



**Northern Ohio  
Youth Orchestras**



**2010 – 2011**

**Member  
Handbook**

## **NOYO Office**

39 South Main Street, Suite 244  
Oberlin, OH 44074

**Phone** (440) 775-3059

**Fax** – we no longer have a fax number -  
please use email attachment or call the office  
for options.

**E-mail** [noyo@noyo.org](mailto:noyo@noyo.org)

**Website** [www.noyo.org](http://www.noyo.org)

## **STAFF**

**Joanne Erwin**

Artistic Director

Symphonetta Conductor

**James Kalyn**

Philharmonia Conductor

**Patricia Rush**

General Manager

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# GENERAL INFORMATION

## NOYO Office and Communications

The NOYO office is located in the New Union Center for the Arts at 39 South Main Street, Suite 244, Oberlin. Office hours for the General Manager vary throughout the year and are announced on the out-going voice mail greeting.

The office has voice mail and e-mail (see the inside front cover of this handbook), both of which are checked regularly. When you leave a message, please be sure to leave a complete phone number – including area code – and indicate the best time for us to call.

Information on NOYO and its activities is available from several sources:

- The Handbook and Directories are distributed to all families at the beginning of each season.
- Special information is often distributed at rehearsals. **PARENTS:** please check your child's folder each week for announcements, permission forms, etc.
- Before each concert, a newsletter is sent out to each family. Contents typically include concert logistics and information on upcoming events.

Other information is mailed directly to members as necessary.

## NOYO Mission Statement

The Northern Ohio Youth Orchestras exist to provide a progressive orchestra program with challenging educational musical opportunities in orchestral and small ensemble training and performance for young instrumentalists under the guidance of professional musicians, using the resources of the Oberlin Conservatory of Music. *(Revised, 2005)*

## Background

NOYO was founded in 1969 as the Lorain County Youth Orchestra and has been in continuous operation since. It is an independent organization supported by tuition, ticket sales, individual gifts, fundraising activities, and grants from various foundations, agencies, and corporations.

NOYO has a staff of two conductors, two assistant conductors, and a General Manager; a volunteer Board of Trustees oversees operations. Board meetings are held regularly throughout the season. Meeting times and locations are announced in advance and are open to parents and orchestra members.

## The Orchestras

NOYO consists of three orchestras. The Camerata (formerly known as the “Reading Orchestra”) is a first ensemble experience for young string players in grades two through five. Unlike the other NOYO orchestras, Camerata requires no audition, but does require that the student has been enrolled in string instruction prior to joining. The Symphonetta is a training orchestra for musicians in the fifth through ninth grades. The Philharmonia is for advanced players in the ninth through twelfth grades. NOYO also sponsors other music programs including:

- Chamber Music Program open to NOYO members
- Summer Chamber Music Camp

Please contact the office for information on these programs.

### Auditions

All members of the Symphonetta and Philharmonia are selected by audition with the conductors. Auditions are held in the spring after the end of the concert season and in the fall prior to orientation. Auditions are mandatory for all prospective members. Notifications of upcoming auditions are mailed directly to returning members and are also announced in local newspapers and/or on area radio stations. Applications are distributed at all schools and through area music teachers. The application fee is \$15, payable at the time of the audition for prospective members. For returning members, this fee is rolled into your tuition fee starting with the 2010/2011 season. Prior participation does not guarantee a place in the orchestra each season – every musician is expected to pay this fee whether they are accepted into the orchestras or not.

### Audition Requirements

Audition requirements are different for each orchestra and are announced in advance. Listed below are the typical requirements for Symphonetta and Philharmonia orchestras:

#### **Symphonetta**

- A scale and musical excerpts that are provided to the musician before the audition – by mail or printed off the NOYO website, [www.noyo.org](http://www.noyo.org)
- A solo piece which does not have to be memorized
- Sight-reading – NOYO will provide the music

#### **Philharmonia**

- A scale and musical excerpts that are provided to the musician before the audition – by mail or printed off the NOYO website, [www.noyo.org](http://www.noyo.org)
- A solo piece which does not have to be memorized
- Sight-reading – NOYO will provide the music

Percussionists for either orchestra must bring their own snare drum to the audition and can play any other percussion instrument for the solo.

## Musician's Commitment

NOYO depends on each member's commitment to his or her musical growth. We believe that this commitment is demonstrated in the following ways:

***Participation in school music programs.*** NOYO strongly recommends that all members take part in their school bands and orchestras, if such exist. The benefits include:

- An excellent place to learn and to gain practical experience.
- Recommendations from music directors for scholarships, college entrance, and auditions.
- Access to district solo and ensemble contests.
- Exposure to and interaction with other young musicians.

***Private lessons.*** We expect parents to arrange for private lessons for NOYO members. The conductors can recommend area teachers. Students of the Oberlin Conservatory are often willing to teach at nominal rates and lessons may be scheduled before or after NOYO rehearsals. A student may apply for financial assistance with private lessons, with the recommendation of the conductor of their orchestra.

***Practice.*** Regular practice is essential for musical growth and effective performance. Steady and thoughtful practice of orchestra music is the responsibility of every member of NOYO.

## Rehearsals and Concerts

Regular rehearsals are held in Room 25 of the Oberlin Conservatory of Music, 77 West College Street, Oberlin. The standard rehearsal times are:

Camerata	Sundays	4:00 – 5:00 pm
Symphonetta	Sundays	2:00 – 4:00 pm
Philharmonia	Sundays	4:30 – 7:00 pm

Orchestra members are expected to arrive at least 15 minutes before the beginning of each rehearsal and check in. Each member is responsible for bringing his or her instruments, orchestra music, extra reeds, rock stops, strings, pencils, etc.

Dress rehearsals are on the same day as the concert. The times are *usually*:

Philharmonia 1:00 pm      and      Symphonetta 2:00 pm

Students should be in their seats and tuned, ready to play, by the beginning of rehearsal or at the concert call time.

## Attendance

Members are expected to attend all rehearsals, dress rehearsals, and concerts. The General Manager or an assistant will take attendance each week. Please check in with that individual to mark the attendance sheet and pick up any announcements or forms that may be available.

Absences due to family, work, or school commitments should be reported in writing in advance. (Forms are distributed with the orientation material; extra forms are available from the General Manager.) Unexpected absences due to illness or family emergency should be reported in one of the following ways: website, [www.noyo.org](http://www.noyo.org) – use the electronic form, by email to [noyo@noyo.org](mailto:noyo@noyo.org), or by leaving a voice mail message at the office, 440.775.3059.

If a member misses too many rehearsals to be a useful part of the orchestra (in the judgment of the conductor), the member may be asked to forego the upcoming concert. In cases of continued absences, the member may be asked to leave the orchestra altogether.

If members know in advance that they cannot play in a concert, or will miss more than three consecutive rehearsals, they should request a leave of absence and return their music. Because repertoire is chosen based upon the makeup and strengths of the ensemble, the absence of any single member from a concert may affect the whole group. If members miss a concert for any reason other than an emergency, and the conductor deems their part to be essential to the success of the performance, the cost of hiring a substitute musician will be the responsibility of the member.

A parent's participation is essential to the activities of their children and it is expected that parents will make every effort to ensure their child's ability to comply with the attendance policy. A copy of this statement read and signed by every musician and their parent is kept on file with the NOYO office.

## Snow Days and Holidays

NOYO rarely cancels a rehearsal due to weather conditions. Always assume that the rehearsal will take place unless you receive a phone call informing you otherwise. If you choose to follow us on Twitter – **NOYOrchestras** and have the messages sent to a mobile device, we will use this option for notification.

NOYO does not rehearse during the Thanksgiving weekend, Christmas break, or Easter weekend. Other than those holidays, rehearsals will take place. Please refer to the calendar for exact rehearsal dates and watch the website for any special announcements.

## Seating

Establishing seating within a section is the responsibility and prerogative of the conductor. Initial seating is based on the entrance auditions. Reassignment of seating may be done at the conductor's discretion.

## Music

Each NOYO member is provided with an orchestra folder for holding all music. It is the responsibility of each musician to keep track of the music issued and bring it to each rehearsal and the concerts. Some pieces may be asked to be returned after the final performance of the piece. All markings on the music must be made in pencil only – not pen, marker, or colored pencil.

## Percussion Players

All percussionists are expected to supply their own sticks, mallets, and snare drum. They are also expected to assist with moving, setting up, dismantling, and putting away all percussion equipment for rehearsals and concerts. The large equipment belongs to the Oberlin Conservatory; small equipment belongs to NOYO. All equipment must be handled carefully and stored neatly.

The Symphonetta assistant conductor is in charge of NOYO's percussion equipment. The equipment is stored in a locker at the Conservatory and only the assistant will have the combination. Percussionists must present NOYO's equipment for inspection at the end of each rehearsal and concert and then help return it to the locker.



## Dress Code

### Rehearsals

There is no dress code for regular rehearsals. A sweater/hoodie/jacket is suggested for cooler weather and even for when the building is air conditioned.

### Concerts

Camerata: Nice clothes appropriate for concert (no dress code).

Symphonetta girls: White blouse with sleeves elbow-length or longer, long black skirt or black dress pants, black socks or stockings, and black dress shoes (no boots or sandals).

Symphonetta boys: White shirt, long dark tie, black pants, and black dress shoes.

Philharmonia girls: White blouse with sleeves elbow-length or longer, full-length black skirt or black dress pants, black socks/stockings, and black dress shoes (no boots or sandals).

Philharmonia boys: White shirt with collar, black bow tie, black dress pants, black socks, and black shoes. No jackets.

### Tours and Other Events

Symphonetta: Black NOYO t-shirt, nice blue jeans (no holes or decorations).

Philharmonia: White NOYO t-shirt, nice blue jeans (no holes or decorations).

### Concerts

All members of the orchestra are expected to participate in the scheduled concerts. Logistical details and instructions for each event will be in the newsletter or distributed to each member and their families prior to the event. Orchestra members are expected to arrive at the scheduled time and report immediately to the warm-up area.

**No flash photography is permitted during the concerts.** Each concert is professionally recorded and DVDs/CDs of each concert will be available by pre-paid order. Orders may be placed with volunteers on the day of the concert or you may mail your payment and order to the office up to two weeks after the concert. An opportunity is provided to pre-order a set of all three concert recordings (both DVDs and CDs), prior to the first concert, at a reduced rate.

# PARENTS' ASSOCIATION

## Volunteerism

Parent support is vitally important to NOYO's ongoing existence. All NOYO parents are automatically included in the Parents' Association, through which they are encouraged to volunteer their time to usher, chaperone, organize parties, set up for concerts, etc. Volunteer sign up sheets are distributed at the orientation meeting at the start of each season. Volunteers will also be recruited as needed throughout the season. *The orientation meeting is mandatory for at least one parent from each family.*

The head of the Parents' Association is:

Jennie Cortes  
(440) 244-1794  
cen20678@centurytel.net

## Fundraising

Approximately one third of NOYO's annual expenses are covered by tuition; another third comes from contributions from individuals, foundations, and corporations. To make up the final third, NOYO relies on the musicians' parents and extended families to help with ticket sales, bake sales, program advertising sales, and other fundraising activities. We deeply appreciate the extra effort the families put forth to assure our ongoing success.

**Mandatory Advertising Fund Participation:** This season we are including this fee as part of the total tuition fee. We encourage every musician to sell at least one ad to help offset the costs of our programs.

When a musician sells an ad, you will have the choice of either 1) crediting the musician's account, or 2) receiving a refund check for \$25 for each ad obtained. **Advertisements are due in the office by September 19, 2010** for the 2010/2011 season. *Advertising forms have been included with the enrollment/welcome packet this season.*

## Ticket Sales

Families and guests of the NOYO musicians must pay for admission to the concerts. Tickets are available the day of the concert at the box office. Private lesson teachers, school band directors and instrumental music teachers are always admitted free to our concerts.

# FINANCIAL INFORMATION

## Tuition

Tuition for the 2010-2011 season is \$290 – this amount now includes the Audition fee for returning musicians (new musicians will have already paid this fee) and the Mandatory Ad fee (for all musicians). The actual cost per student is approximately \$ 850, which is subsidized through grants and other income.

A tuition deposit of \$ 90 is due upon acceptance into the orchestra, payable by July 31, 2010. This deposit will be applied to the total tuition and will guarantee the place that has been offered. If we do not receive this deposit, we may give your place to another musician. **This deposit is non-refundable.**

An early payment discount of \$15 is given to each family who pays the tuition in full by August 15, 2010.

A family discount of \$20 is offered each additional child from the same family.

**Standard payment schedule.** If tuition cannot be paid in full by August 15, 2010, payments can be made per the following schedule:

- \$ 90.00 deposit per student due by July 31, 2010
- \$ 100.00 due by August 31, 2010
- \$ 100.00 due by September 30, 2010

***Invoices will be adjusted for all applicable discounts and fee payments already made.***

Tuition is refundable under certain circumstances, such as a medical condition or a family relocation. The refund is pro-rated, but **the \$ 90 tuition deposit is non-refundable under any circumstances.** The NOYO Board of Trustees must approve all refunds.

Musicians accepted after fall auditions must pay tuition in full before their first concert. *Tuition is pro-rated for late entrants: fees for musicians joining the orchestra after the first concert of the season will be \$190; after the second concert, \$100.*

## Financial Aid

For the 2010/2011 season, financial assistance is available on a need basis, but payment plans for individual families can be arranged. Please submit a proposed plan in writing to the NOYO office along with the \$ 90 tuition deposit (**required from everyone**). Scholarships for **partial tuition** and for private lessons are available. Contact the NOYO Office to discuss your needs with the General Manager, who will present them to the Financial Aid Committee. Scholarship requests, along with supporting financial information, **MUST** be received in the office by August 31, 2010 in order to be considered.

## Other Fees

**Mandatory Advertising Fund Participation** – see the description under Fundraising on page 9.

Other fees are due from time to time throughout the season. These can include fees for retreats, tours, and a NOYO t-shirt (required) for members who do not already have one (black for Symphonetta or white for Philharmonia). These incidental fees typically run between \$10 and \$40.

## Failure to Pay

Delinquent accounts will result in the exclusion of a musician from rehearsals and concerts.

## Awards

At the final concert of each season, the Philharmonia and Symphonetta conductors select an individual to receive an award, the Conductor's Award, of a full season's tuition. This award will be conferred as a *scholarship* to the honoree.

# NORTHERN OHIO YOUTH ORCHESTRAS

## BOARD OF TRUSTEES

Lawrence Ester, President  
Sandra Ester, Interim Vice-president  
Rebecca Shaw, Treasurer  
Stacey Provenza, Secretary

### Members

Jennie Cortes  
Billie Farnsworth  
Nicole McGuire  
Ellen Sayles

Jessica Downs  
Eileen Jarc  
Dr. John Sanderson  
Michael Verda

### Board Meeting Dates

For the 2010-2011 season, the board meeting dates are listed below. Most meetings will take place during regular Sunday rehearsals at 3:30 p.m., and will be held in a room to be announced, and posted on the bulletin board outside the rehearsal room, prior to each meeting. All are welcome to attend.

August 22  
October 17  
January 16  
March 20  
May 1

The above dates are subject to change.

**NOYO Camerata  
2010/2011 Calendar of Events**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
Sundays	Oct. 3, 10, 17 & 24	4:00	Rehearsals	OC – Room 34
Sunday	Oct. 24	4:00	<b>PHOTO DAY—Concert dress for rehearsal!</b>	
Sundays	Oct. 31, Nov. 7 & 14	4:00	Rehearsals	OC – Room 34
Sunday	Nov. 21	4:30	Performance	OC – TBA
<b>Thanksgiving through December: Holiday Break – No Rehearsals</b>				
Sundays	Jan. 2, 9, 16, 23, 30 , Feb. 6 & 13	4:00	Rehearsals	OC – Room 34
Sunday	Feb. 20	4:30	Performance	OC – TBA

OC = Oberlin Conservatory

TBA = To be announced

All times are PM unless noted otherwise

**NOYO Symphonetta  
2010/2011 Calendar of Events**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
Sunday	Aug. 29	2:00	Orientation/ Rehearsal	OC – Warner & Rm. 21
Sunday	Sept. 5	<b>NO REHEARSAL – Labor Day Weekend</b>		
Sundays	Sept. 12 & 19	2:00	Rehearsal	OC – Room 25
Fri-Sat	Sept. 24-25	7:00 PM – 11:30 AM	Retreat	Firelands Scout Reservation
<b>NOTE: NO REHEARSAL ON SEPT. 26<sup>TH</sup> FOR SYMPHONETTA</b>				
Sundays	Oct. 3, 10 & 17	2:00	Rehearsals	OC – Room 25
<b>Sunday</b>	<b>Oct. 24</b>	<b>PHOTO DAY—Concert dress for rehearsal!</b>		
Sunday	Oct. 31	2:00 3:30	Dress Rehearsal <b><u>Concert</u></b>	OC – Warner OC – Warner
Sundays	Nov. 7, 14 & 21	2:00	Rehearsals	OC – Room 25
Sunday	Nov. 28	<b>Thanksgiving Break – No Rehearsal</b>		
Sundays	Dec. 5 & 12	2:00	Rehearsals	OC – Room 25
Sundays	Dec. 19 & 26	<b>Holiday Break – No Rehearsals</b>		
Sundays	Jan. 2, 9, 16 & 23	2:00	Rehearsals	OC – Room 25
Sunday	Jan. 30	2:00 3:30	Dress Rehearsal <b><u>Concert</u></b>	OC – Warner OC – Warner
Sundays	Feb. 6, 13, 20, 27, Mar. 6, 13, 20 & 27	2:00	Rehearsals	OC – Room 25
Sunday	Apr. 3	2:00 3:30	Dress Rehearsal <b><u>Concert</u></b>	OC – Warner OC – Warner

**DO NOT** enter the rehearsal room early unless it is empty!

OC = Oberlin Conservatory

TBA = To Be Announced

All Times are PM unless noted otherwise

**NOYO Philharmonia  
2009/2010 Calendar of Events**

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
Sunday	Aug. 29	2:00	Orientation/ Rehearsal	OC – Warner & Rm. 25
Sunday	Sept. 5	<b>NO REHEARSAL – Labor Day Weekend</b>		
Sunday	Sept. 12	4:30	Rehearsal	OC – Room 25
Sunday	Sept. 19	2:00 PM – 7:00 PM	Retreat	Common Ground
Sundays	Sept. 26, Oct. 3, 10 & 17	4:30	Rehearsals	OC – Room 25
<b>Sunday</b>	<b>Oct. 24</b>	<b>PHOTO DAY—Concert dress for rehearsal!</b>		
Sunday	Oct. 31	1:00 3:30	Dress Rehearsal <u>Concert</u>	OC – Warner OC – Warner
Sundays	Nov. 7, 14 & 21	4:30	Rehearsals	OC – Room 25
Sunday	Nov. 28	<b>Thanksgiving Break – No Rehearsal</b>		
Sundays	Dec. 5 & 12	4:30	Rehearsals	OC – Room 25
Sundays	Dec. 19 & 26	<b>Holiday Break – No Rehearsals</b>		
Sundays	Jan. 2, 9, 16 & 23	4:30	Rehearsals	OC – Room 25
Sunday	Jan. 30	TBA TBA	Dress Rehearsal <u>Concert</u>	OC – Warner OC – Warner
Sundays	Feb. 6, 13, 20, 27, Mar. 6, 13, 20 & 27	4:30	Rehearsals	OC – Room 25
Sunday	Apr. 3	1:00 3:30	Dress Rehearsal <u>Concert</u>	OC – Warner OC – Warner

OC = Oberlin Conservatory

TBA = To be announced

All Times are PM unless noted otherwise