

Welcome!

Welcome to The Peninsula Singers. If you're new to the organization, we're very happy to have you join us. If you have sung with us before, **welcome back!**

We have constructed this Handbook as a useful reference for you regarding who we are, what we do, how we do it, and what you can do to help.

Mission/Vision Statements

Mission Statement

"Through our music, we will Enrich, Entertain and Excite our singers and audiences."

Vision Statement

"The Peninsula Singers offers diverse and high quality choral music for the enjoyment of its singers as well as entertainment for audiences throughout Door County and surrounding communities."

Organization/Membership

The Peninsula Singers is a non-profit charitable organization, governed by a nine member Board of Directors. You may request a copy of the by-laws from any Board Member.

The Peninsula Singers is a non-auditioned chorus that welcomes any singer of high school age and older. The organization consists of members (*old and new*) who are enthusiastic about singing, have a good ear for music, good sense of rhythm, the ability to learn words and music either by ear, repetition, or sight reading, and a sense of discipline regarding commitment to weekly rehearsal and performance dates. It is expected that a member will learn and grow musically through the leadership of the artistic staff and members.

Members must attend a minimum of eight (8) out of the twelve (12) regularly scheduled rehearsals for each Spring and Fall season in order to perform with the Singers at the concerts. The two Saturday rehearsals may be used to make up any missed rehearsals; however, more importantly, to address any problematic areas that you might be experiencing in some of the music. There is a 'social' time prior to these rehearsals.

Dues

Membership dues are \$25.00 per season and will be collected at the registration desk prior to the first two rehearsals. If payment of dues poses an economic hardship, please fill out a **Dues Waiver Form** when registering and have it signed by one of the current board members. .

The music remains the property of The Peninsula Singers. Please remember to turn in your music at the conclusion of a concert series.

Registration

Registration for membership and participation occurs prior to the first rehearsal. Registration for new members will take a bit longer than returning members, who need to pay their dues and check that contact information is accurate and up-to-date. Once registration is complete, a music packet will be issued to you.

When we collect dues and issue music, we will confirm your name, address, e-mail address, and telephone number for our roster. For newcomers, we most definitely need this information. The Peninsula Singers do not release this information to anyone. This information is used only to keep you informed and is also used to publish your name in the seasonal concert program.

Attendance

Our standard quality of performance requires that everyone practice together. To this end, rehearsal attendance is monitored. In order to sing in a concert, members may miss no more than four (4) regular rehearsals during a concert season.

Rehearsal Times and Locations

Rehearsals are held every Monday at 7:00 p.m. at the United Methodist Church in Sturgeon Bay located at 936 Michigan Street..

Dress rehearsals are held on the Monday before a performance weekend at the Door County Auditorium in Fish Creek at 7:00 p.m., and the Friday before a performance weekend at the United Methodist Church in Sturgeon Bay at 7:00 p.m.

Extra Saturday sessions are scheduled not only to improve our singing quality, but also to offer more informal time for members to meet each other. Our regular weekly rehearsals are intense, not offering time for talking to each other, texting, or using any electronic devices, while the Saturday sessions are geared toward becoming more accomplished as singers as well as becoming better friends.

Attendance at extra sessions is not mandatory, but can be used as a makeup session if a regular rehearsal is missed.

**Saturday Rehearsal: 9:00 a.m. – 9:30 a.m. (Social Time)
9:30 a.m. – 11:00 a.m. (Rehearsal)**

Performance Schedule

The Peninsula Singers normally perform a Christmas Concert on the second Saturday in December at the United Methodist Church in Sturgeon Bay at 7:00 p.m. and the second Sunday at the Door County Auditorium in Fish Creek at 3:00 p.m.

The Spring Concert is held the second weekend in May at the same locations and times as listed under Performance Schedule.

Committees

The Peninsula Singers has seven active committees: Finance, Operations, Marketing and Public Relations, Fundraising, Membership, Government Compliance, and Library. Please contact committee chairmen to assist them with responsibilities. Your involvement will enhance the quality of our organization. The following are descriptions of the duties of each committee:

Finance:

- Regular review and analysis of the financial records
- Arrangement and oversight of outside reviews of financial records for government compliance and other needs

Operations:

- Securing and preparation of venues for rehearsal, dress rehearsals, and concert dates and times
- Set up and operation of all equipment
- Management of concert logistics, i.e. arrangement for ushers, monetary collections, security of funds, and transfer of monies to the treasurer
- Management of the organization's storage and assets
- Arrangement for professional tuning of all instruments prior to a concert

Marketing and Public Relations:

- Development and implementation of all advertising and publicity for the organization and its concerts
- Creation and distribution of the TPS handbook
- Announcements of the beginning of a rehearsal and performance season
- Creation and printing of concert programs
- Management of The Peninsula Singers website
- Publish choral documents
- Perform other tasks as is necessary to present a positive image and increase awareness of TPS mission

Committees (continued)

Fundraising

- Systematically develop strategies to secure funds that support TPS's mission
- Solicitation and management of donors and grants
- Maintenance of a donor database

Membership:

- Development and maintenance of an up-to-date roster of The Peninsula Singers.
- Development and maintenance of an emergency notification system
- Planning and implementation of an after concert dinner and other hospitality functions
- Selection and management of section leaders who
 - Greet new members and give them copies of any written warm-up drills
 - Ensure that attendance is taken at rehearsals
 - Communicate news about celebrations or concerns of The Peninsula Singers members

Government Compliance

- Ensure that all required government reports are filed
- Regularly review TPS records
- Develop and maintain a document retention policy

Library:

- Development and maintenance of a music storage System
- Preparation of music packets for each performance Season
- Maintenance of a music database
- Control of music distribution to The Peninsula Singers or other groups

New Day Singers

The New Day Singers are the goodwill ambassadors for The Peninsula Singers. The group performs year-round at different venues. Proceeds from their performances assist with The Peninsula Singer finances. Participation is by invitation of the

current group. Please contact Paul Kok at prkok@doorpi.net or at 920-857-4114.

Performance Dress

Men are asked to wear black pants, black socks, black dress shoes, and **white long-sleeved shirts**. Neck wear will be provided. Please return the neck wear after the performance.

Women are asked to wear **wrist length, white blouses**, and **ankle length black pants** or **black skirts**, and black dress shoes. Neck wear will be provided. Please return the neck wear after the performance.

Emergency Contact

Situations arise such as inclement weather, a change in rehearsal location, or an event that requires an immediate notification for all members.

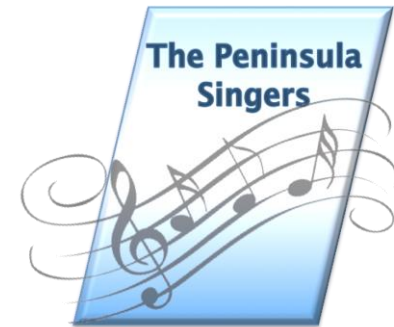
The emergency notification system will be used in order to communicate efficiently with all members. The system is initiated only with the approval of the Board of Directors chairman or the Artistic Director. Members' telephone numbers will be held as confidential information.

Questions, Concerns, Complaints

Please address any questions, concerns, suggestions or complaints to Board members, officers, or committee chairmen. We hope you will feel comfortable in helping us make this organization committed to excellence. Board members, officers, committee chairmen, and section leaders intend to be good listeners and will deal promptly with any issues that may rise.

Artistic Staff

Artistic Director	Merle Colburn 920-487-3718
Assistant Artistic Director	Martha Ranek 920-585-3219
Accompanist	Janet Anderson 920-819-5953
Backup Accompanist	Kathy Colburn 920-487-3718



The Peninsula Singers

Handbook

2016 - 2017

The Peninsula Singers

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