



## **Policies and Basic Information**

### **Membership**

**Dues:** Madison Flute Club members pay annual dues. Membership information and dues should be submitted to the club treasurer by the third rehearsal each major season (Fall/Holiday, Spring, Summer). A copy of the membership form is available on the club website or by asking the treasurer. Members who are not current with their dues will not be assigned music and cannot take home the club-owned alto, bass or contrabass flutes.

**Commitment Forms:** Commitment forms are used during Fall/Holiday and Spring terms to ensure that parts are equally distributed based on member availability for concerts and rehearsals. Please turn in your commitment form in a timely manner to assist the directors with part assignment. The commitment form serves as your pledge that you will attend all rehearsals and concerts you indicate.

### **Rehearsals**

**Schedule:** We rehearse on Tuesday evenings at Midvale Community Lutheran Church. Rehearsal starts at 7:00 and end at 8:20. Members can come early to warm up, however they are expected to be **ready to play at 7:00**. We have four seasons, with different sets of music: Fall, Holiday, Spring, and Summer.

**What to bring:** Members should bring their assigned music, music stand, pencil, tuner (if you have one) and of course their flute(s)!

**Music:** Music is assigned at the beginning of each season and digital parts are emailed to members, which members should print. Members that have committed to upcoming concerts are assigned to specific parts. The directors try to distribute parts fairly so that everyone plays a variety of parts. Members are responsible for their music and must obey copyright law. Members should turn in printed copies of music at the end of each season to be re-used in the future.

**Etiquette:** Please follow normal rehearsal etiquette. Please refrain from talking while we're playing or while the conductor is rehearsing a section, have your music prepared, and be courteous to the other players at all times. After rehearsal, please help straighten up the room and put instruments away.

**Attendance:** Attendance is expected of each member in order to get the best quality rehearsal. If you are unable to make it to a rehearsal, please email the [mfluteclub@gmail.com](mailto:mfluteclub@gmail.com) account as early as you can to let us know of your absence.

**Perfume and Scents:** Please do not wear perfume, cologne, or other scented products that are perceivable to others to rehearsal or performances. Many irritate the lungs and make it difficult for wind players to breathe properly, and some individuals are allergic or

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[www.madisonfluteclub.org](http://www.madisonfluteclub.org)

sensitive.

Dress Rehearsal: The rehearsal prior to a performance is considered a Dress Rehearsal. In order to make sure all parts are covered, sound quality is good, and that everyone is up to date, attendance is mandatory. If there is a specific reason you are unable to attend the dress rehearsal, please speak with one of the directors.

Auxiliary Instruments: The club owns an alto flute, two bass flutes, and a contrabass flute. Members who are current on their dues are welcome to play these parts for performances, and may borrow these instruments outside of rehearsal. A member who takes home an auxiliary instrument is responsible for:

- 1) Emailing [mfluteclub@gmail.com](mailto:mfluteclub@gmail.com) to state which instrument is in your possession and how long you will have it.
- 2) Taking great care with the instrument while in your possession, which includes never leaving it in an unsecured location such as a car, or exposing it to hot or cold temperatures.
- 2) Getting that instrument to the following rehearsal.

Members utilizing a club flute during rehearsal are asked, when finished playing, to place the instruments on the club's multi-peg flute stand so that the next player utilizing the instrument may easily find it. When rehearsal is over, individuals playing the club instruments are expected to gently clean the instruments and carefully take them apart.

Members playing the contrabass flute are expected to schedule time with an artistic director for instructions on special care and use of this large yet delicate instrument before handling it.

Cancellation of rehearsal: If for whatever reason rehearsal is cancelled at the last minute, you will be notified by the directors or a club representative via e-mail and/or phone.

## **Performances**

Dates and Times: We have at least two performances per season. Please refer to the club website for specific dates and locations. Please arrive early enough to warm up.

Dress: Depending on the type of performance, we have two types of dress: casual and formal. For **casual** dress, members can wear casual bottoms such as jeans and the club t-shirt with the club logo. T-shirts can be purchased; however, if you do not own a club t-shirt, a plain black shirt is fine. For **formal** dress, members should not wear jeans or t-shirts, but more dressy wear. Solid colors are preferred.

Advertising: All of our performances are free and many are open to the public. Please help advertise our concerts and grow our audience by hanging the provided posters in the greater Madison area, and by inviting your friends/family/flute enthusiasts to our performances!