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## **MEMBERSHIP PACKET**

TO BE COMPLETED BY INVITED MEMBERS  
PRIOR TO THE MANDATORY PARENT MEETING  
HELD CONCURRENTLY WITH THE FIRST NIGHT OF REHEARSAL

**PLEASE BRING COMPLETED PACKET TO THE MEETING**

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## Ensemble Etiquette

### Before Rehearsal

1. Always remember to bring your music to rehearsal and take it with you when you leave.
2. Come to rehearsal mentally and physically prepared to engage in an intensive music-making atmosphere.
3. Come to rehearsal with your instrument in perfect working condition. This cannot be stressed enough.
4. Come to rehearsal with all necessary equipment. Brass players will have two weeks to purchase any necessary mutes that they do not own. Reed players must have a minimum of three excellent working reeds for each rehearsal
5. As soon as you enter the rehearsal room, **turn off your cell phone and put it away in a place that is not visible**. Phones are to remain off and completely out of sight throughout rehearsal. Use of cell phones for any reason in rehearsal is absolutely forbidden.
6. Playing any instrument other than your own is not allowed at any time. This includes percussion equipment and the piano.

### During Rehearsal

1. Silence is a critical expectation of every MAYWE rehearsal. Even whispering is distracting. If you have a question about anything, please ask the conductor.
2. Please remain in an attentive position throughout rehearsal.
3. Please avoid playing, even softly while the conductor is speaking.
4. You are expected to have a pencil at your stand and to mark any relative notes.
5. Recognition of excellence is important. Shuffling your feet when the conductor compliments a member of the ensemble is always appropriate.
6. If someone is asked to play alone in rehearsal, give respect by not looking at them.
7. Be a musical leader in rehearsal by playing with confidence and great sound. Understand that being a musical leader does not necessarily mean playing loudly.
8. Do not wear cologne or perfume in rehearsal, as some people may be allergic.
9. Always take the time to properly disassemble and clean your instrument at the end of rehearsal.

### Other General Comments

1. Please prepare the music for MAYWE outside of rehearsal as much as time will allow in your busy schedules.
2. If you do not own both a metronome and a tuner please purchase both immediately.
3. Be accepting of people in the ensemble that are different from you and get to know them.
4. Be humble and kind!



## Performance Expectations

### Initial Tuning

At the beginning of each rehearsal two pitches will be given by the principal clarinet. The first is an F concert, the second is a Bb Concert. Tune according to this procedure:

1. When the clarinet begins the note, wait at least 2 seconds for the pitch to stabilize before you play
2. Play only at *mf*
3. If you are out of tune, make whatever adjustment you need to, then play again.
4. Once you are in tune, stop playing

### Ensemble Tuning

1. Very often when something sounds out of tune, it is not so much an issue of pitch as it is one of tone color and/or balance. Play slightly softer and balance and blend into the principal player's sound.
2. If something is out of tune and you think it is not issue of color or balance, follow this three-step process:
  - Assume that you are the problem
  - Play slightly softer
  - Listen carefully and do SOMETHING to try to make it better (even if you're not sure whether you're sharp or flat; guess; do something!)
3. Instruments are built inherently OUT of tune. Certain instruments have notes that are always out of tune (i.e. C# on trumpet, flute and clarinet); but each individual instrument also has notes that are out of tune. The best way to learn the idiosyncrasies of your own personal instrument is to do a pitch tendency chart.
4. NEVER play with a tuner on your stand as a definitive answer but a tool if you so choose. Ensembles rarely play exactly at A = 440. Therefore, you can be staring at a tuner and saying "I'm right", when the entire ensemble is 5 cents higher than you. Tuning on the highest level of clarity must be done with your ears.

### Ensemble Balance

1. When it comes to dynamics, never trust what's on the page. Remember that the composer had no idea of the size of your particular ensemble. He/she put down general dynamic markings hoping they would work. You must always be able to make adjustments based on the size and instrumentation of your own ensemble.
2. It is always the responsibility of the accompaniment to balance to the soloist; never the other way around.
3. The more seasoned you become as a player, the less you will listen to yourself and then more you will listen to others in the ensemble.

### Vibrato

1. If you are an instrument that vibrates, make sure that the rate and speed of your vibrato does not exceed that of the principal player.
2. Use vibrato with taste.
3. If a phrase ends with a diminuendo, you may wish to speed up of your vibrato as you do the diminuendo.



## **Attendance Policy**

Consistent, punctual attendance is the single most important requirement for participation in MAYWE. While we strive for perfect attendance, we do understand that the busy lives of our musicians will sometimes cause conflicts between MAYWE and another activity. It is our policy that the student's school music program will come first so music-related events from their school should take precedence over MAYWE.

Each student is allowed a maximum of two absences per rehearsal in the Fall cycle and absence per rehearsal cycle in the Spring, however, it is our hope that students will not take an unnecessary absence simply because it is permitted. Any student accruing more than maximum absences during any rehearsal cycle will be allowed to participate in that concert only with the Director's permission. Please note that absences are not permitted for dress rehearsals that occur the day of each concert.

We ask that students and their parents check directly and immediately with their school's band and/or orchestra director(s) to determine if there are any potential conflicts on Monday evenings or with the concerts. Any student anticipating more than the allotted absences for any rehearsal cycle should speak with the MAYWE Administrative Director immediately to determine eligibility for that concert.

Regardless of reason MAYWE must know if a musician is not going to be at rehearsal. Please refer to the following procedures for notifying MAYWE of absences:

1. **Anticipated absences with more than a week's notice (school music events, religious holidays, vacations)**
  - Fill out an Absence Sheet (available in the student's folder) and submit it to the MAYWE Executive Director a minimum of one week before the rehearsal in question.
2. **Day-of-rehearsal absences** - Please do not call but rather email Ms. Everett ([mayweinfo@gmail.com](mailto:mayweinfo@gmail.com)) a minimum of two hours in advance of rehearsal.

MAYWE musicians are expected to arrive to all rehearsals with enough time to warm up, be seated and ready to play. A musician will be marked tardy if he/she is not seated and ready to play at 7:05 p.m. Two tardies will equal one absence. Note that students are required to stay until the end of rehearsal, which will always end promptly. Failure to do so will result in an absence for the student.

It is our policy that if a musician is not present at 7:05 p.m. and we have not received prior notification of an absence, we will call the primary parental contact. This is to ensure the student's safety and well-being.

## **MAYWE Dress Policy**

The goal of the ensemble concert dress policy is to present to the audience a unified and professional appearance. Any member who comes to a performance in unacceptable attire will not be allowed to perform until the attire conforms to the concert dress policy.

### Wind Ensemble/Percussion Ensemble Gentlemen

- Black tuxedo jacket and matching trousers (no jeans of any kind)
- White tuxedo shirt
- Black cummerbund and bow tie
- Black dress shoes with black socks (no white socks or tennis shoes)
- Please, no cologne

### Wind Ensemble/Percussion Ensemble Ladies

- A floor-length black dress with long or  $\frac{3}{4}$  sleeves, OR black "dressy" slacks/trousers and matching black top with long or  $\frac{3}{4}$  sleeves (no Capri pants, jeans, hip-huggers, cropped pants or pants with stripes or any patterns)
- Black hose or socks (no light colored hose or bare legs)
- Black shoes (no sandals, flip-flops, tennis shoes, or open-toed shoes of any type)
- Simple jewelry (no glitter or sparkling jewelry)
- Please, no perfume



## Musician & Parent Contract

*Your acceptance into MAYWE is a great opportunity and privilege. We anticipate a great year of music making!*

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As a **MEMBER** of MAYWE I understand and agree to the policies and procedures of the Wind Ensemble Expectations and the Wind Ensemble Attendance Policy, and agree to abide by them. I accept the honor of being selected to participate in MAYWE and the consequent responsibility of being musically prepared for rehearsals. Also, by accepting MAYWE membership, I forfeit any alternate status or membership rights in any other extra-curricular organization that rehearses on Monday evenings. I realize that the Music Director has the final decision concerning my participation in concerts. I agree to remain an active part of my own school's band, if such a program exists.

\_\_\_\_\_  
Student's printed name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

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As a **PARENT** of a MAYWE musician, I give MAYWE permission to use my minor child's image in any print media (newspapers, magazines) and/or on the MAYWE web page.

Yes, I agree \_\_\_      No, I do not agree \_\_\_

Also, I understand that all MAYWE Fees/tuition monies are non-refundable. I also understand that the Commitment Fee (or full Tuition Payment) must be made on or before the first rehearsal night /mandatory parent meeting by cash, check, or Credit Card. Students who have not completed payment arrangements by the end of the first rehearsal (and balance paid with in 30 days) will be placed on a "standby list" (for the second concert cycle) and the next available alternate musician will be provided the opportunity to take the spot in the ensemble.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date



## Medical Waiver and General Release

### GENERAL INFORMATION

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Two Emergency Contacts (name and telephone #): \_\_\_\_\_

Preferred Physician and Telephone #: \_\_\_\_\_

Preferred Dentist and Telephone #: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

### INSURANCE INFORMATION:

Do you have health insurance? \_\_\_ yes \_\_\_ no

Medical Insurance Plan Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Subscriber's Name \_\_\_\_\_ Subscriber's Social Security Number or ID \_\_\_\_\_

### STUDENT'S MEDICAL INFORMATION

Please explain any chronic medical problems or conditions that could limit the student's participation in any artistic, social, or athletic activities:

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STUDENT'S MEDICAL INFORMATION (CONTINUED)

Student's Name \_\_\_\_\_

Please enter the date of the last Tetanus immunization the student has received: \_\_\_\_\_

Please list any allergies to food, medication, etc. \_\_\_\_\_

\_\_\_\_\_

Please list any dietary restrictions:     diabetic     lactose intolerant     vegan     vegetarian     no fish  
 no chicken     no red meat     no pork     no eggs     other (please explain below)

\_\_\_\_\_

\_\_\_\_\_

WAIVER AND RELEASE

I give permission for \_\_\_\_\_ to receive medical treatment (including medication, laboratory studies, x-rays, emergency services, blood transfusions, surgery, etc) upon the authorization of the designated staff of the Metropolitan Atlanta Youth Wind Ensemble. I understand that every attempt will be made to contact me if a medical emergency arises. Also, I understand that in the event the preferred doctor / dentist / hospital is not available, another licensed physician or dentist or a reasonably accessible hospital will be used. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity of such surgery, are obtained before the surgery.

I hereby agree for and on behalf of myself, my dependents, heirs, executors, administrators, and assignees to release and hold harmless the Metropolitan Atlanta Youth Wind Ensemble, its sponsors, officers, agents, licensees and representatives from any and all liability for delays, injuries, illness or death, or for the loss of or damage to my property, occurring during any portion of, or in relation to this program.

\_\_\_\_\_ Date \_\_\_\_\_

Student's Signature

\_\_\_\_\_

Student's Printed Name

\_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Parent's Printed Name

All information will be kept strictly confidential in accordance with the Metropolitan Atlanta Youth Wind Ensemble Confidentially Policy.



## Absence Notification Form

### General Information

Musician's Name \_\_\_\_\_  
Today's Date \_\_\_\_\_  
Date of Absence \_\_\_\_\_

### Type of Absence

Arriving late                      What time will you be arriving? \_\_\_\_\_  
 Leaving early                      What time will you be leaving? \_\_\_\_\_  
 Completely absent

### Reason for Absence

School Music Event  
 Medical  
 Religious  
 Other

Explanation (please be detailed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Attendance Policy Reminder

Each student is allowed **one absence** per rehearsal cycle, however it is our hope that students will not take an unnecessary absence simply because it is permitted. Any student accruing more than one absence during any rehearsal cycle will be allowed to participate in that concert only with the Director's permission. Please note that absences are not permitted for dress rehearsals, which occur the day of each concert.

# Metropolitan Atlanta Youth Wind Ensemble

Fee Payment Form

AN EDUCATIONAL DIVISION OF VISION PUBLICATIONS AND RESOURCES, LLC

All fees and payments are non-refundable.

STUDENT \_\_\_\_\_ INSTR. \_\_\_\_\_

\_\_\_\_\_ **Audition/Registration Fee** (Non-refundable) **\$25.00**

\_\_\_\_\_ **Complete Tuition Balance** with EARLY BIRD DISCOUNT\* (\$450 – \$50 DISCOUNT) **\$400.00**

\*EARLY BIRD DISCOUNT APPLIED IF PAID BY September 18, 2017.

\_\_\_\_\_ **Tuition Plan** **\$450 .00**

COMMITMENT FEE OF \$250 Due/CHARGED on September 18, 2017

BALANCE OF FINAL \$200 Due/CHARGED no later than October 2, 2017.

Note: Students with balances due after October 2, 2017 will be deferred to the “stand-by” performer list until the second concert (presumed that all financial responsibilities have been met).

## PAID BY:

CREDIT CARD \$ \_\_\_\_\_ CASH \$ \_\_\_\_\_ CHECK NO. \_\_\_\_\_ \$ \_\_\_\_\_

## Credit Card Payment Authorization Information

Your bill will show charge from “Vision Publications”

\_\_\_\_\_ Today's Date \_\_\_\_\_  
Name As It Appears on Card

Card Number \_\_\_\_\_

Exp. Date (mm/yyyy) \_\_\_\_\_ CDC Security Code \_\_\_\_\_

CARD BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Parent Email \_\_\_\_\_ (receipt will be sent to this address)

Cell No \_\_\_\_\_

Signature \_\_\_\_\_

The signature is your agreement and authorization for Vision Publications to charge your card based on the agreed terms on this form.

For Office Use Only:

Date Processed:

Authorization Code:

