**Lakeland Choral Society** 

**Adult Chorus**

**Membership Handbook**

Welcome to membership in the Adult Chorus of the Lakeland Choral Society. Here  is some useful information to guide you throughout the  season.

**Lakeland Choral Society: (**website) www.[l](http://www.lkldchoralsociety.org/)a[klelandchoralsociety.or](http://www.lkldchoralsociety.org/)g

**Music Director:**   Michelle Manzi jmmanzi@msn.com

**THE AUDITION PROCESS**

All members, returning and new, will audition with the Music Director before the season begins on the scheduled dates. Members will be evaluated on tone quality and the ability to sight read a simple score.

**EXPENSES OF LCS MEMBERSHIP**

**Member Dues**: Dues are currently $75, ($50 for Polk County Educators and $25 for Students) and are due at the first rehearsal on the first  Monday after Labor Day. LCS dues are non-refundable, and are also fully tax deductible. Exceptions can be made on a case to case basis due to financial  difficulties or unforeseen circumstances such as relocation or illness at the discretion of the Music Director or the Board of Directors.

**Concert Attire**: Each member is expected to purchase the appropriate

concert attire. Unless otherwise directed, the concert attire will be:

**Men**: Black tuxedo, white shirt, black bow tie, black socks and shoes

**Women**: a black floor length skirt or pants, and a black blouse with full

length or ¾ sleeves with black socks or stocking and black shoes.

**Everyone**! Black three ring binders with optional inside front pockets to

hold your music. Black tablets are acceptable, as well.

**REHEARSAL AND CONCERT POLICIES**

**Time Commitment of Membership:** Adult Chorus members are expected to perform in all of the season’s regularly scheduled concerts. Regular rehearsals are  held every Monday night, including some holidays, from 7:00-8:30 pm. usually at the choir rehearsal room, #208, behind Branscomb Auditorium at Florida Southern  College. On occasion, prior to a performance, an extended rehearsal may run to 9pm.

Members are expected to be in their seats at the start of warm-ups (7:00  pm. unless otherwise noted) and to stay until the end of rehearsal. Please be  attentive to the Director. Mandatory dress rehearsals are held prior to each concert. A calendar is available through the LCS website so that members can plan to attend all rehearsals and concerts.

**Scented Product Use**: Many of our members suffer from allergies, singers are  strongly encouraged to refrain from the use of scented products (cologne, scented  creams, powders, hairsprays, etc.) during both rehearsals and concerts.

**Attendance Policy**: If members find it necessary to miss a rehearsal, it is expected  that they will inform their section leader or a Board member of that absence in advance. The section  leaders’ names and e-mail addresses will be announced at our second rehearsal. They can also be found on the LCS  website.

Members who miss more than one third of the rehearsals for a concert, or who miss the dress rehearsal, may be asked to refrain from performing in the concert.

**Dress Rehearsal Policy**: All LCS adult chorus dress and orchestra rehearsals are closed to the public. All members must be in attendance to perform unless they have notified and obtained prior approval to be excused, from the Director.

**Music:** LCS retains ownership, either on its own or in conjunction with one our sister organizations, of all music and scores. If you wish to purchase your own music, consult with the Director to ensure  you purchase the correct edition.

**Score Markings**: ***Please mark your music with PENCIL only!*** Markings must be  erased after each concert and the music returned promptly.

**NON-DISCRIMINATION POLICY**

In all its dealings the Chorus will not discriminate based on race, creed, color,  religion, national origin, ancestry, marital status, gender, sexual orientation, age,  physical disability, veteran status, political service or affiliation, or any other classification protected by federal, state or municipal laws. Members who  participate in such discrimination will be from banned the group.

**SEXUAL HARASSMENT POLICY**

Sexual harassment is any unwelcome sexual advance, request for sexual favor or  other unwelcome verbal, non-verbal or physical conduct of a sexual nature.  Examples of sexual harassment include but are not limited to:

• suggestive or lewd remarks;

• unwanted hugs, touches, kisses;

• requests for sexual favors;

• retaliation for complaining about sexual harassment;

• offensive nonverbal behavior.

Such inappropriate conduct may occur that does not constitute legally actionable  sexual harassment but nonetheless warrants corrective action by the Board of  Directors. If you believe you are being harassed, you should tell the harasser in a  clear and unambiguous manner that his/her conduct is unwelcome and that you want  it to stop. If you are uncomfortable taking this action or if the conduct does not cease  after you ask the offending member to stop, you should notify any member of the Board of Directors, who will work to rectify the issue. If the issue persists, the  offending Member will be banned from the group.

**COMMUNICATION AND NOTICE**

The LCS Office and the Membership Committee communicate to the Adult Chorus members through announcement at our regularly scheduled rehearsals, through regular e-mails, *Remind* texts and the organization’s website (www.lakelandchoralsociety.org).  Please be sure that we have your most current e-mail address and that you check your e-mail regularly for any last minute changes or updates. The website is updated regularly, and often contains useful information. Please check the website regularly to keep up to date with the latest formation. *Remind* is also a useful means of communication.

**VOLUNTEER COMMITMENT**

LCS is a non-profit organization with a strong history of reliance upon volunteers.  In addition to singing with LCS, your participation is relied upon to assist with ticket sales, general operations, mailings, concert production, publicity and marketing, etc. Dues and ticket sales do not cover the costs of concert productions and  organizational activities. Members are strongly encouraged to actively solicit  donations, sponsorships and advertising; purchase or sell concert tickets to family  and friends; and volunteering. There are many fundraising opportunities throughout  the season, and we ask that each member participate in at least one fundraising  activity.

We know your time is valuable, and we trust that you will consider LCS worth the gift of your time and energies as well as your voice. Chorus members will be placed on an LCS Adult Chorus committee based upon your responses in our volunteer  registration form. Members may serve on multiple committees and change  committees at any time by consulting with the President.

**Planning Committee:** The Planning Committee will be primarily used to ensure  that all activities associated with rehearsals and concerts are accomplished. This  may include staging, marketing, ticket sales, orchestra relations, selling tickets at  rehearsals etc. They are also available to help with the creation of materials. This  committee may also get requests from the Music Director on things with which he  would like assistance.

**Membership Committee**: The membership committee will work to increase and  improve LCS membership. Tasks may include recruiting members, planning social  events for members, planning outreach and special opportunities, and creating a  roster of members, etc.

**Publicity Committee**: The Publicity Committee will be focused on the  implementation and distribution of marketing materials for LCS. Examples of tasks  that the committee may be asked to complete include distributing press releases to  the media, contacting organizations with information about LCS’s free or reduced  ticket prices, finding new media outlets for LCS to pursue, follow-up with media  outlets, working on the LCS website, creating podcasts, updating blogs, etc. The Publicity Committee may also assist in the creation of these materials if necessary  or desired. The Publicity Committee must be aware of any requirements deemed  necessary by groups with which the Choral Society affiliates. ie. the GiveWell Foundation, ISO, etc.

**Scholarship Committee**: The Scholarship Committee will be responsible for  implementing and managing our Scholarship Program. This will include  communicating with applicants and past scholarship recipients, creating forms and  documents to support the award of such scholarships, and creating marketing  materials to promote the scholarship program.

**Finance Committee**: The Finance Committee will be primarily responsible for  holding any fundraisers throughout the season, and for setting and maintaining an  annual budget to fund all LCS programs. This will include finding new fundraising  opportunities, soliciting grants, planning and executing fundraisers, completing  direct mail solicitations, etc. They will also be responsible for overseeing any grants  received.

**LCS BOARD OF DIRECTORS**

The Board of Directors governs and guides the Lakeland Choral Society in all  activities. If you are interested in attending a meeting or becoming a member of the board, feel free to contact any of the board members listed below.

**Officers, Directors and Additional Board Members**

President

**Nicholas Geraci** [crownvicnick@gmail.com](mailto:crownvicnick@gmail.com)

Vice President

**Mary Flekke** mflekke@tampabay.rr.com

Secretary

**Angela Guira** angelaguira@gmail.com

Treasurer

**Ann Batts** jarck@verizon.net

Music Director

**Michelle Manzi** [jmmanzi@msn.com](mailto:jmmanzi@msn.com)

Historian

**Mary Flekke** mflekke@tampabay.rr.com

**James Neal  III** sirjamesnealiii@yahoo.com

**Bev Stokem**  bevsigns2@msn.com

**Daphne Tarango** daphnetarango@gmail.com

**Mick Burns** mickburns85@gmail.com

**Shing Palagano** [Shing.woodall@outlook.com](mailto:Shing.woodall@outlook.com)

**David Hallock**  hallockde@gmail.com

**Program and Online Advertisement Information for Business Sponsors**

**Saver Ad - $100.00**

∙ In printed program: Business card advertisement in our concert programs for the Concert Season ∙ On LCS website: Small company logo linked to your company's website

**Small Ad - $150.00**

∙ In printed program: Up to 1/4 page advertisement in our concert programs for the Concert Season ∙ On LCS website: Small company logo linked to your website, includes byline

**Medium Ad- $250.00**

∙ In printed program: Up to 1/2 page advertisement in our concert programs for the Concert Season ∙ On LCS website: Medium company logo linked to your website, includes byline and additional  space for personalized message

**Large Ad- $500.00**

∙ In printed program: Up to full page advertisement in our concert programs for the Concert Season ∙ On LCS website: Large company logo linked to your website, includes byline, personal message  space, and additional image or feature.

DISCLAIMER: *Ad space in our concert program is limited by page margins, space reserved for LCS use, and other  limitations and is subject to variation. Ad size descriptions are general in nature, and do not represent a promise of  specific ad proportions.*

**Orchestral Sponsorship**

For certain concerts during the year, the Choral Society hires orchestral accompanists. Each of  these instrumentalists must be paid for rehearsals and performances. To defray these costs, we  ask members to sponsor an instrument or to solicit members of the business community to  sponsor an instrument. Generally we provide a list of the instruments needed and if there is a  particular one you are especially fond of, you have the opportunity to sponsor that instrument. Instrument sponsorship is **$250.** This sponsorship includes four free tickets to the concert, the  opportunity to have your name or the business’s name listed in the Concert Program as a  sponsor. The following information is needed for the program and must be sent/given to Shing Woodall-Palagano no later than two weeks preceding the concert for inclusion in the program.

**Sponsor Name (or Sponsor Company) as you’d like it to appear in program:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tickets to be sent: \_\_\_\_\_\_\_ or held for sponsor at the door:\_\_\_\_\_\_\_ on receipt of  form (check one)

**MEMBER ACKNOWLEDGMENT AND CONSENT FORM**

Fill this form out completely and remit to the President or Secretary.

I, (printed name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Member of Lakeland Choral Society Inc., by initialing and signing this document in the spaces indicated, hereby declare that:

\_\_\_\_\_\_\_\_\_\_**(init.)** 1. I have received a copy of the Lakeland Choral Society Member Handbook, reviewed its contents and agree to  abide by all terms and conditions contained therein;

\_\_\_\_\_\_\_\_\_\_**(init.)** 2. I hereby give permission to Lakeland Choral Society Inc. to use my name and photographic likeness in all forms and media for advertising, trade, and any other lawful purposes. I understand that the term “photographic” as used herein  encompasses still photographs, sound recordings and video footage. I understand my photographic likeness may be copied and  distributed by means of various media, including video presentations, television, news bulletins, mail-outs, billboards or signs,  brochures, placement on Lakeland Choral Society Inc. websites, or newspapers.

I understand that, although Lakeland Choral Society Inc. will endeavor to use my photographic likeness in accordance with standards  of good judgment, the organization cannot warranty or guarantee that any further dissemination of my photographic likeness will be  subject to organization supervision or control. Accordingly, I release Lakeland Choral Society Inc. from any and all liability related to  dissemination of my photographic likeness; and

\_\_\_\_\_\_\_\_\_\_**(init.)** 3. I acknowledge that Lakeland Choral Society Inc. may from time to time provide me official notice in written form  sent to my physical address or via electronic communication, as well as orally as authorized by its Bylaws. I hereby consent as a Member of Lakeland Choral Society Inc. to receive notice of annual meetings, special meetings, and all other official notices otherwise  required by Florida Statute or by the Bylaws of Lakeland Choral Society Inc. via

electronic communication, including but not limited to  e-mail, facsimile, and the internet. I hereby agree to monitor the website www.lkldchoralsociety.org for news and updates  regarding membership notices, and acknowledge that my failure to do so does not constitute negligence on the part of Lakeland Choral Society Inc. or of its Board of Directors, Employees, Agents or Assigns. I understand that I can revoke this consent at any time  by sending such revocation, in writing, which shall include my full name and preferred contact information for receiving required Notice  to the attention of the Secretary of Lakeland Choral Society, Inc. to:

**Lakeland Choral Society Inc.**

**5260 Deeson Pointe Blvd**

**Lakeland, FL 33805**

**I have read this document and understand its contents.**

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Signature of Lakeland Choral Society Inc. Member Date

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Signature of Lakeland Choral Society Inc. President Date

**If individual is under 18:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the parent/legal guardian of the individual  named above, and I have read this Member Acknowledgment and Consent Form and approve of its  terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Parent/ Legal Guardian Date

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Print Name of Parent/ Legal Guardian