore, we strongly encourage our PYO members to enroll in their school's band or orchestra program if your school has one. If students opt out of music programs to play only in the PYO, then school music programs are at risk. In addition, performing in the PYO has always been a great way to augment school and private instruction. Both the PYO instructors and music teachers have the same goal: to help young people to grow as musicians.

To get the most out of your experience this year, be sure to get to know the other musicians in the orchestra. Traditionally, PYO members are among the best in their schools, both musically and academically. Join in our social activities and remember that you are an integral part of the whole. Others are counting on you to attend performances and to be on time for rehearsals.

Parents, you can help, too. Your involvement will further encourage your student to excel. Did you know that all of our board members are working parents? This organization wouldn't be here without their dedication and abilities.

There are plenty of opportunities, whether it's setting up for rehearsals or performances, volunteering with the website, providing snacks for concerts, or helping with raising funds. Be sure to sign up at the one of the parents' meetings or call or email one of the committee chairpersons listed in your parents' handbook. You can also find their contact information on the website or on our Facebook page.

We look forward to meeting you all this year. If you have any questions, please refer to your handbook or contact us. On behalf of the PYO Board of Directors, welcome and best wishes for a fun and successful year!

BUDGET INCOME AND EXPENSES

PYO is a private non-profit 501(3)(c) corporation. We spend about 90% of the Budget on student instruction and rehearsal; tuition assistance and scholarships; and conducting performances. About 5% is used for the promotion and advertising; and the last 5% funds administration, (insurance, accountant, lawyer, postage, website, etc).

Our revenue of course needs to keep pace with expenses. Student tuition including funds received from Soundscapes provides about 73% of the budget. We work to collect donations and grants to cover about 16% of our costs. We get about 11% from fundraising. We expect parents to help with fundraising. Things like selling program ads, raffles, and fundraising events are important to help balance the budget.

TUITION

As stated above, tuition provides the bulk of our revenue. Tuition for 2019-2020 remains \$250.00 per musician. If you have two or more children registering, tuition is \$250.00 for the first child and \$225.00 per sibling thereafter. If you join for the spring semester, tuition is \$125 per musician. Payment plans are offered, as shown in detail in the Registration Packet.

With all plans, tuition **MUST BE PAID IN FULL BY DECEMBER 1**, in order for students to participate in fall performances. Students who join mid-season may be offered a pro-rated tuition and must be paid in full **BY MAY 1st** to participate in spring semester performances.

TUITION ASSISTANCE

Qualified musicians will not be denied membership for financial reasons provided they complete the tuition assistance form and make a reasonable request for tuition assistance. For information about tuition assistance contact us ASAP at info@peninsulayouthorchestra.com. The Board makes the final decision on tuition assistance. Thank you in advance for timely responses and for your cooperation in keeping the work of our parents and volunteers as uncomplicated as possible.

T-SHIRTS

Students are required to purchase a PYO shirt for \$10. Required information, such as size, is included in the Registration Packet.

SCHOLARSHIPS

All members of the Peninsula Youth Orchestra who are in good standing are eligible to apply for the Elizabeth Chapman Memorial Scholarship. Scholarships in the amount of \$250 will be awarded to deserving musicians selected by the Scholarship Committee. Applicants will be evaluated on musical ability, contributions to PYO, attendance and reliability, and personal character. Applications will available in January.

GUIDELINE FOR PYO MEMBERS

Auditions: All new string, woodwind, brass and percussion players (including former members) must audition for membership in the PYO Symphony Orchestra, Wind Ensemble, or Sinfonia.

Chair placement auditions for all members (new and returning) will take place after the first rehearsal. Ensemble conductors will inform players when chair auditions are to take place. All seating assignments are based on ensemble balance, both within sections and by stand.

Auditions for the Pro Arte Ensemble are held for PYO members and will be announced separately.

Conditions of Membership: All PYO ensembles are full-year commitments. By accepting membership, each PYO member agrees to:

- Attend all regularly scheduled rehearsals
- Attend all scheduled performances and dress rehearsals
- Practice PYO music at least 15 to 20 minutes a day, at least 5 days per week
- Conduct him/herself in a professional manner at all PYO functions

We are guests: Gildersleeve Middle School has graciously given us the use of their facility for rehearsal and performance. Every PYO member is responsible for the care of the rehearsal area and adjoining spaces while we are there. Please pick up any litter or debris, be careful of school property, and respect others who are also using the facilities. Do not wander around the building during rehearsals or breaks. Any damage to equipment or facilities is the responsibility of the orchestra member and his or her family.

Rehearsals: Regular rehearsals for the PYO are held on Tuesday evenings, September through May, at Gildersleeve Middle School, 1 Minton Dr., Newport News, VA. Musicians should arrive 15 minutes prior to rehearsal time. The Sinfonia and Wind Ensemble rehearse from 5:30 to 7:00pm. Pro Arte rehearses 6:00-6:45. And the Symphony Orchestra rehearses from 7:00 to 8:30pm. *Parents:* please make arrangements for each student to be picked up promptly after rehearsal. **The PYO cannot take responsibility for your child after rehearsal.**

Cancellations/Bad Weather: In case of inclement weather, the PYO will follow the Newport News Public School's closing schedule; if they are closed — no rehearsal.

Set-up: All members help in the set-up. In order that set-up may go as quickly as possible, do not take your seat in the rehearsal area until all of the orchestra chairs are in place.

Rehearsal procedures: Orchestra members must be warmed-up and ready to play at the start of rehearsal. At each rehearsal you must have your instrument, music, black No. 1 or No. 2 pencil, any mutes, reeds valve oil, or other accessories needed. During rehearsals, your attention must be focused on the music. Questions should be directed to the conductor or, quietly, to the section leader. Each musician is responsible for his or her own part only; do not correct other players. Section players are expected to follow the musical example of their section leaders, trying at all times to match the leader's articulation, dynamics, intonation, expression, bowing, etc.

Take-down: At the end of each rehearsal each orchestra member should quickly pack-up his/her instrument, music folder and accessories. Each orchestra member must then return his/her chair to its proper place. No trash of any kind is to be left in the rehearsal room.

Music: Each musician is responsible for his or her folder and music. Music is to be marked with a No. 1 or No. 2 black pencil only. The player is responsible for music that is lost, damaged, marked in ink or colored pencil; replacement costs and shipping charges will be charged to the student's PYO account. Folders and music must be returned to the conductor at the final rehearsal or concert of each semester.

Dress Code

Rehearsal Attire: Rehearsal clothing is casual. PYO T-shirts are to be worn on field trips and such performances as the Lollipop Concert (at Conductor's discretion). Concert attire is more formal:

PYO Performance Dress Code

Symphony Orchestra

- Ladies: black floor-length dress, or black dress shirt with either a black dress pant or a black floor-length skirt. Dresses and tops must have sleeves. Please wear black or nude colored hosiery and black dress shoes. Athletic shoes, casual sandals, flip flops, and tennis shoes are not acceptable.
- Gentlemen: black tuxedo (or black suit) with white tux shirt (or white button down dress shirt) and black bowtie. Please wear black socks and black dress shoes. Athletic shoes, casual sandals, flip flops, and tennis shoes are not acceptable.

Sinfonia and Wind Ensemble

- Ladies: long black skirts (below the knee when seated) or black dress pants, white (not off-white or beige) tops, black dress shoes with dark or neutral shade hose. Athletic shoes, casual sandals, flip flops, and tennis shoes are not acceptable.
- Gentlemen: black dress pants, white dress shirts (especially made for wearing a tie), black bow tie, black/dark dress shoes and socks, no jackets. Athletic shoes, casual sandals, flip flops, and tennis shoes are not acceptable.

All Performers

- Keep jewelry small and tasteful. Avoid strong colognes and perfumes as many people are allergic.

ATTENDANCE POLICY

Preface: The rehearsal is the heart and soul of the orchestral experience; one of the most important factors in the success of any orchestra is the presence of all its members at every rehearsal. When an orchestra member misses a rehearsal, it means that the material covered in that rehearsal must be rehearsed again, in order that all of the musicians will be unified in their interpretation and performance of that music. Absences slow down the rehearsal process and can be the cause of frustration on the part of the majority of our musicians who do attend all rehearsals. With this in mind, please note the following attendance policy:

- 1) **No** unexcused absences will be permitted. One or more unexcused absences may be cause for dismissal from the orchestra. Three or more excused absences will be cause for discussion with the Conductor.
- 2) Excused absences include: serious illness (such that the student was not able to attend school), a death in the immediate family, school trips, and major religious holidays. In the case of illness or death in the family, the orchestra member must email or call the Orchestra Manager as soon as possible, preferably before 1:00 pm on Tuesdays. In the case of a family emergency, school trip, or religious holiday, the member must notify the Orchestra Manager of the proposed absence as far in advance as possible. In the case of any excused absence, the orchestra member must bring a note from a parent to the Orchestra Manager explaining the reason for the absence.
- 3) Homework, music lessons, test preparation, babysitting and other jobs are important, but are considered unexcused absences. Everyone else in the orchestra has homework, tests and so forth. You now have a regular commitment on Tuesday evenings. Plan ahead and study ahead to avoid such conflicts.
- 4) Orchestra members should work with their parents to try and avoid scheduling college visits, family pleasure trips, etc., on rehearsal evenings. (Please do not schedule trips during dress rehearsal and concerts!)
- 5) If you do not inform the Orchestra Manager of the date and reason for your absence, in writing, the absence is considered unexcused. No absence of any kind will be considered an excused absence without a note from a parent.
- 6) Without an acceptable reason, arriving at rehearsal more than one half an hour after the start of rehearsal or leaving more than one half an hour before the end of rehearsal will be considered one-half of an unexcused absence.

History of the Peninsula Youth Orchestra

The Peninsula Youth Orchestra was organized in 1960 with the financial and moral support of the Junior League of Hampton Roads and Peninsula Symphony Orchestra, a youth string orchestra. Twenty-three youngsters under the direction of Elizabeth Chapman rehearsed for one hour a week in a church school building. Only a few short concerts were presented that year and the audiences consisted mostly of families and friends. Mrs. Chapman was sole conductor and strings flourished on the peninsula. The string group grew in many ways. The number of players more than doubled. Longer rehearsals and greater skill among the members resulted in performances of a higher order. The growth of the orchestra and the increased interest in string music led the Newport News and Hampton School Systems to add string instruction to the music curriculum of the schools.

In the mid to late sixties, it was felt that it was time to expand and enrich the student's musical experience; the PYO became a full symphony. The necessary woodwind, brass and percussion players were added, Ronald Marshall came on board to join Elizabeth Chapman as co-conductor and the organization changed the name to the Peninsula Youth Orchestra.

In 1972, Mrs. Chapman passed away. Her husband, Mr. Harold Chapman, a well-known composer, took over the orchestra, but unfortunately died within 18 months. Their deaths were a tremendous loss to the Peninsula Youth Orchestra and the musical community.

In the fall of 1974, the PYO was fortunate in acquiring a talented conductor, Mr. Roland Carter. He was a professor of music at Hampton Institute, the current Hampton University.

In 1977, Mr. Carter left Hampton for another position, and was replaced by Mr. Cary McMurrin, who was also the Conductor of the Peninsula Symphony. Mr. McMurrin continued as Conductor until Mr. Roland Carter returned in 1979-80.

The next year, Mr. Carter left the area and the orchestra then became inactive. In 1983, two former board members, Mrs. Peggy Kelly and Mrs. Betty Nobles, reactivated it. Since that time, it has been a performing orchestra.

The PYO was managed by a board of advisors, with the support of the Guild of the Peninsula Symphony Orchestra, the Peninsula Symphony Orchestra, and the Friends of the Peninsula Youth Orchestra, an active association of parents of the students. It is now managed by a Board of Directors, most of who are either parents of PYO members or local music teachers.

Peninsula Youth Orchestra

Historic Outline

1960 Peninsula Youth Orchestra founded with 23 string players under first conductor, Elizabeth Chapman.

1971 By this year, the string group expands to add brass, woodwinds and percussion players and Ronald Marshall becomes co-conductor.

1972 Harold Chapman succeeds his wife as conductor after her death.

1973 Roland Carter begins as conductor.

1977 Cary McMurrin, conductor of the Peninsula Symphony, takes PYO reins.

1978 Roland Carter returns as conductor.

1981 Dora Short Mullins begins short period as conductor. Later in year, Michael Simpson takes over as conductor.

1982 PYO inactive for a season.

1983 Ronald Marshall returns as conductor and holds position for 5 years.

1988 Kevin Bushee becomes conductor.

1992 Yom Tran is conductor.

1994 Reed Perkins begins as conductor.

1995 PYO Sinfonia begins first season under direction of Assistant PYO Conductor, Florace Arnold. Mrs. Arnold begins PYO Summer Strings Program.

1995-1996 Thirty-fifth Anniversary Season.

1997 Dianne Chapman Terrell begins as conductor of Sinfonia.

2000 Georgianna Locklear conducts PYO.

2001 Dr. Edgar Williams begins as conductor of the PYO and Marvin Western begins as Assistant Conductor and Wind Coach and Gina Spraggins joins the Sinfonia as String Coach.

2003 Dr. Eric Reiff conducts PYO.

2004 Ms. Sarah Glosson conducts PYO.

2005 Rebecca Nixon conducts PYO.

2010 Dr. Kenneth Slavett conducts PYO.

2012 Michael Sundblad conducts PYO. Dianne Chapman Terrell retires as Sinfonia Conductor after 15 years of service.

2013 Michael Sundblad continues as PYO conductor. Rebecca Nixon becomes Sinfonia Conductor.

2014 Rebecca Nixon becomes Conductor of both the PYO and the Sinfonia.

2016 The PYO formed a partnership with Soundscapes. They added a Wind Ensemble and 2 conductors. Rebecca Nixon becomes the Music Director and Sinfonia Conductor. Anthony Smith becomes Wind Ensemble conductor and Dr. Richard Marcus becomes the PYO Conductor. Robin Restrepo, also new to PYO, became the Orchestra Manager and Conductor of the Pro Arte Ensemble.

BIOGRAPHIES

Available on our webpage <http://www.peninsulayouthorchestra.com/> under “About Us”

Dr. Richard Marcus

Music Director, Conductor of the PYO Symphony Orchestra

Rebecca Nixon

Conductor of Sinfonia

Westley Benson

Conductor of the Wind Ensemble

Rebecca Kim

Conductor of Pro Arte

PENINSULA YOUTH ORCHESTRA

BOARD OF DIRECTORS

2019-2020

****DISCLAIMER** Please understand the following contains personal information that should be used with discretion concerning PYO and not handed out for public use.**

BOARD:

VACANT, Chairman

SandraHood, Chariman Emerita

Sandra@sandrahood.com

Carol R. Butler, Secretary

cbutler@bankerstitle.com

Jennifer Tindell, Treasurer

jentindell@gmail.com

Carol R. Butler, Fundraising/Publicity Chair

Cbutler@bankerstitle.com

STAFF:

Richard Marcus, Music Director/Symphony Orchestra Conductor

marcusr64@gmail.com

Rebecca Nixon, Sinfonia Conductor

allstrings26@gmail.com

Westley Benson, Wind Ensemble Conductor

demarionotes@gmail.com

Rebecca Kim, Pro Arte Conductor

Rkim@soundscapeshr.org

Kisha Washington, Orchestra Manager

kishawashingtonpro@yahoo.com

OFFICER AND COMMITTEE DUTIES AND RESPONSIBILITIES

Chairman: Principle officer of the PYO. Presides at all meetings. Coordinates duties of other officers. Responsible for overall committee coordination.

Vice Chairman: Presides at all meetings in the absence of the CHAIRMAN.

Secretary/Communications & Correspondence Committee Chair: Responsible for issuing notices of all meetings and seeing that the minutes are kept. Provides minutes of the last meeting to all board members prior to the next meeting. Serves as COMMUNICATIONS & CORRESPONDENCE COMMITTEE CHAIR. Holds contact & distribution list of alumni/past members, current members and parents, and current and past donors and sponsors. Responsible for communicating and corresponding upcoming events to such distribution list. Responsible for sending thank you notes to donors and sponsors.

Treasurer: Handles all moneys and keeps a record of the financial transactions of the PYO. Presents a written financial statement at the end of the fiscal season. Prepares the annual budget and presents to the board of directors for approval prior to the beginning of the season. Responsible for working with Operations Committee to insure proper management of donations at the door at concerts; Fundraising Committee to insure proper management of monies from donors, sponsors, & fundraising events; Membership Committee to insure proper management & tracking of tuition. Serves as BUDGET & FINANCE COMMITTEE CHAIR. Responsible for financial records of the PYO. This includes preparing and presenting an annual budget and next year's forecast, reviewing the budget quarterly and collecting funds and paying bills. Responsible for coordination and execution of grant application submissions, annual year-end reports, audits, and contracts.

Orchestra Manager – Works closely with the PYO Conductors. Responsible for selecting concert venues. Coordinates transportation, set-up, & take-down of equipment for concert venues. Responsible for Music Library in conjunction with Conductors. Responsible for set up and logistical arrangements for concerts (i.e., concert programs, fundraisers, hospitality/receptions, publicity). Responsible for rehearsal & concert supervision of musicians. Works with MEMBERSHIP COMMITTEE & TREASURER to ensure proper attendance records of musicians. Responsible for organizing Volunteers to help with any of these responsibilities. (IF THERE IS TO BE A VOLUNTEER COMMITTEE CHAIR, THEY WILL BE ACCOUNTABLE TO & WORK CLOSELY WITH THE ORCHESTRA MANAGER) Monitor weekly rehearsals. Assist conductors and musicians with administrative matters. Ensure facility is open and all rooms unlocked. Once a year submit paperwork to school office or school's use during rehearsals. Coordinate venues and instruments for concerts. Assist in production of annual performances. Coordinate with Publicity, Fundraising, Secretary/Correspondence, and Membership for content of performance programs. Get Master to printing (See Timeline). Produce and mail/email informational material to local schools and other organizations to promote auditions, concerts, and special events. Answer any calls. Route questions to appropriate board members as needed. Attend monthly PYO BOD meetings as advisor. Compile and maintain a current roster of all PYO

members. Coordinate printing of music and other materials. Make accessible via Dropbox if allowed. Develop and disseminate press releases in conjunction with Publicity Chair. Contact local TV/Radio stations as needed (work with Publicity Committee). Assist Web Master to ensure the site is up to date & provide information as needed. Use email system set up through the website for notification of PYO members (not set up that way; use Facebook or discuss other systems). Visit local schools and teachers to recruit musicians and develop good public relations with the local band/orchestra directors (work with Conductors, Membership Chair, Publicity, Secretary/Correspondence) Develop contacts in the local business community and assist in soliciting corporate sponsorship (defer to Fundraising Chairperson) Coordinate with local arts organizations and commissions to provide field trips to music events, bring in local artists for instruction, and explore new venues.

COMMITTEES

Fundraising Committee Chair – Reports to and works closely with TREASURER. Responsible for developing a strategy and recommending new fundraising ideas. Responsible for organization and execution of fundraising from corporations, major businesses and individual donors. Provides a donor list to the Operations Committee for inclusion in the concert program. Provide Donor list to Secretary for follow-up Correspondence and Communication.

Publicity: Oversees all functions of the PYO related to community awareness. This includes advertising open rehearsals, auditions, concerts, fundraising activities and any other functions sponsored by the PYO. Responsible for maintaining the website. Responsible for maintaining SOCIAL MEDIA presence (Facebook, Twitter #PYO, Instagram, Pinterest, Four Square) & Networking opportunities. Work closely with SECRETARY & MEMBERSHIP CHAIR who maintains contact & distribution lists that can be used for purposes of PUBLICITY.

Parents' Group: Responsible for assisting with rehearsal and concert supervision of musicians. Responsible for attendance records of the musicians. Responsible for assisting with set-up and takedown of equipment at rehearsals and concerts. Responsible for coordination of pre and post-concert receptions. Works closely with the Orchestra Manager on organizing volunteers and equipment for concerts.

GUIDE FOR PARENTS

Fundraising: The PYO sponsors fund raising activities each year. Each member family is REQUIRED to participate in these activities. A strong commitment from our supporters will provide enormous benefits to our musicians. Information about fund raising activities will be made available well in advance of each activity.

Asking for Sponsors or Donations

The PYO is a non-profit organization, which receives its support largely from member tuition, as well as outside funding and donations from the community. In the past, we received funding from the Newport News, Hampton and Virginia Arts Commissions. Increasing our budget will allow the purchase/rental of more music and musical instruments, pay for specialty coaches and guest artists, renting concert venues, scholarships, and marketing.

Donations Form:

Available on our webpage <http://www.peninsulayouthorchestra.com/> under “Support PYO”

Selling Program Ads to Sponsors

Help sell ads to our Concert programs. Program Ad Sponsors can be businesses you frequent, friends, and family.

Scholarship Fund for Students

The PYO has created a scholarship fund for students. The recommended donation is \$250.00. This helps pay for student’s tuition, music for students, and quality conductors. You can donate any amount to this fund. When filling out your donation commitment form please specify it is for the Scholarship Fund.

Selling Raffle Tickets

Find sponsors to contribute prizes to be raffled at Concerts. Sell raffle tickets.