

Allegro Choral

Academy Singer

Handbook

SINGER EXPECTATIONS

- **Attendance** – Allegro expects its singers to make rehearsals a *priority*. We know families have busy schedules. Thank you for planning ahead and taking note of the rehearsal calendar. *Please note: while most rehearsals are on Thursdays at Eastview High School, some are not.* Allegro tries to build schedules that are as consistent as possible. However, facility availability and holidays require exceptions to be made. The website always has up-to-date schedule information at www.allegroca.org. If a director feels a student's absences are a concern for the success of the choir, as a whole, a meeting will be called to determine the student's continuation in the program. Make-up rehearsals may also be required. **Please do not drop off students prior to 6:00pm, as no director will be there to supervise. Also please keep in mind the rehearsal end time for your student so that they are picked up promptly.**
- **Rehearsal Etiquette**

- **Talking vs. Listening** – Allegro singers are expected to respect rehearsal time by being focused and working hard. Not only does talking distract others in the choir, it means the child is not listening to the director or the music.
 - **Remember your materials!** – Each student must bring his or her music and a pencil to every rehearsal. We also advise singers to get used to hydrating when they sing. Please bring a water bottle.
 - **Be ready!** – Rehearsal time is precious. Singers are expected to arrive in time to use the restroom and get into their assigned seat PRIOR to 6:20pm, at which time voice-building exercises will begin. “Being ready” also means each student arrives knowing his or her music *MORE* than the student did at the previous rehearsal. (See Individual Practice section below).
 - Ideally, students should use the **restroom** before rehearsal begins. However, if a student must use the restroom during rehearsal, he or she should try to leave when his or her section is not actively singing. Furthermore, only one student at a time should be in the restroom.
 - **No food, gum or beverage** (other than water, of course) is allowed during rehearsal. This is standard rehearsal etiquette for musical ensembles; it is also the policy of the facilities in which we rehearse.
 - **We are guests** in the facilities we use. Please respect furniture, restrooms and other items that are the property of our hosts.
- **Individual practice** – Students are expected to arrive at rehearsal knowing their music *MORE* than they did when they left last week’s rehearsal. This is only possible with individual practice.
 - How it works: Go to **www.allegroca.org** and find the Recordings section under “Current Families”. Every piece of music being studied is listed with the choir and voice part listed after the song title. To download a song to iTunes and burn a CD, follow these steps:
 - Right click on title you want (make sure it is the voice part you have been assigned)
 - Save link as mp3 file on desktop
 - Open iTunes (you can download iTunes from the web)
 - Create new playlist
 - Drag mp3 soundfile from desktop into iTunes playlist
 - Burn CD from there (be sure to change from mp3 file to audio cd - it should ask you this before you burn), or download to iPod, etc.
 - *If you wish to receive a rehearsal CD, please notify your director.*
- **You represent Allegro!** – Allegro students are expected to be leaders in whatever other arts organization they participate. People have learned to depend on Allegro students as models of rehearsal behavior and musicianship.

COMMUNICATION

- **Email, Texts, Webpage, Facebook**

✉ **Emails** will only be sent periodically and with important information and reminders, so please read them carefully. Please add nmarschall@allegroca.org and gdouma@allegroca.org to your contact list so that the emails do not get filtered into your spam inbox. Your email will not be shared with outside groups and will only be used by the staff of Allegro.

📞 Texts will be sent out as a way to communicate brief reminders. We are using the Remind.com service which is free and easy to use. Families are asked to text the following code to the number **81010**. That way you are signed up to receive texts from Allegro.

- Vivace families: **@7kghe7**
- Prima Voce families: **@d928dg**
- Bel Canto families: **@bcbk2d**

🌐 Visit www.allegroca.org for news, upcoming events, and reminders. Students can also find rehearsal files on the website to practice with at home (see above).

📘 “Like” us on **Facebook** to help us spread the word when we have concerts, special events & promotions! It’s a great way to let friends and family know about your performances and where to find Allegro!

- **Cancellation policy**

- If Allegro cancels rehearsal due to inclement weather, etc., we will send an email blast & text to all families, and post in our Facebook group.
- If a student has to miss a rehearsal, please email artistic director, Greg Douma, at gdouma@allegroca.org or call (952)846-8585:

SERVICE OPPORTUNITIES

- **Volunteer opportunities** – There are many ways that you can volunteer for Allegro!
 - Parent Volunteers – sit in rehearsals and help the director with basic tasks
 - Concert Volunteers – ushers, program assembly, ticket table, bake sale, help with the Silent Auction for Allegro’s Got Talent, and more!
 - Seamstresses – to assist with hemming Bel Canto attire
- **Word-of-mouth promotion of the Academy** – our best advertisement is YOU! If you know another family that would love Allegro, please let them know! We also have special referral discounts if you refer a family that joins Allegro.
- **Donations** (including corporate matches and sponsorships) - Allegro is a non-profit organization and we welcome your donations! Several companies offer corporate matches and sponsorships to non-profit organizations.

OTHER IMPORTANT DETAILS

- **Attire – Attire will be provided by both Allegro and students, please see below.**
 - BEL CANTO – Girls will be provided with a long formal gown from Allegro. Women need to provide their own black tights and black dress shoes. Boys will be provided with a black dress shirt, tie and vest. Men need to provide their own black dress pants, black socks and black dress shoes.
 - PRIMA VOCE – All students will be provided with a blue polo (unless you already own one from a previous year). Girls will be provided with a black dress skirt from Allegro. Girls need to provide their own black tights and black dress shoes. Boys need to provide their own black dress pants, black socks and black dress shoes.
 - VIVACE – All students will be provided with an Allegro T-shirt for their concert attire. All Vivace students need to provide their own black dressy bottom, black tights or socks (as applicable) and black dress shoes.
- **Music** – Please make sure that your student takes good care of the music, as they will return it to Allegro after using it. Music from first semester will be collected at the first rehearsal of second semester. Spring music should be turned in either at the dress rehearsal, concert, or picnic.
- **Year-End Party** – We might have an end of the year party immediately following our May concert. Stay tuned for more details.
- **Service pin/bars** – Allegro students earn a pin following their first full year of participation in Allegro and bars for each additional full year. Staff will hand out these pins prior to the spring concert.
- **CD/Ticket Orders** – Nicole will give each student a ticket and cd order form approximately 2 weeks before the concert and also attach it in an email. Please return the form by the date listed on the form or before the concert to reserve your tickets ahead of time. Tickets will also be available for purchase at the door.
- **Allegro Gear** – We will have Allegro gear for sale at all kick-off rehearsals and concerts or you can contact Nicole at any time to order Allegro gear. We have water bottles, former concert cd's, white polos and a variety of Allegro t-shirts.