



## **MEMBER HANDBOOK**

### ***MISSION STATEMENT***

***The Snug Harbor Community Chorus, Inc. is an organization devoted to sharing a love of choral music by offering quality family musical entertainment and providing financial scholarships to support local high school students studying vocal music.***

### ***BACKGROUND***

Snug Harbor Community Chorus, Inc. was established in 1998. We are a 501 (c) 3 non-profit corporation with a Board of Directors responsible for managing our business and an Artistic Director who provides musical direction. Many of our members have been with us since that first concert in 1998. Our performance venue has changed over the years from Plymouth Memorial Hall, Norwell Cushing Center, a dinner theater in Kingston, Kingston Middle School, and the Ellison Center to the Duxbury Performing Arts Center which has become home for our rehearsals and performances.

### ***REHEARSALS***

Rehearsals start in early September for our Holiday Concert which is usually scheduled for the first Saturday night in December. Rehearsals start early in January for our Spring Concert, usually scheduled in late April. Our membership is comprised of singers from many South Shore and Cape Cod towns. Rehearsals are held Monday nights from 7:30 – 9:30 at the Duxbury Performing Arts Center (PAC) and begin promptly at 7:30. If you would like to socialize or conduct Chorus business, plan to arrive early. Although we are a community chorus, we try to conduct rehearsals with professionalism. Reading music is an asset, but not a necessity. We have some aids to help learn parts such as practice CD's. Some members bring their own recording devices to rehearsals. Additional sectional rehearsals may be scheduled from 6:15 – 7:15 (prior to the full Chorus rehearsal) as well as occasional Saturday morning rehearsals. A full concert/rehearsal schedule is posted on our website ([www.snugharborcc.org](http://www.snugharborcc.org)).

A technical rehearsal (Dress Rehearsal) is scheduled a day or two before the concert to familiarize members with the auditorium, risers, lighting, microphones, and to do a final review of the music. Concert dress is not required.

## ***CONCERT***

Concert dress for women consists of a long-sleeved long black dress or a long-sleeved dressy black top with either long black skirt or dressy black pants, comfortable black shoes (no sneakers please) and black stockings. Jewelry is discussed prior to each concert, but with a view of it being modest and tasteful. Men wear tuxedo jackets and pants, white shirts, black bow tie, cummerbund, black shoes and socks. Occasionally we wear a special accessory for a different "look". As some members are highly sensitive to perfumes, colognes, after-shave lotions, and hair sprays, please restrain from using these products during the concerts as well as during rehearsals.

We offer refreshments to our audience during intermission and members may be asked to contribute baked goods and snack food to our refreshment table.

After our concert, there is a Cast Party at the home of a Chorus member or at a local restaurant.

## ***YOUR COMMITMENT***

The dues for Snug Harbor Community Chorus membership is \$60 per concert. This money is used to defray the cost of music and practice CD's and to help with other operating expenses. We collect dues at the beginning of each concert season. Make checks payable to: "Snug Harbor Community Chorus, Inc." or "SHCC" and give them to the Treasurer. Alternatively, checks may be mailed to: Snug Harbor Community Chorus, Inc, PO Box 945, Duxbury, MA 02331-0945. Dues must be paid no later than the end of the 4<sup>th</sup> regularly scheduled rehearsal to sustain Chorus membership. In cases where this requirement poses a financial hardship, the member should contact the Treasurer to discuss alternative payment arrangements. Should any member leave the Chorus prior to the end of the 4<sup>th</sup> regularly scheduled rehearsal, 50% of the dues paid will be refunded to the departing member upon return of the music. Membership for any particular concert will be closed following the completion of the 4<sup>th</sup> regularly scheduled rehearsal.

You must have your music and pencils with you at each and every rehearsal and performance. Sharing music is significantly inconvenient to your fellow chorus members. Please retain your music following each concert as we may include some selected pieces in future performances.

Barring special circumstances, regular attendance at rehearsals is expected. When chorus members are absent, it upsets the balance in each section. It also makes it difficult to keep up with any changes the Director may make to the arrangements.

As a member, you may be asked to sell concert tickets to your family and friends. You may also be asked to sell ads and obtain donations from local businesses and patrons. Ad sales and ticket sales represent our main source of revenue. Recruitment of new members and volunteers is always welcome.

Putting on a concert is a team effort. There are various committees that take care of all the details: program design, publicity, decorations, refreshments, tickets, etc. Pick your area of interest and sign up for one of these committees. This is a way to learn about concert production and to cultivate friendships with other members. We also gratefully accept volunteer help from member's spouses, families, and friends. This is a way for non-singers to contribute to our concert production.

Occasionally a position on the Board of Directors becomes available. If you have an interest in Board membership, please contact a Board member. Our Board of Directors meetings are open to any chorus member that wishes to attend. All members are invited and encouraged to share ideas and suggestions are welcome.

## ***OUTREACH***

In addition to our concerts, we are frequently asked to sing at other events such as the Duxbury Tree Lighting and Duxbury Holly Days, Kingston Luminaries, Plymouth Sidewalk Festival, First Parish Church Summer Fair, Duxbury Senior Center, local nursing and rehabilitation facilities. We do these appearances as a matter of public service and to give us extra exposure in the community. Each "gig" is another opportunity to perform – and each performance builds our self-confidence and performance skills.

## ***COMMUNICATION***

We communicate primarily by e-mail to notify members of changes in rehearsal time and or location, transportation details, weather updates, etc., and maintain a website ([www.snugharborcc.org](http://www.snugharborcc.org)) for information regarding SHCC.

It is important that email communication concern only Snug Harbor business and information. Please do not use any Snug Harbor email address for other purposes.

If you have any questions, please ask any Board Member, Chorus Member, or our Director.

Web Site: [www.snugharborcc.org](http://www.snugharborcc.org)

Mailing Address: Snug Harbor Community Chorus, Inc, PO Box 945, Duxbury, MA 02331-0945