

Dearborn Youth Symphony

Handbook

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Mission and Goals

The mission of the Dearborn Youth Symphony is to foster instrumental music and ensemble experience in young performers.

The Dearborn Youth Symphony is sponsored by the City of Dearborn Department of Recreation and Parks. The home venue of DYS is the Ford Community & Performing Arts Center in Dearborn, Michigan. Membership includes elementary through high school students from over 30 communities throughout Southeast Michigan. There are no school or residency restrictions to participate in DYS. The goals of the DYS organization are to:

- Offer classical music performance opportunities to young musicians;
- Learn and develop abilities under the direction of professional musicians;
- Create a social environment that fosters a lifelong enjoyment and appreciation of the arts
- Provide ensemble experience that complements the training within the school systems, private lessons, and community musical organizations;
- Build audiences for classical music and serve as a cultural resource for the region.

Key Dates in DYS History

The Dearborn Youth Symphony was formed in 1975 and has since become an integral step to greater musical achievement for many young musicians in the Metropolitan Detroit area.

By complementing the musical efforts of our school programs and private instructors, we build more opportunities and greater appreciation for instrumental music in our community.

Under the sponsorship of the City of Dearborn Cultural Arts Department, parental volunteers, and gifted conductors, the DYS continues to nurture and challenge young musicians.

1975

DYS founded by Pat Daoust on a trial basis. Thirty musicians and volunteer conductor Danny W. Shaw met on March 17 for the first rehearsal.

1976

Friends of DYS was established.

1979

DYS began awarding scholarships with eight initial recipients.

2008

Tim Cibor joined DYS as Artistic Director and Symphony Orchestra Conductor.

2010

Concert attendance required opening the balcony of the Ford Community & Performing Arts Center for the first time in DYS history.

Revenue & Support

The Dearborn Youth Symphony generates revenue for operations through individual donations, corporate and organizational sponsorships, advertising revenue, ticket sales, and membership tuition and fees. DYS depends on the ongoing support of individuals and businesses throughout the region to help sustain its programs. Most importantly, DYS is reliant upon timely payment of membership dues as its main source of income.

DYS is incorporated as a non-profit organization under the State of Michigan. DYS is not a 501(c)3 organization. Annual gifts or contributions may or may not be tax-deductible. Please consult a professional tax advisor for more information.

Organizational Structure

DYS is a volunteer organization that is dependent upon the efforts of many individuals. The DYS Board of Directors is comprised of volunteer members that oversee the operations. Each serves a two-year term with the exception of one member that serves a one-year term. There is no term-limitation.

Board meetings are open with the exception of Executive Sessions that may be called during the beginning minutes of the regularly scheduled meeting.

Interested parties may speak or present at the DYS Board Meeting by submitting their requests to the Secretary via info@dearbornyouthsymphony.org at least 24 hours prior to the scheduled meeting.

Ensembles

DYS currently features the following ensembles:

- ❓ *Symphony Orchestra*
Full orchestra featuring advanced level musicians
- ❓ *Concert Orchestra*
Full orchestra featuring intermediate level musicians
- ❓ *Intermediate and Advanced Flute Choirs*
Two, separate flute choirs that often perform together as a Combined Flute Choir
- ❓ *String Orchestra*
Beginning level string musicians with skills appropriate for ensemble performance

Eligibility

Musicians interested in joining DYS must generally meet the following eligibility requirements:

- ❓ age 8 through 18;
- ❓ open to all students regardless of their school or city of residence;
- ❓ audition on a symphony instrument with a DYS Conductor for acceptance, and subsequent placement, into appropriate ensemble;
- ❓ must understand and abide by all DYS policies, including rehearsal and concert attendance;
- ❓ (strongly encouraged to) participate in school music program, if available and private lessons.

Recent DYS alumni may be invited to participate in DYS rehearsals and performances to supplement instrument sections.

Membership Auditions

Process

Auditions for the Dearborn Youth Symphony are held each May for the upcoming concert season. Supplemental auditions may be held in September and following the December and March concerts to fill any instrument sections identified by the Conductors. At least one DYS Conductor will evaluate the auditioning musician and may not be the ensembles' Conductor for which the musician is most interested.

Auditions generally last approximately five minutes and are private. Parent(s) may attend at the discretion of the Conductor. Additional copies of music for the Conductor(s) are **not** necessary. A warm-up area, music stands, and chairs will be provided.

Musicians are selected and placed into an ensemble with regards to age and/or ability. The level of competition from season to season may vary depending upon the abilities of peer

musicians within the section. Conductors reserve the right of musician placement.

Musicians are placed and remain in an ensemble for the concert season. Any changes in placement must be initiated by the Conductor.

Current DYS members are required to audition for each season unless notified by the Conductor.

For May auditions, musicians will be notified of their placement within 60 days. For supplemental auditions, notification may extend from immediate to two weeks.

Preparation and Requirements

Come prepared with your instrument and music. A complete list of audition requirements for the individual ensembles may be found on the website, www.dearbornyouthsymphony.org, under the Auditions tab.

Tuition

Significant efforts are made to assure that Dearborn Youth Symphony membership is affordable for all musicians. Tuition is established by the DYS Board and reviewed on an annual basis.

Full season membership dues are as follows:

- \$220 per ensemble per musician for String Orchestra and Flute Choir
- \$250 per ensemble per musician for Concert and Symphony Orchestra
- \$335 per musician with 2 ensembles (i.e. Flute Choir and Orchestra)
- \$560 family maximum (for families with 3 or more children participating)

(For musicians who audition in September, membership fees must be paid in full no later than 2 weeks following the audition.)

The following pro-rated dues are applied when a musician does not play a full season, i.e. all 3 concerts

For 2 concerts:

\$ 200 per ensemble per musician

For 1 concert:

\$150 per ensemble per musician

Payments and Schedule

Payment forms accepted are cash, credit card, check, or money order (Check and money order must be made payable to *Dearborn Youth Symphony*.) Credit card payments made be made online via the website.

All fees are to be paid in full prior to the start of the season for musicians who audition in May and two weeks after the audition date for musicians who audition in September. (For musicians who audition and are accepted at any other point in time during the season, membership fees are due two weeks after joining.)

Every eligible musician will be extended the opportunity to participate in DYS regardless of their financial circumstances. To be considered for reduced or waived tuition, a request must be submitted in writing or email to the DYS Treasurer at info@dearbornyouthsymphony.org prior to the start of the season. Please include the following information:

- Musician's name and ensemble
- Circumstances relating to payment arrangement. General information is acceptable as the details are not intended to be invasive.
- Proposed payment arrangement or requested tuition waiver.

Payment in full is required to perform in the concert unless alternate arrangements have been made with the DYS Board.

Due to orchestral chair placements, we do not offer tuition refunds once they have been paid.

Rehearsals

The Ford Community & Performing Arts Center is the home venue of the Dearborn Youth Symphony. All rehearsals and events take place at this location unless otherwise noted.

DYS rehearses on Monday evenings from September through May. Please consult the yearly

calendar for beginning and ending dates, as well as holidays and special events.

Currently, the ensembles rehearse at the following times:

String Orchestra	5:30-6:30pm
Concert Orchestra	5:30-7:00pm
Advanced Flute Choir	6:30-7:30pm
Intermediate Flute Choir	7:00-8:00pm
Symphony Orchestra	7:15-9:00pm

Musicians are expected to rack chairs and music stands at the conclusion of their rehearsal. This is a courtesy to the Ford Community & Performing Arts Center.

At present, all Conductors welcome visitors to their rehearsals. In return, visitors must be quiet and respect the requests of the Conductors.

Mentor Program

The Symphony Orchestra and Concert Orchestra utilize mentors that focus on specific sections. These Mentors specialize in both performance and instruction and supplement the Conductors' direction. Mentors provide sectional instruction and are able to provide one-on-one attention to our musicians. Often, their presence alongside musicians in the orchestras enable others to emulate technique and distinguish musical quality.

Concert Schedule

DYS performs three concerts per year that generally take place on the first Sundays in December, March, and May.

The Symphony Orchestra of the DYS also performs a Side-by-Side with the Dearborn Symphony Orchestra in late Spring. This entails sitting alongside a professional musician of the DSO and playing during the performance, usually on one piece. Additional rehearsals are required for this participation and will be communicated via the newsletter and website.

Call Times and Dress Rehearsals

Call times are the times that musicians are expected to be ready to play. Therefore, extra time should be allotted **prior** to the call time for musicians to be tuned, warmed-up, and seated.

Most often, "call times" are referred to for the concert days; however, the same principle should be applied to rehearsal times.

Each ensemble has a different call time on concert days. This allows the musicians to rehearse on stage under the same conditions as their performance, i.e. lighting, sound, and staging. It also serves as our dress rehearsal. Attendance is required.

Concert Afterglow

All concert musicians and guests are invited to the complimentary Afterglow party immediately following concert performances. These celebrations are held in the Hubbard Ballroom across from the Michael A. Guido Theater. Cookies and punch are served.

As part of DYS membership requirements, each musician is required to donate two dozen cookies each year for the benefit of the Afterglow. The membership roster is divided into thirds according to last names. The first third provides cookies for the December concert, the middle third provides cookies for the March concert, and the last third provides cookies for the May concert. The list is detailed in the monthly newsletter closest to the concert date. A volunteer will also make reminder calls to the families.

Cookies should be delivered to the Hubbard Ballroom between 1pm and 3pm, on or in a disposable container.

Member Expectations

To be a musician is a great privilege, but also a very great responsibility. One must think that to be a musician is a gift—a gift from nature. There is no great merit in us except in loving this gift with respect and devotion and doing everything possible to do honor to that gift by work and more work. We must work with conviction and humility—searching for beauty, simplicity—not for effect, but for truth. And it is for us musicians to do all in our power for a better world.

Music must carry the message of beauty, of love, and of peace. ~ Pablo Casals

Participation in DYS requires dedication, enthusiasm, and time. This commitment extends to rehearsals, performances, private practices, social events, and more. To maintain the success of the organization, members must comply with expectation.

Attendance

Musicians are expected to be on time and present for the duration of all weekly rehearsals, dress rehearsals, and concerts unless prior arrangements have been made with the Conductor. Arriving late or departing early is disturbing to the Conductors, fellow musicians, and audience members. It is vital that every musician is seated, tuned, and ready to begin rehearsal on time. One hundred percent attendance and participation is important for the orchestra as a whole in order to have complete and productive rehearsals and performances. In order to meet the musical demands and artistic level expected of the DYS, it is necessary to adhere to the following procedures:

- Members must sign-in upon arrival at rehearsals and performances. Attendance sheets will be available at the door. Attendance is a consideration for Scholarship, Solo and Concerto awards, as well as other placements determined by the Conductors. Any absences beyond the stated policy jeopardize participation in the concert(s). Actions are subject to the discretion of the Conductors and/or the DYS

Board.

- Members are expected to be unpacked, tuned, and ready to warm-up **prior** to their rehearsal and call times.
- Members are expected to attend all rehearsals and performances and remain for the duration.
- The Dearborn Symphony Side-by-Side Concert requires additional rehearsals which are generally held during the week of the concert. All Symphony Orchestra members are expected to attend with the exception of conflicting and/or priority commitments.
- Excused absences include illness, death in the family, graded school activities, religious holidays, college auditions, or other worthy absences with the approval of conductor. Please see a Board Member or Conductor with questions regarding excused absences not list above.
- Unexcused absences include any other circumstance that is not listed above.

All absences should be reported to via the "Report An Absence Form" located on the DYS website or via email at least 24 hours prior to the rehearsal/event or as soon as possible with regards to illness.

- One excused absence is permitted per concert.
- Two tardies (rehearsal or concert) equal one unexcused absence. Late arrival is disruptive to the entire orchestra.
- Members with two or more unexcused absences will lose their eligibility for scholarships and may jeopardize their DYS ensemble placement.
- For unavoidable conflicts relating to any of the above, arrangements must be made with the Conductor prior to the event.

Conduct

Good behavior is necessary from each musician for the success of the orchestra. The reward comes from the pride and satisfaction of working together and achieving musical excellence. Talking or engaging in other activities (homework, texting, etc.) while participating in rehearsal is not tolerated. Inappropriate conduct may result in loss of membership in the DYS. Musicians are expected to listen quietly while not playing. In the spirit of a truly professional orchestra:

- Respect conductors, fellow musicians, members, rehearsal/concert facilities, instruments, and other equipment.
- Common courtesy is expected at all times.
- No food, drink or gum is permitted in the rehearsal/concert areas/theater at any time.
- If a musician is disruptive, the Conductor reserves the right to dismiss the musician from rehearsal.
- Rehearsals are to work in ensemble and not to learn notes.

Practice

Preparation outside of rehearsals is required to gain the level of quality expected from DYS. In

addition to daily practice on DYS music, efforts must be made to participate in musical opportunities that will further develop abilities. These may include, but are not limited to, private lessons, school programs, community groups, camps, and scholarship opportunities. The DYS frequently communicates information about such programs.

Members are required to prepare concert materials before each week's rehearsal and show improvement from week to week. If a musician is unprepared, the Conductor reserves the right to dismiss the musician from rehearsal. Consistent lack of preparation may result in loss of membership in the DYS.

Concert Dress

A required dress code exists within the DYS. Each ensemble is expected to present a unified appearance. Musicians in violation of the dress code will be instructed to contact a parent to ask for appropriate concert dress prior to the concert time. Musicians not in compliance with the dress code risk being able to participate in the performance.

String Orchestra, Concert Orchestra, Flute Choirs ONLY

Women

- White dress blouse
- Black slacks or black skirt (mid-calf or longer)
- Black dress shoes
- Black tights, stockings or socks.
- Solo and Concerto performers may select semi-formal to formal attire to wear for their performance and corresponding concert.

Men

- White dress shirt tucked in with collar
- Black tie
- Black dress slacks
- Black belt
- Black socks
- Black dress shoes

Symphony Orchestra ONLY -All Black Attire

Women

- Ankle length black skirt, black dress pants or long-sleeve (wrist length or $\frac{3}{4}$ length sleeve) dress
- Black dress blouse, long-sleeved (wrist length or $\frac{3}{4}$ length sleeve)
- Black nylons, tights or socks
- Black dress shoes
- Minimal or no jewelry

Men

- Black pants
- Black sport or suit coat
- White dress shirt
- Black tie
- Black socks
- Black dress shoes

Clothing should be clean and pressed and hair should be out of the face. No t-shirts, jeans, cords or cargo pants, flip-flops, tennis shoes, hats, head bands, or scarves. No pins, hats, sequins, rhinestones or similar accessories. No sleeveless, short sleeve, strapless, spaghetti strap, halter or backless dresses or blouses, short skirts or skirts with side slits higher than the knee, jeans, hip-hugger pants, crop pants, low-cut tops or dresses.

Music Folders

DYS musicians receive an assigned music folder at the first rehearsal of the season. The music parts and music folders are costly, and each DYS musician is expected to keep the folder and music in good condition. Music parts turned in at the conclusion of each concert, and music part for the next concert are distributed. Music for the next Concert Series will be placed in each folder/folio. The assigned music folder and Spring Concert music must be returned to the Conductor at the final concert of the season.

Safety & Supervision

While adult supervision is provided during rehearsal and concert times, parents are ultimately responsible for the behavior of their children. The Ford Community & Performing Arts Center is a busy facility that hosts multiple events and activities throughout the year. The FC&PAC has established rules and regulations governing the use of the building and property. All DYS personnel and families must respect and follow these regulations and rules, as well as all DYS policies and expectations. The following will ensure the safety, comfort, and proper conduct of DYS musicians:

- ❑ Parents are responsible for ensuring their DYS musician(s) arrives on time and is picked up immediately following each rehearsal and concert;
- ❑ DYS musicians are to be in the designated area 15 minutes prior to the start/call time for both rehearsals and concerts. Please refer to and review the DYS written materials and email reminders for locations and call times for each ensemble; DYS musicians will remain in the designated area(s) prior to and following pre-concert rehearsals and during portions of the performance in which they are not involved unless seated in the audience;
- ❑ DYS musicians in the String Orchestra are to use the buddy system when using restrooms and then return to the designated area immediately;

- ☐ An adult must be assigned and present at each rehearsal and performance. It is preferred that an adult not be alone with a minor at any time. Should this become necessary in instances such as auditions, the door will remain open at all times.
- ☐ A first aid kit is available for minor injuries. In an emergency a DYS board member or FC&PAC employee will call 911.

Occasionally, the use of alternate rooms at FC&PAC and/or an off-site facility may be required due to space conflicts. In such cases, it is even more important to adhere to the above-listed rules.

School Music Programs and Private Instruction

Dearborn Youth Symphony strongly encourages each DYS musician to participate in his/her school music program, if available. DYS training and performance opportunities are intended to complement school music programs including band, orchestra, chamber orchestra, jazz band, music theory and history courses, general music classes, and choral music. This daily instruction is imperative to musical development. The intention of DYS is to provide additional ensemble experience for musicians so that they may further strengthen their school's own music program.

Additionally, DYS does not furnish private instruction. Members shall, whenever possible, avail themselves of the opportunity to take private lessons.

Solo, Scholarship & Concerto Competition

A Solo, Scholarship & Concerto Competition is held annually. Auditions are open to all DYS musicians in good standing. Attendance, attitude and overall contribution to the ensemble will be strongly considered. The preceding year's Solo or Concerto winners are not eligible to compete for performance opportunities, however they may compete for scholarships. The Competition usually takes place in January. In the spirit of fairness, adjudicators for this competition are not DYS Conductors.

Musicians are allotted one audition appointment on one orchestral instrument. Each must provide his/her own instrument. A piano will not be available. Musicians may choose to audition for Scholarship only. Musicians auditioning for the Solo and Concerto are also eligible to audition for the Scholarship. The one audition will be used for both competitions. Musicians will have the opportunity to make this choice when completing their audition registration.

First impressions are important to judges! This includes your appearance and dress.

Solo

The Solo competition is open to musicians in the String Orchestra, Concert Orchestra and Intermediate Flute Choir that performed in the first concert of the season and anticipate performing in the remaining two.

Music selection is the musician's choice. The performance piece must be the same piece played for the adjudicators. Accompaniment is not available for the audition as there is no piano in the audition room. Sheet music may be used for the audition but must be memorized for the performance, if selected as a soloist. Soloists perform individually and are not accompanied by their respective ensembles.

Soloists may provide their own accompanists for the concert performance and will receive a stipend, determined by the Board, to offset their costs of the accompanist. The Board may also provide a list of suggested accompanists, if needed.

Soloists are notified within two weeks of the competition in order to prepare for the performance at the March concert.

Concerto

The Concerto competition is open to musicians in the Symphony Orchestra and Advanced Flute Choir who performed in the first concert of the season and anticipate performing in the remaining two.

Musicians must be fully prepared to play a movement from a concerto in the standard orchestral repertoire or a composition of similar stature with an orchestral accompaniment. Concerto winners perform the selection featuring their musical instrument and are accompanied by the Symphony Orchestra. The audition piece must be the same piece performed for the adjudicators. Sheet music may be used for the audition but must be memorized for the performance.

Notification will be within two weeks of the competition in order to prepare for the performance at the May concert.

Scholarship

All DYS musicians are eligible to participate in the Scholarship. Numerous scholarships are awarded. In addition to the audition, criteria including attendance and attitude are taken into consideration.

Scholarship recipients are notified in mid-April so that they may communicate with family and friends about the awards presentation at the May concert.

Tickets & Friends of DYS

All DYS season concert tickets are general admission and are available via the following methods:

Friends of DYS

Friends of DYS is a program where tickets are bundled into packages and offered at reduced prices. Friends tickets may be used at any of the DYS season concerts (not including the DSO Side-by-Side.) Purchase packages from the Friends of DYS Chairperson or at the Friends of DYS table on the day of the concert. All funds received from the Friends tickets directly benefit DYS scholarships.

Box Office

Individual tickets may be purchased at the Box Office of the Ford Community & Performing Arts Center or via www.dearborntheater.org.

Parent Orientation

DYS holds mandatory Parent Orientation Sessions early in the rehearsal season. Please consult the annual calendar for the date. Orientation Sessions are concurrent with rehearsals.

Parents and guardians meet DYS Board members, Conductors, and DYS volunteers and become acquainted with the organization. Policies, expectations, requirements, opportunities, and season changes are discussed.

The Orientation is also an excellent time to pay dues, purchase Friends of DYS tickets, and schedule volunteer commitments.

Volunteer Opportunities

DYS is a volunteer organization. With the exception of the Conductors, all efforts are completed by volunteers. Therefore, it is imperative that DYS parents, families, and friends assist with the operations.

Additionally, every musician will be assigned to bring two dozen cookies to one of the concerts. At the beginning of the season, the roster will be divided alphabetically into thirds. Please note that each musician is required to donate two dozen cookies. Two musicians in the same family would require four dozen.

Volunteer opportunities include, but are not limited to, the following areas:

- DYS Board Member
- Concert Setup and Logistics
- Rehearsal Attendance Table
- Auditions
- Afterglow & Hospitality
- Website
- Friends of DYS
- Concert Program

- Merchandising
- Data Maintenance
- Marketing Packets
- Community Outreach

While the Parent Orientation is a formal opportunity to make a volunteer commitment, the needs continue throughout the year. Please contact a Board Member or email info@dearbornyouthsymphony.org at any time to communicate an interest in volunteering.

Parent Expectations

As members of an ensemble, DYS musicians have numerous opportunities for growth and development. Participation offers the chance to build lifelong skills including teamwork, discipline, respect, leadership, motivation and self-confidence. Each member should understand that all are part of a team.

Parents can support the growth and development of the musicians, as well as the mission of the DYS, by respecting the direction of the professional conductor(s) and musical assistants as they provide guidance and critique to the musicians.

Parents should attend the concerts throughout the year and demonstrate enthusiasm and respect via their own appropriate behavior, as well as their families' and friends'. They may also support their musician by ensuring compliance with all policies, including attendance, call times, dress code, music folders, and safety procedures.

Communication

Email

Email is the most efficient means of mass communication for DYS. It is the responsibility of the parent to assure that there is a valid email address on file with DYS at all times. It is especially necessary for rehearsal cancellations due to unforeseen circumstances.

To assure that this mass email is properly delivered, please add info@dearbornyouthsymphony.org to the appropriate contact list. This minimizes the chances of the email being misdirected or undelivered.

Phone

It is the responsibility of the parent to provide a valid phone number to DYS, particularly in case of an emergency. This contact information must be updated as necessary on an on-going basis.

Newsletter

DYS produces a monthly newsletter that is available at the first rehearsal of each month. Hard copies are distributed to the musicians. It is also available on the DYS website at www.dearbornyouthsymphony.org.

Please consult the newsletter for important information regarding, but not limited to, call times, scholarship opportunities, merchandising orders, and more.

Website

DYS maintains a website at www.dearbornyouthsymphony.org. Please consult it for detailed and comprehensive information regarding the organization.

*DYS is grateful to the many people who make our premier organization possible.
Through their efforts, the mission will continue to be a success.*

