



Welcome to the 2019–20 National Philharmonic Chorale

You are part of a talented and diverse group of musicians under the experienced leadership of Dr. Stan Engebretson and accompanied by Dr. Theodore Guerrant.

This handbook is your comprehensive guide to the basics of Chorale membership. It contains policies and procedures for everything from attendance and ticket sale expectations to links to the rehearsal schedule for the year and Chorale directory.

Our season will be busy musically and organizationally, with many opportunities to put our non-singing skills to work on the business side of music-making. The [Volunteer Roster](#) lists those opportunities and the names of members currently serving in those roles. Please consider lending your expertise and sign up when the call for volunteers goes out.

Welcome to a fantastic year of making great music together!

NP Chorale Operations Committee—

Ruth Faison, Chair
Carolyn Chuhta
Anne Claysmith
Sara Josey
Laurie Lane
Sarah Moore

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ABOUT THE ORGANIZATION

The National Philharmonic Orchestra and Chorale is a professional orchestra and approximately 140-person volunteer Chorale based in Montgomery County, Maryland, performing at the Music Center at Strathmore since 2005. The National Philharmonic presents world-renowned guest artists in symphonic and choral masterpieces conducted by Maestro Piotr Gajewski and Chorale Artistic Director Stan Engebretson. Recognized for its commitment to educational opportunities for youth and adults, the National Philharmonic also is committed to serving the increasing diversity of the community and contributing to the cultural and economic well-being of our region. Its mission is to provide the highest quality orchestral, choral, and other musical experiences that enrich and inspire the lives of residents in Montgomery County and the Washington, DC metropolitan area.

REHEARSALS, CONCERTS & CLASSES

The Chorale schedule is available at <http://www.nationalphilharmonic.org/hottub>.

Chorale members are expected to sing all scheduled concerts and attend all rehearsals and to participate in the entire rehearsal each week. Rehearsal attendance and concert participation is recorded and can be considered in future re-auditions. A singer may be asked to take a leave of absence for a concert when more than two rehearsals for that concert will be missed. (See [Attendance Policy](#) for details.)

Weekly Rehearsals

Tuesdays, 7:30 – 10 p.m., [Strathmore](#), Room 405

Each week, please:

- Be on time. We begin promptly at 7:30 p.m.
- **Note:** If you are late, please minimize the disruption. Stand to the side or in back and wait for a break in singing to take your seat.
- Check in with your section's [Attendance Manager](#) on arrival.
- Be prepared:
 - Bring your score(s) and pencils.
 - Know the music.

Note: Rehearsal time is limited so individual practice is recommended. Recordings, including some recommended by the conductors, are often on YouTube. Any individual voice part learning files will be on [Hottub](#).
- Observe [rehearsal & concert etiquette](#).

Concert Week Rehearsals

If you miss dress rehearsal, you may sing the concert only if Artistic Staff approves. (See [Attendance Policy](#) for details.) Under extenuating circumstances, with advance notice, Artistic Staff may agree to release a member from dress rehearsal. If you miss a dress rehearsal without advance notice, you jeopardize your continuing participation in the Chorale.

Please note:

- Changes in schedule and other important announcements may be communicated at rehearsals or through email during concert weeks.

- Concert dress is not required for dress rehearsals.
- Seating assignments in the hall may change to balance sound or accommodate an unexpected absence.
- Per the orchestra's collective bargaining agreement, no audio or video recording of the orchestra is allowed.
- All rehearsals, including dress rehearsals, are closed to the public. On occasion, special guests of the National Philharmonic may be in attendance.
- Observe [stage rules](#).

Retreats

A "retreat" is an extended rehearsal, usually held at nearby [Montgomery College](#), Montgomery College (51 Mannakee Street, Rockville, MD 20850), from 10 a.m. to 1 p.m. on a Saturday, two or three times a year. Members are expected to attend retreats, which are listed on the Chorale schedule.

Other Rehearsals and Classes

Other rehearsals may be scheduled as needed, and members are strongly encouraged to participate. These rehearsals may include:

- **Sectionals** to help solidify a section's command of notes and unify sound (with every attempt to accommodate section members' schedules).
- **Early-bird sessions** held by Artistic Staff, generally half an hour before weekly rehearsals (i.e., 7 p.m.), to work through difficult passages.
- **Emergency rehearsals** held by Artistic Staff if ensemble progress is not adequate.
- **Vocal Technique classes** held by the Artistic Staff every few weeks an hour before rehearsal for identified choristers to improve singing skills. These classes are also open to any interested singer.
- **Music Theory classes** led by music educators in Chorale focus on the season's repertoire. They are held every month or two, an hour before rehearsal. These classes are optional and open to any interested singer.

ATTENDANCE POLICY

Rehearsal attendance and concert participation is recorded and can be considered in future re-auditions. Singers are expected to attend and participate in the entire rehearsal each week.

If you must miss a rehearsal or you anticipate being late, notify your [Section Leaders](#) and [Attendance Manager](#) before the rehearsal. It is your responsibility to master any material you miss. Your Section Leader will provide missed score markings and instructions.

If you miss two rehearsals for a concert, you will sit with your Section Leader or Assistant Section Leader, who will assess your progress. He or she may consult with Artistic Staff, who may then ask to hear you sing to evaluate your concert readiness.

If you must miss more than two rehearsals for a concert, you may be asked to take a leave of absence for that concert. If you unexpectedly miss a concert, your Section Leader and Artistic Staff will discuss the next course of action, which may include being asked to take a leave of absence and/or re-audition for the next season. Consistent absence from concerts may result in being asked to resign from the Chorale.

Concert dress rehearsals and concerts are mandatory. If you miss dress rehearsal, you may only sing the concert if Artistic Staff approves. If you have extenuating circumstances and give advance notice, Artistic Staff may agree to release you from dress rehearsal. To give notice, send a completed Concert and Dress Rehearsal Release Form (on [Hottub](#)) to your Section Leader a month in advance of the anticipated absence, if possible. It will then be sent to the Artistic Staff for approval and attendance record keeping. If you miss a dress rehearsal or concert without advance notice you jeopardize your continuing participation in the Chorale.

After three unexplained absences, your Section Leader will make one attempt to contact you by phone or email to determine your intentions. If you later attend a rehearsal, the Artistic Staff may ask to hear you sing to evaluate your concert readiness.

If you are sick and possibly contagious, stay home, but contact your Section Leader and Attendance Manager. If you are well enough to attend but not sing, please sit in the back to listen and take notes.

In bad weather or other emergencies, check your email for rehearsal cancellations and changes. If [Strathmore](#) is closed, rehearsal is canceled.

Note: If you are uncomfortable driving to rehearsal, notify your Section Leader and Attendance Manager. Your absence will be excused.

MEMBERSHIP AND DUES

Annual dues are required for Chorale membership:

\$110 for a complete concert season.

\$55 for members who join after January 1

Payment by check or credit card before rehearsal (or [online](#)) is due by the first rehearsal in October (October 1, 2019) and is nonrefundable.

Dues help defray the substantial costs of rehearsing and performing in the Music Center at Strathmore each season.

Individuals who fail to meet this obligation in a timely manner should expect to be contacted by a member of the Chorale Operations Committee regarding payment of dues and may be disallowed to continue and/or audition for the following season. Contact a member of the [Chorale Operations Committee](#) to address special circumstances.

Individuals in the following categories may be exempt from dues but must report their status in advance to obtain an exemption:

- Full-time college students
- Graduate students
- Young professionals who are still establishing themselves financially.

Please contact Anne Claysmith at apc17@verizon.net to report your status for exemption in one of the categories above.

Note: All members are expected to participate in ticket sales.

TICKET PURCHASES, SALES & REPORTING

Ticket sales create our audience and help sustain the National Philharmonic organization. Therefore all members are expected to sell or purchase tickets as follows:

Members:	8 tickets to any NP concert or concerts (including those that do not involve the Chorale)
Young professionals:	4 tickets
Students:	No requirement, but students are strongly encouraged to sell tickets. College Student tickets are \$10 and can be purchased by phone (301-581-5100) or in person at the ticket office. Pick up at will call with a student ID.

Members who join the Chorale mid-season or later are expected to participate in ticket sales as follows:

Join in January:	4 tickets (2 for young professionals)
Join in spring:	2 tickets (1 for young professionals)

For individual concerts, Chorale members receive special ticket pricing (\$3 below the subscription ticket price) when using the discount code that will be provided at rehearsal.

Note: This is not applicable to subscription purchases which are discounted from the regular ticket prices.

REPORTING TICKET SALES

Please report your ticket sales using the Ticket Sales Reporting link on [Hottub](#). You may use this form as needed throughout the season as you sell additional concert tickets.

- Only report new tickets sold each time.
- Report any subscription tickets you have purchased.
- You may count tickets purchased by friends and family.
- We do track progress throughout the season and follow up with individuals as needed.

IMPORTANT: when reporting via the form USE **YOUR NAME**, as friends and family are not Chorale members.

Please report all tickets you sell even beyond the eight required as this provides useful data about the Chorale's contribution to the season's concert sales.

Members needing special consideration regarding ticket sales should speak privately with Ruth Faison or email her at RWFaison@gmail.com.

Tickets may be purchased online, over the phone, or at the Box Office.

<http://www.nationalphilharmonic.org>

301-581-5100

Monday–Friday, 10 a.m. – 5 p.m.

Saturday, 10 a.m. – 2 p.m.

Remember, having a financially healthy organization and singing to a full house are in our best interest as individual singers. We recognize that ticket sales are easy for some members and challenging for others. We encourage each of you to contribute as much as you can in this regard.

MUSIC AND MUSIC FOLDERS

Music

Before each season, National Philharmonic purchases scores based on a pre-season music survey emailed to the Chorale. Please participate in the survey to ensure the correct music is ordered. Members are expected to use the music editions designated by the Artistic Staff for each concert.

Purchase music from the Chorale before designated rehearsals by check or credit card (or pay [online](#)). No cash.

Black Music Folders

Purchase a black choir folder <https://www.musicfolder.com>.

CONCERT DRESS

Men

- Black tuxedo
- White tuxedo shirt (no ruffles)
- Black bow tie
- Black socks
- Black shoes

Women

- Black, ankle-length concert dress
- Single 18" strand white pearls
- Studs, buttons, or small hoop earrings
- Black stockings
- Black, closed-toe shoes

Purchase concert dresses at <https://www.stageaccents.com>.

- Click "Quick Ship Dresses" to find "Monarch" dress, style #8571.
- The cost is \$65 plus \$15 shipping.

At the beginning of the season, the Wardrobe Manager will bring sample dresses for women to try on for size before ordering. Members occasionally offer their previously worn dresses for sale.

Email general wardrobe questions to Susanne Villemarette at SVillemarette@gmail.com.

REHEARSAL & CONCERT ETIQUETTE

- Please give full attention to the Artistic Staff and avoid conversations during rehearsals.
- Silence all phones and watch alarms prior to rehearsals and concerts. Please avoid non-emergency calls during all rehearsals. If you must have phone access during any rehearsal, please use on vibrate. No phones on stage during a concert.
- No fragrance of any kind (perfume, cologne, aftershave, hairspray, etc.).
- Careful personal hygiene is appreciated.
- Avoid foods that linger (garlic, onion, etc.).
- No smoking prior to rehearsals or concerts, especially in concert attire, and no smoking anywhere in the Strathmore facility.
- If you are late, minimize your disruption. Stand to the side or in back and wait for a break in singing to take your seat.
- Maintain professional performance demeanor on stage during rehearsal and concerts. When the conductor is working with orchestra and soloists, follow along silently in your score.
- During performance intermission, quiet conversation is permitted on stage, but you are advised to rest your voice, rehydrate, relax muscles, and prepare mentally for the rest of the concert.
- When on stage do not wave, shout out, or otherwise communicate with audience members.

CONCERT HALL AND STAGE RULES

Do not enter the stage or concert hall, including the choral tier and audience seating areas, until we receive the express permission of Strathmore or National Philharmonic staff. Because this is an Alliance of Theatrical Stage Employees (IATSE) union-run stage, this requirement **must** be followed strictly. Only official IA stagehands are allowed to move stands and chairs. The National Philharmonic has been fined for violating union rules in the past.

NP Operations and Production Manager Kyle Schick is listed in the Strathmore-National Philharmonic contract as a temporary stagehand; if furniture must be moved or a chair must be lifted, ask him to do it.

Singers may only have water in capped bottles on stage during rehearsals. Tea, coffee, other drinks, and food are not allowed on stage at any time.

On stage during a concert, you may have only your music in a black music folder and a small, capped water bottle. **No purses** or other personal belongings are allowed.

CHORALE COMMUNICATION AND “HOTTUB” WEBSITE

Please check your email inbox regularly for messages from the conductors, NP Operations and Production Manager Kyle Schick, Ruth Faison, and Section Leaders. These messages may include rehearsal notes, publicity materials for upcoming concerts, and information about sectionals, NPC social events, and more.

Hottub

The NPC website <http://www.nationalphilharmonic.org/hottub> provides the following resources:

- Rehearsal, vocal technique, theory classes, retreats, and concert schedules
- Information about how to pay dues and buy music, folders, and women’s concert dresses
- Information about ticket sales requirements
- Names and contact information for [Attendance Managers](#) and [Section Leaders](#)
- Electronic music learning files and handouts on voice building
- [Volunteer Roster](#) and opportunities
- National Philharmonic Chorale Handbook
- An “annex” for recent news and announcements
- **Chorale Member Directory** (password protected) *for official use only*

Note: A new directory password is emailed to members at the beginning of each season. If you do not have the email, contact Ruth Faison at RWFaison@gmail.com for the current password.

To update or remove your information from the directory, contact Kyle Schick at kyle@nationalphilharmonic.org.

Note: The directory is not to be used for group emails, solicitations, or any other unauthorized use.

NPC Yahoo Group

The NPC Yahoo Group is our listserv for unofficial communications about Chorale-related or musical matters such as extra tickets for sale, practice groups, outside concerts, carpooling, etc. Email Ruth Faison at RWFaison@gmail.com or Katherine Schnorrenberg at KSchnorrenberg@gmail.com for instructions on how to join the NPC Yahoo Group.

VOLUNTEERING

The National Philharmonic depends on volunteers for a wide range of tasks, big and small, to help make our success possible.

Opportunities include:

- Helping prepare rehearsal files for learning music at home (instructions provided)
- Mentoring a new Chorale member
- Helping set up room for rehearsals or Saturday retreats
- Assisting National Philharmonic staff with various tasks
- Publicity work for upcoming concerts
- Conducting docent tours at the Music Center at Strathmore
- Being an on-call volunteer

Our Volunteer Coordinator occasionally emails requests for ad hoc jobs such as driving a soloist to a rehearsal or helping with logistics at one of our summer institutes.

Peruse the [Volunteer Roster](#) posted on the [Hottub](#) website to see all the volunteer positions and find something to match your talents, skills, and time available. Or let us know if you have a special talent or resource you would like to contribute.

In the 2018-19 season, 89 Chorale members volunteered for National Philharmonic for over 3200 hours! This data may be used in several ways and members are requested to keep track of their volunteer hours and email them, along with the “job” completed at the end of each month, to Sara Josey at SMJosey@aol.com. No job is too small to be logged in!

For general questions regarding volunteering or to sign up, contact Laurie Lane at LaurieELane@msn.com.

THE NATIONAL PHILHARMONIC SINGERS

The National Philharmonic Singers (“Singers”) is a virtuoso chamber choir that specializes in works suited for a smaller ensemble, with accompaniment or a capella. Its repertoire ranges from the 15th to the 21st century, including premieres of new compositions by local composers.

The Singers perform two to three concerts per year, with additional outreach concerts in the community as invited.

Membership is drawn largely from the Chorale and auditions are held periodically to fill existing vacancies. Rehearsals are held regularly on Sunday evenings.

Dues for Singers are \$55 per season.

Contact Chorale Artistic Director Stan Engebretson, stan@nationalphilharmonic.org or Sara Josey, manager, SMJosey@aol.com for more information.

NPC SECTION LEADERS & ASSISTANT SECTION LEADERS

SECTION	SECTION LEADERS	ASSISTANT SECTION LEADERS
Soprano I	Katherine Nelson-Tracey KatherineNelsonTracey@gmail.com 703-590-2147	Caitlin Garry Soprano176@gmail.com 301-775-8716
Soprano II	Cathlin Tully CathlinTully@yahoo.com 202-415-0294	Carolyn Lincoln Carolyn.Lincoln@verizon.net 301-509-5085
Alto I	Melissa Lieberman Melissa.J.Lieberman@gmail.com 240-620-1429	Martha Jacoby Hersman MJKduck@hotmail.com 301-758-5018
Alto II	Sara Josey SMJosey@aol.com 301-526-7035 (c)	Sarah Wagoner Moore SJWagoner@gmail.com 571-225-8215
Tenor I & II	Wayne Meyer WLMeyerMD@gmail.com 301-758-6306	Ruth Faison RWFaison@gmail.com 301-873-6768
Bass I & II	Bill Josey BillJosey@aol.com 240-475-6416	Edward Rejuney ERejuney@gmail.com 240-988-6087

NPC ATTENDANCE MANAGERS

	NAME	EMAIL	PHONE
Soprano I	Stefanie Gray	ak49330@yahoo.com	301-580-1349 (c)
Soprano II	Carolyn Lincoln	Carolyn.Lincoln@verizon.net	301-509-5085 (c)
Alto I	Lisa Rovin	Lisa.Rovin@gmail.com	301-796-4721 (o) 301-587-3680 (h)
Alto II	Sarah Gilchrist	SKGilchrist@yahoo.com	202-725-2259 (c) 202-333-2125 (h)
Tenor	Jane Lyle	JLyle4@verizon.net	301-213-7536 (c)
Bass	Paul Zoccola (~12/2019) Robert Gerard	Paul.Zoccola@gmail.com RHGerard@gmail.com	301-526-5531 (c) 240-328-5134 (c)

CHORALE OPERATIONS COMMITTEE

NAME	EMAIL	PHONE
Ruth Faison, Chair	RWFaison@gmail.com	202-380-7628
Carolyn Chuhta	CAChuhta@gmail.com	301-602-1953
Anne Claysmith	apc17@verizon.net	301-529-4022
Sara Josey	SMJosey@aol.com	301-526-7035 (c)
Laurie Lane	LaurieELane@msn.com	301-332-3476
Sarah Wagoner Moore	SJWagoner@gmail.com	571-225-8215

NATIONAL PHILHARMONIC LEADERSHIP AND STAFF

Administrative Staff

Jim Kelly
President

Kyle Schick
Operations and Production Manager

Artistic Staff

Piotr Gajewski
Music Director
& Conductor

Stan Engebretson
Chorale Artistic Director

Theodore Guerrant
Chorale Accompanist

Contacting the National Philharmonic

Ticket Office: 301-581-5100

By mail or in person: National Philharmonic
The Music Center at Strathmore
5301 Tuckerman Lane
North Bethesda, MD 20852-3385

Office Hours: Monday–Friday, 9 a.m. – 4 p.m.

Telephone: 301-493-9283

Fax: 301-493-9284

By Email: office@nationalphilharmonic.org

Public Website: <http://www.nationalphilharmonic.org>