



MEMBERSHIP HANDBOOK

2024-2025
Our 45th Season

*Creating Choral Community,
Artistry & Excellence*

The Business of Cherry Creek Chorale

Vision Enriching our community through artistry and unity.

Mission We create collaborative, engaging and versatile musical experiences for our singers and audiences while demonstrating our love of one another, artistic excellence, and passion for the choral art.

Volunteering As a non-profit organization, we rely on Chorale members to help with production and administrative tasks. **All Chorale members are expected to volunteer in some capacity throughout the year.**

Artistic and Administrative Staff

Artistic Director & Conductor	Brian Leatherman
Associate Conductor	William White
CherryTones Managing Director	Randi Libbon
Principal Accompanist	Debbie Johnson
Assistant Accompanist	William White
Bookkeeper	Jann Folsom
Music Librarian	Liz Fallon
Web & Communications Manager	Mike Freeland

Board of Directors

President	Nathan Bill
President-Elect	Gia Viscardi
Past President	Leslie Beahm
Vice President	Maura Mackintosh
Secretary	Katy Fink-Johnson
Treasurer, Finance Committee Chair	Kathleen Meier
Artistic Committee Chair	Margaret Beardall
Fundraising Committee Chair	
Grant Chair	Marilyn Bogan
Marketing Committee Chair	
Member Services Committee Chair	Kay Frevert
Outreach Committee Chair	
Production Committee Chair	Karen Sandberg

Section Leaders

Soprano I	Gloria Srikijkarn
Soprano II	Nancy Lauth
Alto	Carolyn Gentle
Tenor	Ben Bowen
Bass	Dan Kullas & Ron Lester

Special Responsibilities

Box Office Manager	Mike Moyer
Concert Attire	Ruth Most
Concert CD Sales	Brad & Jann Folsom
Concert Program Design	Brad Folsom
Grocery Reward Programs	Nancy Lauth
Historian	Sally Bradley
Hospitality Coordinator	Debi Simons
Member Ticketing Coordinator	Jann Folsom
Name Badges	Brad Folsom
Showcase Coordinators	Jann and Brad Folsom

Chorale website

cherrycreekchorale.org

CHERRY CREEK CHORALE MEMBER POLICIES

Welcome to the Cherry Creek Chorale! We hope that you will share our enthusiasm for diverse and exciting choral music. As a member of the CCC, you make a personal commitment of your time, your musical ability, and your presence at rehearsals and performances. Your unique personality and talent contribute to our performance quality, musical integrity, and morale.

The Cherry Creek Chorale's Vision:

Enriching our community through artistry and unity.

The Cherry Creek Chorale's Mission:

We create collaborative, engaging, and versatile musical experiences for our singers and audiences while demonstrating our love of one another, artistic excellence, and passion for the choral art.

DEFINITIONS

Concert Set: All rehearsals leading up to and including a pair of concert performances. The number of concert sets may vary per season. Generally, there are four concert sets in a concert season, including possible additional scheduled performances. A missed performance is considered an absence.

Concert Season: From the first fall rehearsal through the last spring concert.

Leave of Absence: Officially recognized non-participation in a concert set, during which you retain all rights, privileges, and responsibilities of membership.

Member: One who has been accepted into the Chorale by the Artistic Director, has paid his/her dues for the current semester, and has not had two or more consecutive Leaves of Absence.

ATTENDANCE *The following policy applies to each Concert Set:*

1. You are expected to attend all rehearsals and concerts.
2. You are responsible for notifying your Section Leader in advance of any absence.
3. You may miss one rehearsal in a Concert Set. A second absence may be granted at the discretion of the Section Leader. Participation at rehearsal retreats may make up for an additional absence.
4. If more absences are necessary, you and your Section Leader will need to determine if you are sufficiently prepared to sing in the concert. If not, you will be put on leave for that Concert Set. You may resume participation for the next Concert Set.
5. Absences from a concert week rehearsal must be cleared with the Artistic Director in order to sing the concert. If you anticipate missing a performance, you must discuss your absence with your Section Leader and the Artistic Director at the earliest possible date.
6. You are responsible for obtaining all information given during your absence before the next rehearsal (e.g., music markings/notations, change in rehearsal times).
7. Courtesy to the Artistic Director and to the Chorale membership requires promptness at rehearsals. Please explain tardiness or early departure to your Section Leader. Section Leaders will monitor the amount of rehearsal time missed. Arrival or departure at break will be counted as one-half (1/2) absence.

8. REHEARSAL CANCELLATION POLICY

In the event of a potential rehearsal cancellation due to inclement weather, a decision will be made by the Artistic Director & Conductor (using the input of assigned people in various locations and distances around town) during the 3:00 pm hour, and a formal announcement (Yea or Nay) will be sent out via email by the Web and Communications Manager no later than 4:00 pm. The decision will be final at that point. Before heading out to rehearsal on a questionable evening: **CHECK YOUR EMAIL!** *Remember, though, that regardless of the decision on cancellation, if you don't feel that it's safe for you to drive, don't venture out! Your safety is paramount, so make your determination as your own judgement suggests.*

DUES: **August - December = \$110** **January - May = \$110**

Dues are collected at the first rehearsal of each semester and are non-refundable after the 3rd rehearsal. Dues are not pro-rated for partial semester participation. Dues can be paid by check or by credit card using the PayPal link on the Members page of the CCC website or by electronic payment using Zelle, sent to "treasurer@cherrycreekchorale.org". Our dues contribute to budgetary needs such as our conductors' and accompanists' salaries, venue rental and music costs.

Please contact our treasurer if the costs of Dues and/or Attire are a prohibitive factor. Scholarships and sponsorships are available to support our singers who may need them. The Cherry Creek Chorale staff and members under contract are non-dues paying members.

CHERRY CREEK CHORALE VOCAL PLACEMENT

We celebrate that our membership includes a diversity of vocal ability and experience. Consistent with our Vision & Mission, the Board of Directors instituted vocal placement sessions. Our goal is to assist the Artistic Director and the members. The sessions add to the Artistic Director's knowledge and memory of each member's voice, enabling him to place singers in the group (voice placement) and assist singers in their vocal development. This knowledge is especially helpful to the Artistic Director as the chorale experiments with new and different riser formations and accommodates personnel changes when members are unable to sing a particular concert. The sessions benefit the members by giving them the opportunity to be heard by the Artistic Director in a non-threatening environment, to ask questions and obtain help or support if necessary. This program aids the ensemble by ensuring that members are placed optimally and are singing to the best of their ability.

Every two to four years, members will make appointments to sing for the Artistic Director, either alone or in groups of two or three. If the member wishes to sing with one or two other singers, they will be singers of the member's own choosing. The review is emphatically NOT a re-audition and will consist of the following:

- 1) Singing the first two- and one-half lines of "America" in different vocal ranges
- 2) Vocalizing to determine current range and vocal color
- 3) Slowly singing an ascending and descending major scale a cappella
- 4) Singing a crescendo/decrescendo exercise

NOTE: The session will be audio recorded and is only for the Artistic Director's use.

The member will have the opportunity to discuss any concerns or questions they may have. The review should last 5-10 minutes and will be done as a part of semi-annual new member auditions and/or prior to regular Tuesday rehearsals. We anticipate that the process will take at most four years (one section per year) or at minimum two years (one section per semester) to complete. At the discretion of the Board and the Artistic Director, the process will repeat.

As a result of the reviews, the following may occur:

- 1) The member will continue in their current section.
- 2) The member may be re-assigned to a different section more appropriate to their vocal range.
- 3) The member may be asked to stand or sit in a different place within the section or choir to enhance their voice and the voices of those around them.
- 4) The member's vocal color classification may be changed (Flashlight/Blender/Moon).
- 5) The member may be enrolled in a series of up to 6 voice lessons (paid for by the Chorale with an approved instructor) to address and assist with any vocal concerns. After the series of lessons has been completed, the member and Artistic Director will meet to assess their progress and decide next steps.

We want to ensure that each member can enjoy a long and fruitful singing life, and that the Chorale continues to present the very best choral product.

The Board and the Artistic Director thank you for your part in making this program a success for each individual singing member and the ensemble as a singing family.

LEAVE OF ABSENCE (LoA)

1. A Leave of Absence occurs when you do not sing a full Concert Set.
2. If you take two consecutive LoA's, whether in the same Concert Season or in two Concert Seasons (for example, the last Concert Set of the current season plus the first Concert Set of the next season), you will need to re-audition to resume your membership.
3. If you are unable to sing a Concert Set, inform your Section Leader as soon as possible.
4. While you are on a Leave of Absence, you are welcome to attend rehearsals until two weeks before the concert.

MUSIC POLICY

- All music is the property of the Cherry Creek Chorale or the entities that have loaned music to the Chorale. Music issued to you is to be returned to the Chorale after the completion of a Concert Set or at any time that you are unable to continue singing in the Chorale.
- Mark your music in pencil only. Make no holes, pen markings or highlighting in music that is on loan to Cherry Creek Chorale. The organization that loans us music may request that pencil markings be erased.
- You will receive music for the upcoming Concert Set upon the return of music for the completed Concert Set. If music is not returned or is no longer usable, you will be billed for the current replacement costs plus any additional fees charged by a loaning entity.

REHEARSAL PROTOCOL

- Know where you are in the music at all times. Have a pencil in your hand all the time at all rehearsals.
- Listen actively and DO NOT TALK OR HUM when the singing stops!
- Follow along in your music while another section is rehearsing and apply the musical learning/suggestions to your part...do not hum along.
- Direct any questions or comments to the Conductor or Associate Conductor during rehearsals.
- In rehearsals (so you get used to it) and in concerts do not follow along in the music when a

soloist or a small group is singing. Turn your music to the next place you sing.

- Practice with music in folder and in concert order as soon as possible and especially during the final three weeks before concerts.
- Set your cell phones and pagers to *Silent* during rehearsal.
- After rehearsal, return chairs as directed and other equipment if needed.
- Don't wear anything scented to rehearsals, music retreats or performances.
- We PRACTICE at home and REHEARSE at rehearsal. You have a responsibility to work out problem spots on your own.

CONCERT PROTOCOL

- Carry your music -- in a black folder -- in your left hand unless directed otherwise.
- Keep your music at your side and only raise it when the Artistic Director steps on the podium or otherwise gives a signal.
- Do not break the mood at the end of a piece until the Artistic Director lowers his hand or baton and has turned to acknowledge the applause; then just beam at the audience.
- Between pieces minimize movement and speaking to other singers; remain engaged.
- While singing, appropriate movement is encouraged.
- Stay loose; flex your knees but maintain good posture.
- Generally, the singers do not applaud other performers.

CONCERT ATTIRE

Women*:

Chorale dress and jacket, black hose, black shoes (closed toe preferred)

Earrings - black, silver, rhinestones, or diamonds (No dangles, no larger than 1 inch. No other jewelry showing except a ring or two. (Please **no** necklaces.)

Lipstick, extra blush (we tend to "pale" in the light)

Men*:

Black tuxedo (no tails), black socks, polished black shoes, cummerbund, black bow tie, white tuxedo shirt with pleats (well ironed, no ruffles)

Special Occasions:

- **Red** bow tie, cummerbund, and pocket square for the December or other special occasions - \$10
- **Tartan Plaid** bow tie for biannual Celtic Concert - \$5-15

* - These are gender normative descriptions of costuming. Dress aligned with how you identify. If neither of these options works for you, please contact a CCC Board member to discuss gender neutral options.

CHORALE MEMBER RESPONSIBILITIES

1. Pay dues before the end of the second rehearsal of each semester.
2. Come prepared to rehearsal.
3. Practice your music at home to reinforce the learning done in rehearsals. Several practice aids are supplied on the CCC website.
4. Bring pencils to mark music.
5. Listen closely to the Conductor or Associate Conductor for musical direction and markings.
6. Notify Section Leader of absence.

Care of your Garments

Do not dry clean dress or jacket!

Dress: Hand or machine wash, delicate cycle, cold water, air dry, and hang.

Jacket: Hand wash, cold water, avoid rubbing the fabric, dry and store flat.

7. Purchase and maintain concert attire. Women - \$65 for the jacket and \$50 for the dress.
8. **Volunteer as time and talent allow for various committees and/or aspects of concert production!**

SECTION LEADER RESPONSIBILITIES

1. Contact members of their section on approximately August 1st to determine who is returning for the upcoming season, and report to the Member Services Committee Chair.
2. Welcome new members.
3. Take attendance at each rehearsal.
4. Communicate rehearsal and musical changes to section members.
5. Share Director's musical practices such as count singing, breathing, and pronunciation, as applicable.
6. Assist Board of Directors with occasional special requests as needed.



SINGING OPPORTUNITIES AVAILABLE TO THE CHERRY CREEK CHORALE

1. Members of the Chorale have the opportunity to audition each year for The CherryTones, a sub-group of the CCC which performs at smaller venues, private parties, company events, and at CCC concerts.
2. The Showcase event is an opportunity for Chorale members to provide entertainment for each other and their family and friends. Participants are chosen by audition by the Showcase sub-committee.
3. In past years, CCC members have sung *The Star Spangled Banner* at a Colorado Rockies game and holiday carols during intermissions of Nutcracker Ballet productions.
4. Other opportunities may arise. Chorale member volunteers will be welcomed, with details for participation explained by the Artistic Director and/or the Associate Conductor.

SHOWCASE CONCERT POLICIES - Adopted by the Board of Directors 2-17-2020

The Showcase will occur every other year.

Length of the program will be similar to Chorale concerts: 90 minutes including intermission. If necessary, the program may stretch to a maximum of 2 hours.

The Associate Conductor of the Chorale shall act as Music Director and M.C.

The Audition Committee shall consist of the Showcase Coordinator, and the 4 members of the Artistic Staff. Decisions will not rest upon one person's shoulders and will be a consensus of this group.

Auditions are required for the purpose of judging preparation level.

- Performers should be at performance level at the time of audition; to include costuming, additional "cast" members; staging/choreography, etc.
- The audition is not to be considered as a competition. It is only a check for preparation level and appropriateness for the show.

The goal of the committee is to include the maximum number of participants, which may mean the following:

- Members auditioning for more than one act should assume that they will, most likely, be chosen for one act only.
- Those not chosen will be placed on a waiting list for the next Showcase and given priority if performance level addressed above is met.
- As many performers/acts will be chosen as possible, as long as the 90-120 minute time limit is met.

If the Principal Accompanist or Assistant Accompanist is used by a performer/act, the Principal Accompanist or Assistant Accompanist will be paid by the Chorale at a rate of \$50 per act. This payment will be made whether the performer/act is chosen for the Showcase to compensate the Accompanists for their time. The Accompanists will submit a list of performers/acts they accompany to the Treasurer. The Chorale will not pay outside accompanists.

The program will not be advertised to the general public.

Purpose of the event is to have fun with quality.

All performers will be required to buy a ticket for the performance.

Proceeds from tickets are to cover the cost of room rental and related expenses, not to make a profit.

**COMMUNICATIONS AND THE CHERRY CREEK CHORALE WEBSITE:
CHERRYCREEKCHORALE.ORG**

The Home Page

Our website is designed to service our patrons as well as our membership. It is our primary means of communication with our patrons, and of course, to potential new members. Other pages, accessed by the menu at the top of each page, speak for themselves.

Members are encouraged to sign up for *concertgoer* email announcements by clicking on the link labeled “JOIN OUR EMAIL LIST,” in the left column of most pages. Members have their own mailing list. See Below.

Members Only

A “Members Only” page is reached by clicking the “Members” menu item at the top of all pages. It is password-protected (ccc333). At the top of the Members page is a cluster of buttons with some very helpful and useful links, Practice Music, rehearsal videos, Chorale Rosters.

Internal Mailing List

As a new member, it is extremely important that you join the Chorale email list. This is a new-member responsibility. Scroll downward on the Member’s page and click the button “Members! Join our Internal Mailing List” and fill out the simple form. Should you wish to unsubscribe, you can do so at any time.

We send emails through MailChimp at irregular intervals, but you can expect one weekly shortly before rehearsals. These contain rehearsal plans, musical instructions, recommendations, and

announcements. These are sent either by the webmaster or the Artistic Director. The emails are used strictly for Chorale business and their contents are useful and important.

If you have an announcement or any communication to be sent to the membership at large, you can send the text to admin@cherrycreekchorale.org for inclusion on the next email blast.

If you miss an email blast, you can find an archive of past emails for the past six months on the Member's page. This is particularly important in situations such as cancellation announcements. You will find concert, rehearsal, music, important announcements, and logistics information on this page, which is frequently updated. **Make it a practice to check the Member's page PRIOR TO rehearsals.**

CHERRY CREEK CHORALE BOARD AND MEMBER COMMITTEES

ARTISTIC COMMITTEE

The Artistic Committee is composed of two committees: A *Standing* Committee and an *Ad hoc Music* Committee.

Standing Committee

Responsible for: The music program for each year (with the exception of the Showcase Concert). Music selection for a given season is to be completed by January 1st prior to the season in question.

The overall content of choir performances. Activities that are presented from the beginning to the end of the concert, including but not limited to introductions, announcements, music selection, etc.

Collaborations with other organizations and selecting and inviting other groups, guest artists, orchestras, instrumentalists, etc. to perform with the CCC. Choices and decisions about all these matters are bound by the committee's funding allocations for the year.

Composition:

The Standing Committee is composed of no more than 9 members including the CCC Artistic Director/Conductor, the CCC Associate Conductor, the Cherry Tones Director, the CCC Music Librarian, and additional persons to be selected and approved by CCC Artistic Director & Conductor and the Artistic Committee Chairperson.

The Standing Committee is to meet no fewer than three times per year.

Ad Hoc Music Committee

Responsible for: Makes music and programmatic recommendations for performances to the Standing Committee. The Ad Hoc Committee is to meet no less than once a year. Suggestions are not limited to this once-a-year meeting. Anyone at any time can present ideas for review to the CCC Artistic Director & Conductor or to the members of the Standing Committee.

Composition: CCC Artistic Director & Conductor, the CCC Associate Conductor, the Artistic Committee Chairperson, and any other members of the CCC who may wish to participate.

FUNDRAISING COMMITTEE

Purpose: The Fundraising Committee is responsible for soliciting, developing, or applying for: donations from individuals and businesses (including member donations, program ads, and matching grants), foundation and government grants, and certain commission (such as Tagawa gift cards) or purchase rebate plans (such as King Soopers Community Rewards). Donations may be cash, vehicles, stocks, IRAs, provisions in wills, and may be designated as sponsorship of a specific concert, concert season, event, or project.

EXECUTIVE COMMITTEE

Purpose: The Executive Committee is comprised of the President, President-Elect, Past President, Vice President, Secretary, and Treasurer. The Executive Committee will oversee operations of the Board of Directors and is empowered to act on behalf of the Board between meetings, presenting these acts later for a full Board review.

FINANCE COMMITTEE

Purpose: The Finance Committee, headed by the Treasurer, is primarily concerned with the preparation and execution of the annual budget plan and CCC Member Dues collection. Its members serve as liaisons between Committee chairs and the Board, to assist in the preparation and management of each Committee's budget. In addition, it reviews the financial activity of the organization and oversees the performance of the Bookkeeper of activities such as: control and disbursements of the current budget expenses, incomes, endowments, investments, and grant activities of the organization.

MARKETING COMMITTEE

Purpose: The CCC Marketing Committee oversees development, implementation, and creation of graphic design and illustrated materials that promote concert attendance and a positive community presence. The Committee responds to requests from multiple staff, Board members and committees where graphic design is needed. Creating strong visuals with engaging text is the major part of this work. Examples include web page images, social media, press releases, audio visuals, posters, programs, CDs, tickets, email (Constant Contact) and other advertising. A proofing/editing protocol is integral in maintaining quality and branding standards. Detailed organization and scheduling skills that anticipate meeting deadlines are paramount for the Chair and members of this committee.

MEMBER SERVICES COMMITTEE

Purpose: The Member Services Committee is responsible for issues related to membership and members and ensures that Member's voices about crucial issues are represented at CCC Board meetings. The Member Services chair provides auditions support, welcomes new members, assists with dues collection, and holds a "New Member Orientation" meeting. The Member Services Chair oversees the Hospitality/Social committee and helps organize the Fall Welcome Back Picnic, Saturday Retreat Breakfasts, and Annual Meeting Dinner. The Member

Services Chair oversees these Committees: Name Tags and Lanyards, Hospitality, Greeting Cards sent on behalf of the Chorale, Wardrobe/Concert Attire, and assists the CCC Historian. The Member Services Chair oversees Member Surveys (as needed) and CCC logo items ordering and sales. The Chair also interacts closely with all Section Leaders for roster purposes.

OUTREACH COMMITTEE

Purpose:

- Research and develop collaborations with other groups
 - Cultivate relationships with schools, colleges / universities, other performing groups, artists, etc.
- Develop strategies to build membership
- Follow up on collaborations with community arts organizations initiated by the CCC Artistic Committee.
 - Transfer connection opportunity to other Board Committees
 - Develop methods to encourage interest.
- Research and develop list of financially successful local corporations and cultivate a group of C-level leaders to support activities of the CCC.
- Establish relationship with local community and business organizations as appropriate.
- Develop opportunities to promote and publicize the CCC.
- Coordinate and lead usher and ambassador volunteer corps to serve as front-of-house personnel at all regular concerts and occasional special performances.
- Bridge Artistic, Development, Marketing and Member Services committees, as appropriate.

PRODUCTION COMMITTEE

Purpose: The Production Committee oversees rehearsal and concert productions, with the emphasis being on concert productions; this includes the Showcase concert. The Production Chair acts as a liaison between the Chorale and the performance venue to ensure all rehearsal and concert timings and set-ups are scheduled and organized, and that the CCC is properly billed for only the scheduled reservations it has actually used. The Committee coordinates all aspects of concert staging, receptions, and riser crews.

Your contribution to the Cherry Creek Chorale may be deductible depending upon your individual tax situation.

WELCOME!

