**MEMBERS’HANDBOOK**

**WELCOME TO THE CITY CHOIR**

We know that you will enjoy some great music and make many friendships as well. We keenly value your involvement and want to ensure that your time in the Choir is an enjoyable experience. These notes will provide an overview of the Christchurch City Choir’s operation.

**REHEARSALS**

Rehearsals are held each Tuesday at the Rutland Street Church, corner Rutland and Winchester Streets, St Albans, from 7.30 pm to 9.30pm.

Each week the Music Director will announce homework for choir members to prepare before the next rehearsal, in order to minimise note-learning during rehearsals and enable the Director to work on the finer points of sound and interpretation of the music.

From time to time, and especially when concerts draw near, the Music Director will call extra rehearsals. These may be at different venues from the Rutland Street Church. If you are unsure of rehearsal locations or times, updated rehearsal schedules are available on the choir website (password: choirmember) or check with a choir member.

Please note that **visitors are not permitted to attend rehearsals without the prior permission of the Music Director.**

**ATTENDANCE**

Punctual attendance is expected at all rehearsals and concerts. If you are unable to attend please text the Registrar, Jennifer Sutherland, on 027-2715235 or call her on 03-3371067 in advance of your absence.

Full attendance is expected at all rehearsals on concert week. Please talk to the registrar if this is an issue.

Requests for leave are to be made in writing on forms available from the Registrar.

**REHEARSAL ETIQUETTE**

During rehearsals, please

* Pay attention to the conductor at all times;
* Keep your mobile phone switched off. An exception can be made if you are expecting a *genuinely important* call. In that case the phone should be in silent mode, you should sit at the end of a row, and you should quietly leave the rehearsal room before taking the call.
* Do not chat to those around you, especially when the conductor is talking.

**MUSIC**

Each choir member is allocated a music number, and music is distributed to choir members at rehearsal. You are responsible for the music issued to you, and are therefore liable for the cost of any music damaged or not returned. Please mark the music in **2B pencil** only, and erase all markings **before you return the** **music to the Choir Librarian.**

You will need to provide your own copy of Handel's *Messiah* (the Watkins Shaw 1981 revised edition). If you have queries about copies of music, please direct them to our Librarian, Tanja Mitrovic or in her absence, Virginia Wright.

**CONCERT DRESS**

Choir members are required to wear the official concert dress appropriate to the concert being performed. The Dress Steward will announce the dress code prior to each concert. If you have queries about concert dress, please contact our Dress Steward, Pam Butler

As some choir members experience allergic reactions, please do not use perfume including perfumed toiletries at concerts, deodorants being the one exception!

**LADIES' DRESS**

For many of our concerts the following dress code will be used.

* Smart black pants (not jeans) or long black skirt (must be below calf length); no glittery fabric.
* Long-sleeved, collarless black top, with a modest neckline. No glittery or sheer fabric or trim.
* Black, opaque pantihose or knee-highs, and black shoes. No sandals or stiletto heels.
* Jewellery: pearl, gold or silver stud earrings no larger than 1cm in diameter. No necklaces or brooches.
* Preferably no hair ornaments, but if a hair comb is required it should be black or your own hair tone.
* Please wear makeup: darker foundation, red lipstick, and tawny eyeshadow work best with stage lighting.

For 'Last Night of the Proms' and jazz concerts:

* Black skirt/trousers and top.
* Black pantihose or knee-highs, and black shoes. No sandals or stilettos
* Uniform red or blue sequined scarf, worn around the neck loosely tied in front.
* Jewellery of own choice, including necklaces, and makeup as above.

**MEN'S DRESS**

For all concerts:

* Black dinner suit
* Plain white long-sleeved shirt with standard collar.
* Black shoes and socks.
* Black bow tie.

Occasionally there may be variations to the dress code. You will always be notified of any variations in advance. Additional adornments are usually provided by the Choir. The Dress Steward has a collection of black bow ties if you need to borrow one.

**CONCERTS**

The Music Director will call a warm-up rehearsal approximately 45 minutes prior to a concert; the warm-up will be held backstage. Please be ready with your music to sing when you are called to the warm-up.

On stage, presentation is an important part of the concert, and all Choir members must be very mindful of the image presented to the audience and sponsors alike. Please observe the following rules:

* Sit and move on and off stage as directed by the Choir Steward or, during applause, the conductor.
* Do not bring either mobile phones or water bottles onto the stage.
* Do not show recognition of members of the audience.
* Sit down and stand as quickly and as quietly as possible.
* Sit with feet together, not with legs crossed.
* Unless otherwise directed, stand as soon as the conductor arrives on stage.
* Sit after the conductor leaves the stage at intervals and at the end of the performance.
* During applause, stand only as directed by the conductor.
* The Choir does not normally applaud the orchestra, soloists, or conductor, except during encores.
* Retain your concentration at all times. When the Choir is not directly involved (for example, during solos or orchestral passages), do not slouch, chat, or fidget.
* When the conductor leaves the stage for the last time, remain seated until the orchestra leader leaves.
* During the interval, remain in the choir area backstage.

You will need a black music folder for concerts. The Librarian may advise you where to buy one. The folder is also a good way of keeping your music in order at rehearsals.

Queries regarding concert etiquette should be referred to the Choir Steward.

**CONCERT TICKETS**

Choir members are offered a discount on the price of concert tickets. These are sold at Tuesday rehearsals in the weeks leading up to the concert.

**SPONSORSHIP**

The Christchurch City Choir, as a major arts organisation in the city, is supported by the Christchurch City Council and the Rata Foundation. Other funders include The Lion Foundation, Southern Trust, Pub Charity, Mainland Foundation and Christchurch companies, as well as individual donors.

**The Choir needs this generous support to operate. Please contact the choir manager, Jody, if you know of a potential sponsor/donor.**

**FUNDRAISING**

Regular fundraising events are held including a weekly baking fundraiser. These are an important source of funds for the Choir and your support is encouraged.

**CURRENT SUBSCRIPTIONS**

Subscriptions for the following year are set at the Annual General Meeting each May. You are asked to pay your subscription as soon as possible; failure to pay by the due date may result in the termination of your membership, and the requirement of a successful audition to re-join the Choir. Members remain liable for their subscriptions whilst on leave.

Queries regarding subscriptions should be referred to finance@citychoir.co.nz

**BOARD OF MANAGEMENT**

Patron: Simon O’Neill

Chair: Dr Philip Norman CNZM

Deputy Chair: Lianne Dalziel

Treasurer: Andrew Jefferies

Members: Kate Divett, Phil Brazier, Andrew Tait

The Board of Management is an elected committee responsible for the overall direction of the choir operation: policy, finance, concert planning and programming, marketing, sponsorship, and administration.

**KEY PERSONNEL**

**Music Director:** John Linker

**Accompanist:** Sarah Kang

**Choir Manager:** Jody Keehan[info@citychoir.co.nz](mailto:info@citychoir.co.nz) 027-6943640

**Finance Administrator:** Felicity Richards finance@citychoir.co.nz

**Registrar:** Jennifer Sutherland registrar@citychoir.co.nz (03) 337 1067

**New Members Co-ordinator:** Leonie Jackson 021-08352107

**Dress Steward:** Pam Butler [pam@butler.co.nz](mailto:pam@butler.co.nz) 027-2017750

**Librarian:** Tanja Mitrovic library@citychoir.co.nz

**Library Assistant**: Virginia Wright

**Ticket Convenor:** Joy Trimmer

**Choir Steward:** Pat Dolan

The Christchurch City Choir

PO Box 1652

Christchurch 8140

Physical address: 25 Harvard Avenue, Wigram, Christchurch 8042

Phone: (03) 348 0228 (attended Tues & Fri 2.30pm to 5pm)

email: info@citychoir.co.nz

website: [www.citychoir.co.nz](http://www.citychoir.co.nz)