



Membership Handbook

REHEARSALS

Rehearsals take place in the basement at Mt. Zion Lutheran Church (12012 W North Ave, Wauwatosa, WI 53226) Wednesdays 7:15- 9:30pm, unless otherwise specified.

Rehearsal Expectations

- Rehearsal is intended for ensemble, balance and blend, and not for learning individual parts. Members are expected to come to rehearsal with their parts prepared.
- Band members are expected to watch and respond to the conductor's baton and gestures, including cues and nonverbal requests for more or less sound.
- Listen across the band and correct issues of intonation & balance on your own. Don't wait to be told. Be an active participant in rehearsal.
- We take three tuning notes. For the first note, Principal players tune to each other. The second note is for all winds, and the third is for all brass. Sections tune to their principal players.
- Members are expected to practice as much as needed to be prepared for rehearsal, minimally at least 1-hour each week outside of Ensemble rehearsal time.
- Do not waste the group's time by talking or playing instruments while the conductor or another member is talking to the group. This often results in someone, or even you, missing valuable information or an instruction, which then requires having to repeat that information or instruction.

Members should not use electronic devices during rehearsal time. All members are expected to remain focused during rehearsal, especially when the conductor is giving instructions or a member of the band is presenting announcements. All cell phones, tablets, or other electronic devices should be turned off and put away during rehearsal time.

Rehearsal Set Up & Tear Down

Moving equipment, chairs, and stands is a time-consuming and necessary part of preparing for rehearsals. Members are expected to help set-up and/or tear-down at each rehearsal.

MUSIC & MUSIC FOLDERS

Music will be issued by the Music Librarian for each concert in a band issued music folder. The music folders are the sole property of the Knightwind Ensemble. Do not attach labels or deface the folders in any way. Some music is the property of the Ensemble, while some is on loan from other organizations. Damage to, or loss of, your folder or music will result in a replacement fee. The music librarian will collect all music after each concert. If, for any reason, a member is unable to return his or her music at that time, he or she will be responsible for getting the music back to the librarian within two weeks of the concert date.

ATTENDANCE

Attendance at the majority of scheduled rehearsals, including dress rehearsals, is required. Members with three or more absences (excused or unexcused) may be restricted from performing a particular concert at the discretion of the Music Director. Communication to the Music Director **and** the Personnel Coordinator prior to any absence is critical for the purpose of planning for that rehearsal. Please make every effort to contact the Music Director and copy personnelkwe@gmail.com as soon as you know you will miss a rehearsal.

FINANCIAL OBLIGATIONS

Each member of the Ensemble is responsible for paying annual dues and participating in fundraising efforts as requested throughout the season.

ANNUAL DUES: \$60.00 per member

Annual dues for those members who perform for all three season concerts must be paid no later than September 30. Members who join mid-season, or only perform for a partial season, will be asked to pay prorated dues at \$20 per concert session (Fall, Winter, Spring). A member who joins only for the Memorial Day concerts will not be asked to pay dues until the following season.

Members who volunteer to work a Brewers game series or 3 games total are exempt from paying dues due to their hard work and time spent helping the ensemble raise funds.

Members who have paid their annual dues in full will receive six (6) ticket passes for the entire concert season to be issued for any of the three main concerts (Fall, Winter, Spring). Those who join for part of the concert season will receive two (2) ticket passes for each concert in which they perform, once they have paid their prorated dues in full. Membership dues will be paid to the Personnel Coordinator.

Fundraising

Fundraising efforts include working concessions for Brewers games, ad sales for concert program booklets, soliciting sponsorships, employer matching funds, and other fundraising programs as established by the Fundraising Committee as approved by the Board of Directors.

All Ensemble members are expected to participate in these fundraising efforts as much as possible. Member participation is critical in order to raise the necessary funds to run the organization. Fundraising programs will be announced at rehearsals, and individual member participation will be tracked.

CONCERTS/PERFORMANCES

Fall, winter and spring performances will take place at the South Milwaukee Performing Arts Center, 901 15th Avenue, South Milwaukee, WI 53172.

Memorial Day concerts include two performances, one at a Milwaukee, or surrounding area, nursing home the Wednesday night before Memorial Day, and one at the Wisconsin Memorial Park on Memorial Day.

Dress Rehearsals

Dress rehearsals are typically scheduled within one week of a concert in the concert venue whenever possible. Attendance is **mandatory** at all dress rehearsals.

Concert Dress

The purpose of specific concert attire is to present a simple, clean, professional looking appearance to keep the focus of the audience on the music and avoid visual distractions associated with non-standard modes of dress.

Formal Concert Attire (Regular Season Fall, Winter, and Spring Concerts)

Men: Black tuxedo, white shirt, black bow tie, black socks and black shoes. No colored ruffles on shirts or cummerbunds.

Women: Black mid-calf or full-length dress or skirt or full-length dress slacks (no capris). Top of dress or top worn with skirt/slacks must be black with long or $\frac{3}{4}$ length sleeves. Black hose/socks & shoes must be worn regardless of whether you wear a dress, skirt or slacks. ***Please avoid the following: sheer sleeves, low cut necklines, bare shoulders, sandals or open-toed shoes, leggings that show bare ankles, and excessive jewelry.***

Informal Concert Attire (Community Concerts)

- White polo shirt (Knightwind imprinted shirt optional)
- Black slacks (no capris or shorts)
- Black socks/hose & shoes (no open-toed shoes or sandals)

Concert Set Up & Tear Down

Moving equipment, chairs, and stands is a time-consuming and necessary part of preparing for concerts. Please plan to help set-up and/or tear-down.

Musicians are responsible for returning their music per the Music Librarian's instructions at the conclusion of the concert at which it is played. Under extenuating circumstances where music cannot be returned at the time of the concert, music must be returned to the Music Librarian within two weeks of the concert.

Concert Promotion & Use of Member Concert Tickets

Members each receive complimentary tickets when they have paid their dues, as stated earlier in this section. The expectation is that each member will use those tickets to promote each concert to build our audience. Part of that effort includes giving out the complimentary tickets, and continuing to promote via word-of-mouth to others when your tickets have all been distributed.

Knightwind's PR & Marketing Committee is responsible for printing promotion materials (posters, concert handouts, etc.), sending press releases online to news media, mailing posters to music venues, colleges and other key places, managing the website, and other promotions to assist in building our audience. But the single biggest way to fill the auditorium seats is when you promote each concert via word-of-mouth, social media, etc.

One of the best ways we have of getting the word out about our organization is through our annual community outreach concerts; Veterans Day, Holiday Open House, nursing home, and the Memorial Day concerts. Not only are these concerts a way for us to entertain different audiences who wouldn't normally hear us in concert, but it is great PR for getting new people to a regular season concert – helping to widen our audiences. These concerts have also proven to be great places to sell our published CD, as most of the people don't hear us throughout the year.

Because these concerts are usually performed with very little rehearsal, it is important that members take these concerts seriously. Members are expected to make the time to practice the music, if you are participating in the concert, so the Ensemble puts forth a quality performance. These are not throwaway concerts.

Concert Ticket Sales

Advance tickets can be purchased in person at the South Milwaukee PAC Box Office (cash/check only), or on our website, www.knightwind.org (credit cards/PayPal). Tickets purchased on the website will be held at the door on the day of the concert. Tickets can also be purchased at the door (cash preferred, credit cards accepted).

GENERAL ADMISSION: *\$15 Single concert ticket or \$35 Season ticket (3 concerts)*

SENIORS (65+)/STUDENTS w/student ID: *\$12 single concert ticket or \$30 Season ticket (3 concerts)*

GROUPS OF 6 OR MORE: *\$10 per person, single concert ticket*

Additional Performances

The Knightwind Ensemble may add run out concerts of the full ensemble or chamber group performances of partial Ensemble members. Additional performances will be scheduled only if enough instrumentation is available, and will be announced as far in advance as possible. Additional concerts may include travelling outside of the Milwaukee area. Any additional rehearsal time or split time of regular rehearsals for chamber group performances will be announced. Concert dress for chamber performances may be different and will be announced by the Music Director.

MEMBERSHIP POLICIES

- 1. MEMBERSHIP COMMITTEE.** The Knightwind Ensemble Membership Committee (hereafter referred to as the Committee) consists of the Board President or designee, at least one Vice-President, and the Music Director. An additional band member may be asked to serve on the Membership Committee, on a case-by-case basis, at the request of the President.

The purpose of this Committee is to evaluate membership status of all performing members of the Ensemble. The intent is to evaluate each member's status at the end of each regular concert (Fall/October, Winter/February and Spring/April). Any change to a member's status would be communicated in writing from the Committee. Decisions must be made by a majority vote of the Membership Committee.

Should a member leave the group for reasons a) or d) as stated in Section 2.A) below, and wish to return at a later time, he/she may schedule an audition with the Music Director if an opening exists for their instrument.

- 2. MEMBER STATUS.** Membership in the Knightwind Ensemble consists of three categories:
 - A) Full Member.** A Full Member of the Ensemble is a performing member in good standing*, and cannot be removed from full membership status, except by: a) his/her own choice; b) conduct detrimental to the group as outlined in the bylaws; c) a move to probationary status by the Committee; or d) an absence of one year or more.
 - B) Probationary Member.** There are three levels of probation:
 - 1. New Members.** Any member new to the Ensemble will be on Probationary status for one year. At the end of his/her first year, continuing membership will be evaluated by the Committee in terms of musical ability, and commitment to the Ensemble. A Probationary Member who receives a positive evaluation from the Committee will become a Full Member. Those who do not receive a positive evaluation will be released from the Ensemble.
 - 2. Returning Members.** A member who leaves for a period of one or more years may

return to the Ensemble through the audition process at the discretion of the Music Director. If re-instated by audition, continuing membership will be evaluated by the Committee at the end of his/her first year in terms of musical ability, and commitment to the Ensemble. A Probationary Member who receives a positive evaluation from the Committee will become a Full Member. Those who do not receive a positive evaluation will be released from the Ensemble. The Music Director reserves the right to waive the audition process upon approval by the Committee.

3. **Full Members Moved to Probationary Status.** The Committee may place a full member into probationary status if they do not meet the expectations of the Ensemble in terms of musical ability or commitment to the Ensemble. The Committee, on a case-by-case basis, will determine and communicate to the Member the reasons for its actions. The duration of the probationary period will not exceed the next regular season concert (Fall, Winter, or Spring, not including outreach or small ensemble performances). Once moved to Probationary status, the policy stated above for Returning Members will apply if he/she is to return to Full Member status.

It is important to note that a full member who is moved to probationary status is **not being asked to leave the Ensemble**. The probation exists to allow that member to make an effort to correct their deficiencies and move back to full status.

- C) **Temporary Member.** A Temporary Member is one who joins the Ensemble to replace a Full Member for a specified period of time, not to exceed one year. The term of a Temporary Member will be defined by the Music Director at the time he/she joins the group. Once the term has been fulfilled, the Temporary Member must re-audition if he/she wishes to become a Full Member of the Ensemble. Upon successful audition, and if an opening exists, he/she would become a Probationary Member. The Music Director reserves the right to waive the audition process upon approval by the Committee.

Temporary membership does not apply to extra musicians who may be added for a specific concert and paid for their services.

Definition of a member in good standing:

- Has musical skills adequate to perform assigned music parts, including, but not limited to: necessary note range, technical proficiency, blending with others in the section and with the band as a whole, use of dynamics, and other skills as necessary
- Follows the Music Director's instructions appropriately
- Has a satisfactory or better record of attendance
- Has regularly paid their dues
- Behaves in a manner appropriate for the group
- Follows all written policies of the Ensemble, and as necessary for all practice and performance venues

VOLUNTEER OPPORTUNITIES

The Knightwind Ensemble, as a non-profit organization, relies heavily on volunteers within the Ensemble to assist with the operation of the group. Whether you have a specific expertise or a general interest in a particular area, we need your help. If you are interested in getting involved in serving on the Board, participating in committee work, or providing a specific volunteer skill, please contact either a Committee Chair (listed below) or the Board President.

BOARD MEMBERS

President, Christopher Burns (Trombone)

Vice-President, Ellen Manning (Tuba)

Secretary, Ellie Dorsey Veh (Clarinet)

Music Director, Erik Janners

Kristine Culver (Clarinet)

Derek Putz (French Horn)

Molly Veh, Non-Corporate seat

Jaimie Shores, Non-Corporate seat

The Board member's primary responsibility is to make important decisions about the way the organization is run day to day, and in future strategic planning. The make-up of the Board is mainly of our own members (Corporate members). In addition, there are two Non-Corporate seats used to bring in outside perspective to the organization. All members of the Board, in addition to attending quarterly Board meetings, are also used to assist Committee work and in other volunteer positions.

APPOINTED POSITIONS

Treasurer, Peggy Lundberg (French Horn)

STAFF

Music Director, Erik Janners

Personnel Coordinator, Andrew Stasiukevicius (Trumpet)

Music Librarian, Kathy Musack (French Horn)

COMMITTEES

Fundraising Committee

Matt Bantz (Percussion), Committee Chair

This committee includes work with the Ad Campaign, Sponsorships, and other fundraising efforts.

Marketing & Publicity

Gail Kablau (Flute), Committee Chair

This committee works to get the word out to the general public about the Ensemble, set up concert publicity, and coordinate all official printed materials of the Ensemble.

Molly Veh (Non-Corporate Board member), Social Media Coordinator

The social media coordinator is the designated owner of any Knightwind Ensemble social media pages.

Responsibilities include sharing information about the Ensemble to the general public, promoting concerts, and finding novel ways to increase audience engagement.

Educational Outreach

Pam Harrison (Clarinet), Committee Chair

This committee plans for ways that the Ensemble, or individual members, are able to reach out to the musical community in the broader Milwaukee area in educational and other venues.

Any member of the Ensemble who may have an idea for an additional committee or volunteer activity may provide a written proposal to the Board for review. Those who come forward with ideas will be asked to be involved in that committee or activity.

EMERGENCY CONTACT CHAIN

Should we need to contact members in the case of weather or other emergency, an email will be sent to all members, and a posting will be made on the website. Additionally, members may sign up for our Knightwind Mass Notification system to receive a text message in the event of a rehearsal cancellation or other emergency notification. Phone calls will be made to any member who does not have Internet access or who have not signed up for mass notification. The decision to cancel a rehearsal will be made jointly by the Music Director and the Board President.

MEMBERSHIP DIRECTORY

A membership directory will be provided to all Ensemble members. The directory is intended for personal and emergency band contact purposes only. No member may use this list for work or other solicitations, including email spam lists or junk mail.

OFFICIAL WEBSITE
www.knightwind.org

FIND US ON FACEBOOK
[Facebook/Knightwind Ensemble](https://www.facebook.com/KnightwindEnsemble)