

The Pawleys Island Concert Band



Band Participant Handbook

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History

The Pawleys Island Concert Band was formed in July 2004 following a short meeting of thirteen interested area musicians led by Bob and Bonnie Hawk with Chris Graham of Waccamaw High School hosting. Our first performance was in December 2004 with twenty-four musicians on stage and an audience of maybe 150. The present band roster exceeds sixty-seven active band participants presenting to audiences in the several-hundred range.

In recent years the band has increased the performance schedule to include not only a Spring Pops concert and Holiday Seasonal concert but also an annual Fourth of July celebration, regular visits to area senior's communities, and musical support of area civic events such as Memorial Day, Veterans Day, and the Friends of Atalaya Christmas Celebration at Huntington Beach State Park.

Mission and Purpose

The mission of The Pawleys Island Concert Band is *to provide high-quality and challenging musical experiences for its band participants while educating and entertaining the local community through live wind band music*. We are dedicated to providing an opportunity for life-long musical expression and enjoyment, promoting artistic enrichment in our community, and preserving the rich repertoire and cultural history of the traditional wind band. PICB offers a friendly and relaxed atmosphere that unites its band participants through a common love of music and a drive toward the highest level of community band participation.

Formal Organization

The Pawleys Island Concert Band is registered with the Secretary of State of South Carolina as a

non-profit corporation and with the US Internal Revenue Service as a tax-exempt charitable organization under section 501(c)3 of the Internal Revenue Code. Leadership and fiscal responsibility rests with the Board of Directors.

As an all-volunteer ensemble, the band makes no provision for remuneration of performers, administrators, or directors.

Board of Directors

Leadership and fiscal responsibility within the band rests with the Board of Directors and to those individuals and committees that they may from time-to-time appoint. This differs from the organization of an instructional or institutional ensemble wherein the band director is the leader of all aspects of the ensemble. Our Board of Directors schedules performances and arranges the venue, manages the rehearsal venue agreement, seeks out and accounts for continued funding, approves all purchases, appoints the conductor(s) and committees, and otherwise manages the operation of the Pawleys Island Concert Band in accordance with the band's charter and the requirements imposed by our IRS status. Our exempt purpose is *educational* and *literary* under section 501(c)3. Only the Board (or designee) may commit the funds or resources of the band. "None of its (the band's) earnings may inure to any private shareholder or individual."

Organization of the Board of Directors is stipulated and defined in the band's organizing documents filed with the Secretary of State of the State of South Carolina and with the US Internal Revenue Service.

Band Participants

The Pawleys Island Concert Band is a wholly volunteer, open, community performing arts ensemble representing and serving the areas of Georgetown and Horry Counties known locally

as ‘the Waccamaw Neck’ although no residence restriction is placed on anyone interested in joining the band. *Band Participant* as used herein also includes those participants who provide non-musical support services.

The minimum expected performance ability standard is that of a typical high school wind ensemble or the motivation to achieve (or re-achieve) that level through individual practice. Many participants in the band played in college or university band. Some have performed professionally. Most participants of the band played in high school, often many years ago, and simply wish to continue the band experience. No auditions are required to join the band.

The band owns and has access to very few band instruments. Band participants will need to provide their own instrument or make arrangements to acquire one. Selection and/or maintenance assistance is available from current band participants. Band participants are also expected to provide their own music stand. An inexpensive folding wire stand is sufficient.

Prospective band participants should sit in on at least two, if not four, rehearsals before declaring their intent to become an Active Band Participant to the Band Secretary.

Active Band participants

Active Band Participants are those participants who regularly attend rehearsals and have expressed to the Secretary of the Band a desire to become an Active Band Participant. “Regular” attendance will be defined as 75% of all scheduled rehearsals.

Active Band Participants will be assigned a folder and access to band-owned property and will be expected at all rehearsals and performances unless they have made known their pending absence.

Inactive Band participants

Inactive Band participants of the band are those participants who, for whatever reason, are not able to commit to the rehearsal or performance schedule at the present time but who wish to remain informed of activities with the expectation of returning in the future. Any Active Band Participant may notify the Band Secretary that they are not available for a particular season and will be added to the Inactive Band Participants roster for that season. Any Active Band Participant who, without notice to the Secretary of the Band and arrangement for part redistribution, is absent for three consecutive rehearsals will be considered inactive. Inactive Band Participants should not ordinarily possess an assigned folder or any band property. Any Inactive Band Participant may revert to Active Band Participant by meeting the requirement under Active Band participants above.

Student Band Participants

Student Band Participants are a subclass of Active Band Participant who, by responsibilities in a student capacity at any educational institution, are expected by the band leadership to place those responsibilities ahead of the band and to use the community band experience as an adjunct to their school experience, not as a replacement for the school band experience.

In keeping with our minimum performance standard (high school level playing ability), it is expected that Student Band Participants will be at least 9th grade (14 years old) and have a minimum of two-to-three years of musical instruction. Advanced middle grades students may be considered for participation. Student Band Participants should have concurrence of their school music teacher and/or their applied lesson teacher to participate in PICB. Student Band Participants under 18 years old must have concurrence of a parent or legal guardian who has acknowledged to the directors an awareness that PICB is not a youth activity and that they

believe their student is mature enough to participate in an adult community organization with minimal supervision.

Student Band Participants will be granted all of the responsibilities and privileges (including assignment of a folder and use of band equipment) of any Active Band Participant except as regards demands on attendance during the school year. That said; students committing to the band should also commit to attempting full attendance when possible in fairness to the organization.

Visitors – Visiting Band Participant

Musicians visiting the area who would like to sit-in with the band are welcome at all rehearsals except the rehearsal immediately preceding a performance. Long-term visitors may choose to become Active Band Participants of the band during their visit. Recurring visitors are welcome to become Inactive Band Participants.

Whether a Visiting Band Participant may perform in concert with the band is at the sole discretion of the conductor(s) of that performance. Those visitors who have attended at least three rehearsals and the dress rehearsal for a performance will be invited to perform. An exception may rarely be made for those visitors with exceptional skill and ability who, in the opinion of the conductor, will enhance the performance of the band. The Pawleys Island Concert Band does not encourage “ringers” except in cases of emergency substitution.

Visiting Band Participants should not be assigned a folder or band equipment unless they elect to become an Active Band Participant during a long-term visit.

Small Ensembles

Creation of small ensembles is encouraged and supported. Any Active Band Participant may take a lead role in creating a small ensemble by gathering the personnel required and making

notice to the Board that such an ensemble has been created. Leaders of small ensembles should be particularly specific as to whether the small ensemble is an element of The Pawleys Island Concert Band or if it is a spin-off separate group. An element of The Pawleys Island Concert Band has available to them all of the resources of the band including band-owned equipment and music as well as facility arrangements. As such, a band element will be required to conform to the policies of the band (particularly as relate to the band's 501c3 reporting status) and to submit to the leadership of the Board of Directors. Alternatively, a spin-off separate organization may form whatever legal structure they like without regard to the band's 501c3 status and need not be subject to the direction of the Board. This is very significant if a fee for services will be involved. Those wishing to create a professional performing ensemble must do so as a spin-off separate organization without the material resources of the band.

Small ensembles representing The Pawleys Island Concert Band may perform in public representing the band and may, if offered, accept donations on behalf of the band. Those donations must be promptly deposited with the Band Treasurer who may designate them to benefit the small ensemble, such as for purchase of new music. However; no amount of such donations may accrue to the benefit of the small ensemble participants if the ensemble operates as an element of The Pawleys Island Concert Band. [in "plain talk" – if you're going to get paid to play, you can't do it as PICB or using PICB equipment]

Rehearsals

Time and Location

The Pawleys Island Concert Band rehearses from 7:00-8:30PM each Tuesday evening at Murrells Inlet Presbyterian Church located at 4499 US-17, Murrells Inlet, SC 29576 during all three concert seasons.

The band schedules three concert seasons per year:

Spring Season (Pops) – second Tuesday in January to the second or third Tuesday in April

Summer Season (Patriotic) – first Tuesday in May to the 4th of July

Fall Season (Holiday) – 4th Tuesday in August to the second or third Tuesday in December

A reading season may be planned between 4th of July and Fall Season for those interested in continuing to practice. No attendance requirements are in effect during the reading season and public performances are generally avoided.

Conduct of Rehearsals

Pre-rehearsal

The rehearsal room can be opened as early as 5:30PM for small groups, sectionals, lessons, and meetings. To have the room opened and a small room assigned, contact the Band Secretary at least several days in advance to determine availability and make arrangements. The main room is open at about 6PM for set-up, individual warm-up, and discussions with the conductors. Band participants should use the time between 6PM and 7PM (as much or little as you need) to get settled in and get your gear ready. Small groups should not rehearse in the main room between 6:30-7:00PM as band participants will want to prepare in that same space. If you arrive after 7:00PM please slip in as seamlessly as possible. If we are expecting you, your seat should be ready for you.

Warm-up and Tuning

We like to be “in the seat, ready to play” promptly at 7:00PM. The Pawleys Island Concert Band subscribes to tuning “bottom up” using the *just intonation* (as opposed to *equal temperament*)

model based on A=442 as the foundation expectation. What this means is that your electronic tuner is only truly useful during your individual warm-up. For the rest of the rehearsal (or performance) you'll rely on your ear and adjust to the center of pitch as it changes. It is better to be in tune with the rest of the band than with your tuner.

Rehearsals generally begin with a tuning chorale. The purpose is not truly a warm-up but instead a centering of the pitch and balance to begin rehearsal. This is usually followed by a march to "wake the fingers" and to get a further feel for section balance. Don't blow your chops in the warm-up.

Straight Reading

When possible, rehearsal begins with music that we can expect to read start-to-finish or very nearly so. We like to plan as much as possible in this format. In order to do so it becomes imperative that everyone has studied the part well enough that issues like transitions and repeats don't cause a 'train wreck' – during straight reading you should concentrate on perfecting such things as characteristic style, section integrity, overall balance, articulations, dynamics, and interpretation. Matters such as keys, notes, transitions, and rhythms should not be an issue during straight read. When they are, the piece becomes a woodshed. Most of the music in the folder should be straight read by the second half of a season.

Woodshed

The degree to which we must use rehearsal time for woodshedding depends on factors such as the complexity of the music, the number of times we've rehearsed it, whether interpretations were recorded on the music so that they don't have to be repeated, and whether band participants have practiced/studied difficult parts on their own time. Ideally, we'd like to keep woodshedding to the shortest component of a rehearsal. Early in the season we'll have more of this to do than later in the season.

During interpretive discussions – please mark your part (in pencil) and please keep extraneous noise to a minimum so that discussions don't have to be repeated each rehearsal.

Wrap

Some essential announcements will be made as we pack up our equipment. If you jump up and leave while we are still announcing, you'll miss announcements. Take a few minutes in this time to properly swab your instrument and correctly store your parts. This is particularly true of woodwind players not in the habit of swabbing or removing reeds but also applies to brass players who don't clear their instrument before storing it.

Post-rehearsal

The rehearsal space we use is generously loaned to us by the church. It's everyone's responsibility to help break down the room and put the tables back in place before we leave. Take a second to look around for trash that needs to be properly disposed of. We want to make sure that we leave the room cleaner each night than it was when we came in. The timeline for locking up after rehearsals is such that this is not a good time for practicing or sectionals. We like to have the building secure and the parking lot empty in less than 30 minutes. The Band Secretary is responsible for securing the facility, the conductors are responsible for making sure everyone has safely left the parking lot.

Attendance

The Secretary of the Band keeps a roster of attendance at each rehearsal and performance. Regular attendance is defined as 75% of all rehearsals. The whole ensemble has acceptable attendance when 80% of Active Band Participants are present. We understand though that community band is a social and hobby activity – “real life” can and does interfere with attendance to varying degrees with each participant. An ability to commit to 100% attendance is unrealistic and we don't expect that from anyone.

If you know ahead that you'll be absent, please leave your folder with someone in your section or with the librarian. Particularly so in those sections with divided parts. The library may not have any additional parts to what's in your folder.

With the exception of those unexpected events that catch us without warning, if you're going to miss a rehearsal, please let the conductor know via email or text message so that we can plan the rehearsal. Even if you don't think you're all that important (you really are), if all of the alto saxes, for example, are absent on the same night, there are some things we can't rehearse. If you know you'll be late then letting us know in advance lets us set your space up for you so you can slip in without disruptions.

If you know you'll miss a major performance, then let us know as early as possible so we can plan around it. Also keep this in mind when you accept your parts and part assignment. 95% of the expected band participants is the acceptable attendance at a major performance.

Minor/Secondary performances are optional for all participants. These include such shows as Memorial Day, Veterans Day, and similar civic engagements. While 100% of the band would be nice, we know that these very often conflict with work or school. Please don't commit to one of these unless you know you'll be available, we make decisions on music and whether we'll accept the request based on the instrumentation available. A traditional community band can offer a very presentable civic performance with as few as the right 8-12 musicians.

Music

General

The Pawleys Island Concert Band owns a library of several hundred arrangements with an average replacement cost of \$90 per arrangement. The band spends between \$700-\$1200 per year on new music. Some of our music is permanently out of print or unpublished music and

can't be easily replaced. Our library contains music of all wind ensemble genres and of all graded levels. The median grade in our library is *medium* (3) to *medium-advanced* (4).

The Band Librarian maintains the safe storage and inventory of the band's music as well as distribution of folders. To the best of our knowledge and ability, this band and our auxiliary small ensembles comply strictly with US Copyright Law and ethical behavior regarding intellectual property that shows highest respect to the creator.

Folder Assignments

The Band Librarian assigns folders and maintains a roster of folder distribution. You may attach a label to your folder with your name. Folders and the music therein become the responsibility of the Band Participant once assigned. Participants are personally responsible for the replacement cost of lost or damaged folders. You may write on your music only in pencil. All folders should contain a pencil. If you must use ink or a highlighter, please make a rehearsal copy of your part for those markups.

If your folder becomes worn from normal wear and tear, please return it to the Band Librarian for a replacement. If your folder becomes damaged from accident or neglect, please see the Band Librarian to purchase a replacement. The *rule-of-thumb* is that each filled folder has a replacement value of \$50. Please keep in mind though that some of our music can't be replaced.

All folders must be returned to the Band Librarian following each of the season's concerts. You should remove any of your personal materials and music from the folder before turning it in. Holding a folder severely disrupts our ability to sort and restock music to the library for future use.

Part Assignments

With few specific exceptions, The Pawleys Island Concert Band assigns most parts by consensus of the section musicians. Parts should be distributed such that the needs of the band will be the first consideration followed by the desires of the section musicians. When possible, when a section has multiple parts, they should be distributed such that each player is provided an opportunity to experience a variety. Even players who proclaim, “it doesn’t matter, I’ll play anything” should receive a variety. Players who desire are welcome to “I only play third” but this band has no players who are “I only play first” – the needs of the band are the primary consideration. Should the need arise, the conductors may hold placement auditions and assign the parts. This step is to be avoided if possible as it creates unhealthy competition. Ideally, the participants in each section will discuss together how parts are distributed within the section without intervention of the conductors. Note: The Band Librarian generally places parts in folders by instrument without regard to who should be assigned to it. Do not assume that because your folder has a certain part that it’s required you keep that part.

Some solos are selected by the conductors with a specific player’s style, ability, or development in mind and that selection will be made clear to the section. In those cases, the solo should not be redistributed. In all other cases, solo parts should be assigned throughout the section amongst those who wish by consensus of the section participants. In all cases, more than one person should be prepared to perform any solo part in the absence of the assigned player.

Program Selection

The Board of Directors has delegated selection of each season’s program and artistic direction to the Committee of Conductors. Among considerations of the committee are the skill and ability of the band, requests from participants, requests from audience and supporters, audience appeal, availability of the music, and musical development. Whenever possible, funded requests from

supporters are considered absolute and will be met. Band participants are encouraged to suggest, or even provide, additions to the library.

Our repertoire leans heavily toward pops and traditional selections. Every program includes music across the ranges of ability from our minimum performance standard (grade 3 – medium) to music that challenges the highest skills of the musicians. The median level of any program will be slightly above grade 3-medium music.

The Committee of Conductors will meet briefly at each rehearsal to discuss the existing state of the program and to determine changes, if any, that need to be made as well as the rehearsal plan for the coming week.

The final decision on whether a piece is performance ready rests with the conductor of that particular piece. That decision is not subject to debate and should be fully supported by the band. If the conductor is not confident – the performance can't proceed. If the conductor is confident – the band should trust that confidence.

Performances

Customary

The Pawleys Island Concert Band presents three major performance per year. Spring (pops), Summer (patriotic), and Fall (holiday). The Spring concert is scheduled in the middle of April, the Summer concert is scheduled for July 4th, and the Holiday concert is scheduled in early-to-mid December.

The present venue for the Spring and Holiday concerts is Pawleys Island Community Church at 10304 Ocean Hwy, Pawleys Island, SC 29585. The venue for the 4th of July is Precious Blood of Christ Catholic Church at 1633 Waverly Road Pawleys Island, SC 29585.

Program and rehearsals during each season will concentrate heavily on these performances.

Attendance of all band participants on the season's roster is expected at these performances.

Special

When possible, the band will accept requests for live music support from civic organizations. In the past this has included performances for Memorial Day, Veterans Day, Dedications, Memorials, and Christmas.

Musical selections for these will be made specifically for the instrumentation that has indicated their availability and may not incur much, if any, rehearsal time. As much as possible, we will select music that is already in concert preparation for these requests.

Attendance is optional at all such events since many occur during the typical work day. Please don't commit as available if you're not certain you'll be able to participate.

Dress Rehearsals

The Pawleys Island Concert Band conducts *dress rehearsal* as a performance with an active audience believing that the best way to prepare to perform is to practice performing. The importance of the dress rehearsal is that it allows us to determine with certainty whether the program is concert-ready and offers a lesser stressed environment to experience mistakes.

Attendance is not required but is strongly encouraged.

Attire

Concert Black: Men: "black tie" – tuxedo (or dark suit). Women: Black dress or black-on-black or white-over-black skirt/blouse or pantsuit. This is the most formal of our concert dress and is intended to communicate to the audience that we are very serious about what we are there for.

Concert Black – accessories: same as concert black above but may, if you wish, include appropriately festive accessories such as colored ties or scarves. This is our customary dress for the Holiday Concert in December.

Band Shirts over Khaki: Band shirts worn over khaki colored trousers or skirt. For hot-weather settings, shorts are acceptable. This is our performance attire for events between Memorial Day and Labor Day.

Band Shirts over Black: Band shirts worn over black colored trousers or skirt. Shorts should not be appropriate in this period. This is our performance attire for events between Labor Day and Memorial Day.

Band Shirts

New band participants should budget \$25 for the purchase of a sky blue, embroidered PICB polo shirt available on order from The Keeper of the Shirts. Existing band participants who wish to purchase an additional shirt may do so by ordering from The Keeper of the Shirts. Please allow at least two weeks for the arrival of your shirt. Historically, band shirts have been provided at no cost thanks to the generosity of donors for that purpose. As this generosity continues, no charge will be made for a first shirt.

Setting Up and Breaking Down

Rehearsals

No individual or group is assigned responsibility for setting up and breaking down rehearsals – it remains a responsibility of the ensemble as a whole. Ideally, the room will be arranged for seating the band no less than thirty minutes before rehearsal. In order to allow for arrangement of the space, band participants should not take a seat in the rehearsal space more than thirty minutes before rehearsal and may warmup or practice in any of the other available rooms if desired. We seat the band facing the rear of the building toward the doors we enter through.

One row of tables on each side of the hall is folded and moved to the sides. Another row is moved back against the remaining rows. The conductor faces the kitchen. Space should be reserved along the back and conductor's right to allow for percussion setup and traffic. The standard seating plan is modified each season in keeping with the repertoire and instrumentation.

Breaking down the rehearsal space is also an ensemble responsibility. Packing up and moving to another space in the room after rehearsal is particularly helpful. The tables will be returned to their pre-rehearsal position and chairs we've used will be placed neatly around them. Everyone should make certain that any waste is properly disposed. The Band Secretary (or designee) is responsible for ensuring that the spaces are left in the condition we received them and for securing the building.

Ideally, we'd like to have the building secure and all be gone within thirty minutes. The conductor will not leave the parking lot until all of the band has safely left.

Concerts

Concert venues will be arranged by the conductor a minimum two hours before main performances and one hour before small venue performances. Band participants are responsible for the transportation of any equipment they will use during the performance. Chairs are provided by the venue. The Librarian (or designee) will bring the band's supply of music stands and wind clips/screens though band participants should rely on this supply as emergency or secondary. Assistance with percussion equipment by those able is appreciated.

THIS IS A WORKING DOCUMENT SUBJECT TO CHANGE AND FLEXIBILITY