

OU SYMPHONY HANDBOOK

CONTACT INFORMATION

Orchestra Faculty and Staff:

- Dr. Jonathan Shames
Director of Orchestra and Artistic Director of Opera
Email: jshames@ou.edu...Office hours by appt.
- Shijun Chen
Assistant to the Director, Head of OU Orchestra Staff
email: shijunchen@ou.edu
- Cristian Martinez Vega, Orchestra GA
- Qiang Fu, Orchestra GA
- Sela Park, Undergraduate Assistant, Sela.Park-1@ou.edu (for all attendance issues)

School of Music:

Information Office.....325-2081

OU Symphony Website.....orchestra.ou.edu

REHEARSAL AND PERFORMANCE SCHEDULE

All schedules are posted on the OU Symphony Website. Please make careful note of the semester schedule of rehearsals and performances. Check the Website frequently for any changes.

The rehearsal schedule will be posted on the website on Friday for each subsequent week. However, there are instances where changes must be made at the last minute, so please check both your email and the website often. Should the work in which you play be scheduled for rehearsal after the opening piece, you must arrive 15 minutes prior to the time posted, in case the rehearsal moves more quickly than expected. By the same token, be prepared to work an extra 15 minutes past the stop time for any work on the rehearsal schedule.

MUSIC AND FOLDERS

- Each musician is responsible for his/her music and folder. Payment will be required should these be lost. Grades will be withheld until the items are found, or payment is made.
- Any musician who will be missing or late to a rehearsal must assume responsibility for getting the music to a substitute (if Dr. Shames has agreed to this) or stand-partner.
- Typically, each string desk will receive a printed part plus a Xeroxed practice part. Both of these must be returned in good shape.
- Music may be marked ONLY in soft black pencil.
- No cell phone use AT ALL- all cell phones to be turned off.

CONCERTS

All musicians must sign in 30 minutes prior to the announced concert time.

Concert dress:

- Women: Black full-length dress or dressy black pants and black blouse, no bare shoulders, polished black shoes.
- Men: Black tuxedo or black suit, white shirt, black bow tie, black socks, polished black shoes.
- Musicians must be presentable and well-groomed. Attire is to be clean and pressed.
- No scent- after-shave, cologne, perfume, etc.- is allowed.
- Jewelry must be simple and minimal.

Pagers and cell phones as well as alarms on watches must be turned off.

GRADES

Grades will be based on:

- Preparation and performance
- Attitude and demeanor
- Attendance and punctuality

Each musician is responsible for preparing all of the music to be rehearsed on a particular day to the best of his/her ability. This is the most important element in a good rehearsal. Learning the notes is not an activity for rehearsal time. Our time together must be devoted to ensemble and interpretive issues. You have a responsibility to your fellow players. In addition, you will gain so much more if you are prepared, as will your colleagues. Outstanding effort in preparation will have a positive effect on your grade.

Your personal attitude during each rehearsal is an important factor in the way in which the entire ensemble conducts its work. Making sure you are rested, as well as eating properly beforehand, will aid you in maintaining mental focus and cheerfulness.

Consistent attendance and punctuality are vital to our progress. Again, YOU HAVE A RESPONSIBILITY TO YOUR COLLEAGUES, YOURSELF, AND THE MUSIC. You must arrive at rehearsal in time to unpack your instrument, arrange your music and pencils, get comfortable and ready for work. Should you be late, it is vastly important that you be *discreet* in entering the rehearsal, with instrument unpacked and music arranged to go immediately on your stand.

Unexcused Lateness

- To a regular rehearsal: first lateness doesn't influence grade; second lateness reduces it by 1/3 grade; 3rd lateness and all subsequent ones reduce it by 2/3 grade
- To a dress rehearsal: reduction by 1 full grade
- To a concert: reduction by 2 full grades
- Musicians must be seated and ready to play at the posted or announced time. All others will be marked "late". Lateness in excess of 15 minutes will be recorded as an "unexcused absence."

Unexcused Absence

- From a regular rehearsal: reduction by 1 full grade
- From a dress rehearsal: reduction by 2 full grades
- From a concert: automatic failing grade

WHEN YOU ARE GOING TO BE ABSENT OR LATE ON SHORT NOTICE,
PLEASE NOTIFY SELA PARK.

ATTENDANCE

Regular, consistent, and on-time attendance is expected.

Excused absences:

Absences from rehearsals and concerts will be excused in accordance with the following criteria:

- Substantiated illness or injury
- Death in family
- Outside auditions
- Competitions
- Job Interviews

You must provide a doctor's excuse for any illness or injury requiring an absence of more than 2 rehearsals. This must be given to HyunkKyung Jang.

- No excuses for dress rehearsals or concerts. *Don't ask.*
- No excuses for recitals- either playing or attending. Check our schedule before scheduling recitals.
- Excessive excused absences *will affect your grade.*

Woodwind, brass and percussion players who anticipate an absence or lateness must arrange for a substitute unless the conductor prefers to leave the chair empty. *Check with the conductor before engaging a substitute.*

How to request an excused absence or lateness:

- Musicians who anticipate an absence or lateness must request excuses via e-mail two weeks prior to the requested date- not including school vacations. The e-mail must be sent to ousymphony@ou.edu. Do not send requests to the conductor- they may not be processed or reviewed.
- Responses will be made by e-mail. You may discuss these if you request an appointment one week prior to the requested date. Again, send your request via e-mail to ousymphony@ou.edu.
- Do not request excuses by phone or in conversation.

MISCELLANEOUS BUT IMPORTANT

- Pick up your music early and be prepared for the first rehearsal. This is one sign of a good orchestra.
- Don't send word of an absence or lateness with someone else.
- Don't have your teacher call to explain an absence or lateness- this is your responsibility.
- Check the website and your email frequently.
- The sooner you inform us of an impending absence or lateness, the sooner it will be approved. Two weeks prior is the minimum. In most cases, this simply means that you look carefully at your calendar now for the rest of the semester.
- Please do not wear hats or caps at rehearsals or concerts.
- If you are auditioning for other schools or organizations, please check whether or not they have more than one audition day. They frequently do, and finding this out will often allow you to avoid any absences.
- If you are faced with an examination in another course which is scheduled against an OU Symphony rehearsal or concert, please bring this to the teacher's attention immediately and request an alternate date. Most teachers are very accommodating about rescheduling, but require, as do we, sufficient lead-time to prepare adequately.
- The orchestra is a place to make music with friends and colleagues, a place to use all of your knowledge, to test yourself against the highest standards, to grow as a musician, to learn and develop as a person. Use your greatest concentration and thought in preparing for our sessions, and make sure that you are in good shape to focus fully during these times. Your success in doing this- and all of you can achieve full success in these things- will determine the quality of our ensemble.