

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### **REHEARSAL LOCATION:**

**St. Anne's Parish Hall, 199 Duke of Gloucester St, Annapolis, 21401**

St. Anne's Parish has graciously **donated** the use of their facilities to CYSO for rehearsals as well as storage of instruments. **Please help us remain in good standing by following rules and treating their building and their members and staff with the utmost respect.**

The sharing of the Parish with CYSO is rooted in the common mission to promote the arts and our youth. As you or your child use the building, please review some of the rules we should follow as guests:

- Do not unlock any doors, particularly exterior doors without express permission.
- Do not litter. Dispose of any debris appropriately.
- Clean up after yourself and your musician.
- Do not use Parish supplies without permission.

**\*\*Sometimes a schedule conflict may occur between St. Anne's needs of their Parish and CYSO. CYSO will notify parents if there are any cancellations due to spacing conflicts or changes in location.**

### **DROP-OFF & PICKUP:**

- Please plan to drop students off 15 minutes before their rehearsal time. This time is necessary for setting up music stands, placing chairs, unpacking and tuning instruments so that rehearsals can begin on time.
- **The earliest students can enter the building is 5PM for a 5:30PM rehearsal.**
- All students should wait inside the building immediately after their rehearsal ends until they are picked up. Parents please be on time to pick up your children, **everyone must leave the building by 9:30PM.**

### **DESIGNATED ENTRY DOOR:**

The entrance will be through the **front of the Parish**

- **We are asking parents to volunteer to monitor our designated entry door during rehearsals.** For the safety of all students unauthorized entry should be limited to student musicians during our rehearsal times.

### **DESIGNATED REHEARSAL SPACES:**

Rehearsal space will be given to each ensemble and a parent waiting area. Please do not enter other rooms other than those indicated for CYSO use.

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### **REHEARSAL HELP DESK:**

We are asking parents to volunteer at the Rehearsal Help Desk to help keep rehearsals running smoothly. The Help Desk is where you can go to ask questions, pickup or drop off payments and forms.

### **SNACK AREAS & PARENT WAITING LOCATION:**

In order to be guests who are invited back CYSO is adding some restrictions. These restrictions may be altered based on the age and location of the ensembles that are meeting at the guidance of the ensemble managers and the conductor. **No food is allowed in the sanctuary. The only drink that students should have in the Parish is water. Any spills should be cleaned up by CYSO.**

### **ENSEMBLE REHEARSAL SPACE:**

We are asking parents and students to assist in the set-up and breakdown of rehearsal spaces.

**Rehearsal space will vary from ensemble to ensemble, but typically** chairs, desks, and stands and some equipment needs to be shifted or moved – any changes to a room must be undone by the end of rehearsal; all rooms are to be put back to their original setup. Conductors will provide the ensemble managers with a layout for rehearsals which will be shared with musicians and parents via email and posted on the ensemble portal.

<b>CHAMBER ORCHESTRA</b>	<b>Parish Hall</b>	<b>5:00–6:30PM Monday</b>
<b>SYMPHONY ORCHESTRA</b>	<b>Parish Hall</b>	<b>6:30–9:00PM Monday</b>
<b>STRINGS ORCHESTRA</b>	<b>Room 102</b>	<b>6:15–7:45PM Monday</b>
<b>PREPARATORY ORCHESTRA</b>	<b>Library</b>	<b>5:30–7:00PM Monday</b>
<b>WIND ENSEMBLE</b>	<b>Skylight Room</b>	<b>6:30–8:00PM Monday</b>
<b>SR FLUTE ENSEMBLE</b>	<b>Gail Vehslage Studio</b>	<b>5:30–7:00PM Wednesday</b>
<b>JR FLUTE ENSEMBLE</b>	<b>Gail Vehslage Studio</b>	<b>7:00–8:30PM Wednesday</b>
<b>CONCERT ORCHESTRA</b>	<b>Parish Hall</b>	<b>6:30–9:00PM Thursday</b>
<b>JAZZ ENSEMBLE</b>	<b>Skylight Room</b>	<b>7:00–9:00PM Thursday</b>

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### **MUSIC DISTRIBUTION:**

Music is sent to students by email or made available in the student portal of our website. The exceptions are the JR and SR Flute Ensembles who receive their music from the conductor. **Students are responsible for printing their own music copies** and keeping them in a music folder. Students must have their folder, a pencil, their music, and a stand for each rehearsal and performance. CYSO does not have access to print extra materials at the Parish – students need to bring their music.

### **EXPECTATIONS/RESPONSIBILITIES:**

- Students will attend all rehearsals
- Students will attend all performances
- Students will practice at home daily
- All members must bring portable music stand to all rehearsals as well as their music and a pencil.  
*Please label all stand parts.*
- Students do not touch or use any materials or items not belonging to them. This includes any and all instruments belonging to the church or another student.
- Do not eat, drink, or read during rehearsal
- Turn off or silence your cellphone.
- Do not talk or disturb others, especially when you are not playing. All musicians need to give their conductor their full attention at all times.
- You must always display respectful behavior towards your conductor, ensemble managers, and fellow musicians. If a problem arises, please speak to your ensemble manager, who will address the issue. If the problem persists, contact the Executive Director for assistance.

### **ATTENDANCE:**

Students are part of a group and as such must learn to perform as a unit which requires them to be at the rehearsals. If they miss too many rehearsals, *the conductor may decide at their discretion* to not permit the student to perform at the next performance. Ensemble work is not a solo and requires the student to rehearse with the ensemble so please be respectful of all ensemble members and attend all scheduled rehearsals.

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### **INSTRUMENTS & EQUIPMENT**

Students are responsible for their own instruments and equipment. Percussionists are the exception - they only need to supply their own sticks and mallets. They are also responsible for setting up and storing the CYSO-owned percussion equipment.

We encourage parents to insure valuable instruments. **CYSO does not assume responsibility for damage to or loss of student-owned instruments and equipment.** Please remember that students often leave their instruments on the floor, bows, etc. These can be stepped on and tripped over. **This is why we encourage insurance for instruments.**

### **JURIES & SEATING**

Juries will be scheduled during each concert cycle to assess the student's mastery of the music. Conductors will provide guidance (music passage, length, video or in person, etc) to student musicians and this will be emailed by managers.

**2023-2024 IN-HOUSE CONCERTO COMPETITION:** CYSO is proud to offer Juried Concerto competitions. Please see the website and watch for details in the weekly ensemble manager updates.

### **CYSO CONTACT INFORMATION:**

The office is located in Maryland Hall for the Performing Arts at 801 Chase St. It is located in room 103A on the ground floor.

- The Executive Director, Dane Krich, can be contacted by phone and email.
  - Phone: 443-758-3157
  - E-Mail [execdir@cysomusic.org](mailto:execdir@cysomusic.org)

The website is [www.cysomusic.org](http://www.cysomusic.org)

Ensemble Managers can be contacted in person at rehearsal or by emailing them during the week. Conductors can be contacted through the Ensemble Managers and the Executive Director.

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### **ENSEMBLE MANAGERS (all emails can be found on the website):**

Chamber Orchestra [chambermanager@cysomusic.org](mailto:chambermanager@cysomusic.org)

Symphony [Managers-symphonymanager@cysomusic.org](mailto:Managers-symphonymanager@cysomusic.org)

Concert Orchestra [concertmanager@cysomusi.org](mailto:concertmanager@cysomusi.org)

Wind Ensemble Managers [windensemblemanager@cysomusic.org](mailto:windensemblemanager@cysomusic.org)

JR Flute Ensemble [jrflutemanager@cysomusic.org](mailto:jrflutemanager@cysomusic.org)

SR Flute Ensemble [srflutemanager@cysomusic.org](mailto:srflutemanager@cysomusic.org)

Preparatory Orchestra Managers [prepmanager@cysomusic.org](mailto:prepmanager@cysomusic.org)

String Orchestra Managers [stringmanager@cysomusic.org](mailto:stringmanager@cysomusic.org)

Jazz Ensemble Managers [jazzmanager@cysomusic.org](mailto:jazzmanager@cysomusic.org)

### **ANNOUNCEMENTS & EMAIL UPDATES:**

Ensemble Managers will email **important notifications of schedule changes and upcoming concerts. Please read the emails from CYSO as they are sent in order to keep you up to date. Doing so will avoid confusion and assist your child with being accountable to his/her ensemble. Please check your spam folder if you do not receive weekly updates from your ensemble manager.**

When closures are known in advance, this information will be posted on the website and emailed.

In the event of inclement weather, we will email you once a decision is made regarding rehearsal. CYSO usually follows the Anne Arundel County School cancellation policy.

### **CONCERT PERFORMANCE ATTIRE:**

**Ladies:** Formal black long sleeved or three-quarter length sleeved top and ankle length skirt, dress, or dressy pants (no jeans), black stockings, and black shoes.

**Gentlemen:** Black tuxedo or black suit with white shirt and black bow tie, black socks, and black shoes.

**Jazz Ensemble only:** black long-sleeved button-down shirts, black pants (no jeans), black socks, and black shoes.

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### **CONCERT ETIQUETTE:**

Please stay for the entire concert. If you must leave prior to the end of the concert, please do so during the intermission.

If you must enter or leave the auditorium during the concert, please do so during applause.

If you have small children with you who are not able to remain seated or quiet, please take them out of the auditorium.

Please be sure to turn off all cell phones and other electronic equipment during the concert.

No flash photography is allowed. Video recording and photography are for your private use only and must be done at the back or sides of the auditorium only. **Due to copyright restrictions it is a violation of the law if a recorded performance of a copyrighted piece is uploaded to a public location on the internet.**

### **AUDITIONS**

Please see CYSO website for information and a complete list of audition requirements for the next season.

Auditions for the 2023-2024 will be held throughout the season by appointment.

### **REGISTRATION:**

Prospective students age 8 to 21 who meet our audition requirements may receive a one-year membership when there is a vacancy in an ensemble.

Auditions will be held typically in the spring (May/June) at the end of each season for membership in the upcoming season. Since COVID, CYSO has been offering rolling auditions, however, these auditions are only available if there are openings in an ensemble. Once all seats are filled only the spring/fall auditions will be scheduled.

Prospective students will be scheduled for audition by the Executive Director when they do the following:

- Complete the online Audition form.
- Submit the Registration fee.
- **Students who have been notified of their placement become members when the non-refundable \$100 tuition deposit is paid and online registration is completed.**
- **The balance of the tuition fees must be paid by the first rehearsal in September, unless a payment plan has been arranged with the Executive Director.**

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

An email will be sent to all students who audition to let them know of their placement in an ensemble.

**All CYSO Musicians not currently in** the JR or SR Flute Ensembles, Jazz Ensemble, or Symphony Orchestra **must re-audition** (this is Preparatory, Strings, Concert, Wind) for ensemble placement for the following season. Returning members of the Symphony Orchestra, Jazz Ensemble, and JR and SR Flute Ensembles do not re-audition each year for those ensembles.

### **TUITION POLICY**

- A \$100.00 non-refundable tuition deposit is due upon acceptance and must be paid by July 31st.
- The remainder is due by the first rehearsal of the season unless arrangements have been made in advance with the Executive Director for the balance to be paid in two equal installments due by the first rehearsal in September, and October.
- Checks should be mailed to CYSO, 801 Chase Street, Annapolis, MD 21401.
- Credit Card payments are accepted when tuition is paid in full.
- Tuition is non-refundable except when the Executive Director is notified in writing by September 30th of a withdrawal. In these cases 50% of the tuition if paid in full will be refunded.
- Students who join CYSO after September will be charged a prorated tuition based on the number of months remaining in the season, plus the \$45 registration fee.

### **TUITION ASSISTANCE**

CYSO provides for tuition assistance for families with a demonstrated need on a first come first served basis until the funds are exhausted. In order to be considered for tuition assistance, please contact Dane Krich for details.

### **PARENT VOLUNTEERS**

**Each family is required to participate in a volunteer position for the season. We are implementing a point system to ensure that the volunteer workload is spread evenly amongst our families. Each family will be asked to complete four (4) points for the 2023-2024 season. The various volunteer opportunities are listed below with the point value.**

**Ensemble Co-Managers (4 points):** Managers send out emails with instructions the conductor want conveyed after a rehearsal is over. Emails will contain pertinent information on CYSO activities, upcoming rehearsals, concerts, fund raising events, etc. Managers are at rehearsals to ensure students set up the room and put it back. Managers are the link between conductors, CYSO and parents.

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

**Committee Chairperson: 4 points**

**Committee Co-Chairperson: 4 points**

**Committee Member: 2 points**

1. **Fundraising Committee** (not including Gala): This committee focuses on organizing fundraising events and activities. This committee plays a crucial role in securing financial resources to support the orchestra's activities. This committee would assist with the following events:
  - Grant identification and assistance
  - Merchandise sales
  - Snack Table
2. **Event Committee**: Responsible for assisting with coordinating concerts, recitals, concerto competitions, and other special events. They help manage logistics, i.e., instrument transport, stage prep, ticket sales (if applicable), and ensure smooth execution of performances. Also includes: Education and Outreach: focuses on educational initiatives, workshops, masterclasses, and outreach programs. This committee would oversee things like organization of an instrument drives, any music camps (if deemed feasible), and implement a mentorship programs between the junior and senior ensembles. Annual kick-off for each ensemble and end of year celebration for each ensemble if desired.
3. **Communications Committee**: This committee would assist with publicity and promotion of the orchestra. They gather content for social media accounts, create newsletters, assist in the design of marketing materials to submit to Executive Director for implementation, and help maintain keeping the orchestra's website up to date. Their efforts help raise awareness about the orchestra's achievements, upcoming events, and educational programs. Also arrange communication and involvement of parents in the orchestra via surveys, etc. Ideas include: year book for each ensemble with photos of rehearsals and performances, etc.
4. **Alumni Committee**: This committee would be tasked with connecting with former students and maintaining their engagement with the CYSO. They would develop and implement strategies to reach out to former youth symphony members and encourage their involvement in the CYSO's Alumni Association, maintain an up-to-date database of alumni contact information, plan and organize alumni gatherings, social events, and networking opportunities and distribute the newsletter developed by the Marketing committee to keep alumni abreast of the current activities and achievements of the CYSO.
5. **CommUNITY Concert (f/k/a Gala) Committee**: This committee would be tasked with organization and implementation of the annual Gala. This includes determining the theme (in conjunction with Music Director), obtaining Silent Auction items, organizing decorations and catering.



# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

- 6. Student Committee:** This committee will be comprised of 1-2 students from each ensemble. They will meet two times per season with the Executive Director. The purpose of this meeting is to discuss any issues the students may be experiencing, any suggestions they may have such as what they would like to see their ensembles do in the future as well as what they currently do that the students enjoy.

*We will be using [signupgenus.com](http://signupgenus.com) to sign up on line to volunteer as a convenient way for you to signup to volunteer. Please watch for the signup link provided in the weekly newsletter at the start of the season. (list the openings and points there)*

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### MUSIC STAFF

Julien Benichou	Music Director & Conductor, Symphony & Chamber Orchestra Conductor, Concert Orchestra
Robert Stojakovich	Conductor, Strings Orchestra
Greg Metzler	Conductor, Preparatory Orchestra & Assistant Conductor
Matthew Heist	Conductor, Wind Ensemble
David Kaufman	Conductor, Jazz Ensemble
Gail Vehslage	Conductor, SR & JR Flute Ensemble Assistant Conductor

### BOARD OF DIRECTORS

Julien Benichou	Music Director (exofficio)
Dane Krich	Executive Director (exofficio)
Rob Alexander	President
Anne Sloan	Vice President (Euterpe Editor)
Tom Eisinger	Treasurer
Jane Chambers	Secretary (Euterpe Publisher)
Tiffany McDonald	Grant Writer
Anne Sloan	Historian
Leah O'Brien	Chairman
Ravi Bahethi	Member at large
Dana Bevard	Member at large
Dan Hurson	Member at large
Kimberly McCollum	Member at large
Yesook Suh	Member at large
Ernest Green	Member at large
Vacant	Member at large (Fundraiser Coordinator)
Vacant	Member at large (Tour Administrator)
Vacant	Member at large (Corporate Sponsorship Coordinator)
Vacant	Member at large (Website Administrator)
Vacant	Member at large (Grant Researcher)

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

### BOARD MEETINGS

October 11, 2023	7pm Wednesday (via Zoom)
January 10, 2024	7pm Wednesday (via Zoom)
February 10, 2024 (Retreat)	9am Saturday (in person)
April 10, 2024	7pm Wednesday (via Zoom)
June 10, 2024	7pm Monday (in person)

### ADMINISTRATIVE STAFF

✓ *denotes volunteer position*

Dane Krich	Executive Director
Cora Vare	Assistant
Lisa Feinman	Book Keeper

If you would like to join our Board or fill any of the vacant positions listed, please contact Rob Alexander at [president@cysomusic.org](mailto:president@cysomusic.org)

## CYSO Event Schedule- 2023-2024

Friday, 9/29/2023	7:00 PM	All	Night at the BSO	Possibly meeting with Jonathan Heyward
Week of 10/2/2023		All	Bring a Friend Night	
Sunday, 10/8/2023	10:00 AM	TBD	St. Anne's Church	
Sunday, 10/15/2023	3:00 PM	Chamber	Heritage Harbor	
Sunday, 11/5/2023	TBD	All	First Sunday Arts Festival	
Sunday, 11/12/2023	10:00 AM	TBD	St. Anne's Church	
Friday, 12/8/2023		Senior Flute/Symphony	Carnegie Hall	
Sunday, 12/10/2023	2:00 PM	Junior Flute, Prep, Strings, Wind Ensemble, Chamber Orchestra	Live Arts Maryland	Holiday Reception following the concert
Thursday, 12/14/2023	7:00 PM	Senior Flute, Jazz Ensemble, Concert Orchestra	Live Arts Maryland	Holiday Reception following the concert

# CHESAPEAKE YOUTH SYMPHONY ORCHESTRA

## FAMILY GUIDE

1/2024		Jazz-New Orleans		
Week of 1/15/2024		All	Bring a Friend Night	
Saturday, 1/20/2024	10:00 AM		Annapolis Evangelical Lutheran Church	CYSO Concerto Competition
2/2024 (date TBD)		All and Faculty Ensemble	Live Arts Maryland	Talent Show
3/2024 (date TBD)		Junior Ensembles	St. Anne's Parish	
(date TBD)	7:00 PM	Symphony Orchestra and community arts orgs, Jazz-Lobby	MD Hall	CommUNITY Concert
5/19/2024	2 PM and 7 PM	All	Severna Park High School	

### MASTER CLASSES:

### NO CYSO Rehearsal:

Monday, September 4, 2023- Labor Day

Thursday, November 23, 2023- Thanksgiving Day

Monday, December 25, 2023 thru January 1, 2024- Holiday Break

Monday, January 15, 2024- Martin Luther King Day

Monday, February 19, 2024- Presidents' Day

Monday, April 1 thru Friday, April 5, 2024

Monday, May 27, 2024- Memorial Day