



**MEMPHIS**  
WIND SYMPHONY

# Band Member Handbook

updated 6/24/19

[www.memphiswindsymphony.org](http://www.memphiswindsymphony.org)

# Memphis Wind Symphony Member Handbook

## Table of Contents

<b>WELCOME</b> .....	2
<b>ABOUT THE MEMPHIS WIND SYMPHONY</b> .....	3
BAND OBJECTIVES.....	4
BAND STATUS .....	4
PERFORMANCES AND VENUES .....	4
REHEARSAL.....	4
BAND ENSEMBLES .....	4
<b>HOW TO JOIN THE MEMPHIS WIND SYMPHONY</b> .....	5
<b>BAND MEMBERSHIP</b> .....	5
FULL MEMBERSHIP .....	5
<i>Privileges of Full Membership</i> .....	5
<i>Musical Responsibilities</i> .....	5
<i>Other Responsibilities</i> .....	5
PROVISIONAL MEMBERSHIP .....	6
PERFORMANCE PARTICIPATION FOR FULL AND PROVISIONAL MEMBERS.....	6
PERFORMANCE GUEST .....	6
APPLICANT POOL.....	7
<b>BAND MEMBERSHIP STATUS CHANGE</b> .....	7
LEAVE OF ABSENCE .....	7
RESIGNATION .....	7
TRANSFER.....	7
LOSS OF MEMBERSHIP .....	7
<b>BAND ORGANIZATION</b> .....	8
MUSICAL DIRECTOR.....	8
SECTION LEADERS .....	8
<i>A Section Leader's duties and responsibilities:</i> .....	8
<b>ADMINISTRATIVE POLICIES</b> .....	9
EQUIPMENT .....	9
INSTRUMENTATION .....	9
MUSIC .....	10
<b>CONCERT ATTIRE</b> .....	10
FORMAL ATTIRE.....	10
CASUAL ATTIRE .....	10
<i>Men and women:</i> .....	10



## About the Memphis Wind Symphony

In Memphis, Tennessee, which is internationally known for its musical heritage including blues and Elvis Presley, musical talent is not limited to paid professionals. Memphis is home to many talented, non-professional musicians, too. Though not choosing to make a career out of music, these musicians also are not content to let their horns sit idly in a corner of the attic.

These musicians come together and form bands, not because their parents make them or because they have to use a band scholarship to help pay for college, but for their love of music, the challenge of being a better performer and for the fellowship found among musicians like them.

One community concert band in particular has long been a part of the Memphis music scene. With roots in Memphis dating to the mid-70s, the Memphis Wind Symphony is a community band in the truest sense of the phrase. Though the first group formed to play only summer concerts, the band has been a year-round operation since June 1983.



## **Band Objectives**

The objectives of the MWS are:

1. To present musical performances for the community in a variety of settings and covering a broad range of music selections.
2. To provide professional and amateur musicians the opportunity to perform regularly in a high-caliber wind band.
3. To support performing arts programs throughout the community.

## **Band Status**

The Memphis Wind Symphony, legally known as the River City Concert Band, is a tax-exempt, non-profit organization under Internal Revenue Code Section 501(c) (3). It conducts business according to the “Bylaws of the River City Concert Band”.

Contributions to the band are tax deductible, and members may use the mileage driven to and from rehearsals and performances as tax deductions.

## **Performances and Venues**

The band plays concerts throughout the year in the Mid-South area. The Band has also performed during overseas tours to London, the Netherlands, France and the French Riviera.

The Memphis Wind Symphony plays outdoors during the summer, as well as concerts in auditoriums, churches and other venues through the remainder of the year. Its energetic, entertaining renditions of holiday music, patriotic numbers, marches, Broadway tunes, original band pieces, solo features and classical standards have been heard all over the region.

Annual events at which the band has performed have included the Germantown City July 4th Celebration, the Mid-South Fair, University of Memphis summer commencement, and our regular concert series.

The current season performances and other information are available online at the band’s website, [www.memphiswindsymphony.org](http://www.memphiswindsymphony.org).

## **Rehearsal**

The Band rehearses every Tuesday evening from 7:30 to 9:30pm at the University of Memphis Communications and Fine arts Building, Room CFA137.

## **Band Ensembles**

The Memphis Wind Symphony also has the capability of forming specialty ensembles. At times, these groups have included a big band, brass ensemble and flute ensemble. These groups have complemented the band’s concert performances and have performed separately in community outreach events.

# How to Join the Memphis Wind Symphony

The Memphis Wind Symphony is open to all instrumentalists who demonstrate a college level of musical performance ability. A musician interested in membership in the MWS can be introduced into the Band by one of two routes: by contact through a current band member or by contacting the personnel manager through the band's website under 'Join Us.' The personnel manager's email address is mwspersonnelmgr@gmail.com.

In both cases, information about the musician's instrument, playing history, and contact information needs to be submitted to the Band's Personnel Manager. The Personnel Manager will contact the individual and forward the information to the Musical Director and Section Leader for the instrument the individual indicated. The Musical Director and Section Leader will determine if there is an opening in the Section and if the person should be invited for an interview and audition. If the individual meets the musical requirements and there is an opening in the section, they will be invited to start attending rehearsals for a probationary period of two months.

We welcome qualified musicians to come sit in as a rehearsal guest, even if there is not a position open. Guests need to contact the personnel manager first.

Membership in the Memphis Wind Symphony is considered at three levels: Full Membership, Provisional Membership and as a Rehearsal Guest.

## Band Membership

**Non-Discrimination Policy:** The Memphis Wind Symphony does not discriminate on the basis of race, color, religion, gender, gender expression, age, disability, or sexual orientation.

### Full Membership

#### Privileges of Full Membership

- Vote in elections for the Board of Directors, Band Officers and on motions brought before the Band.
- After two years of Full Membership, eligible for election to a position on the Board of Directors or as an Officer of the Band.
- Make nominations for any office or position in the Band.
- Participate in all performances, rehearsals, events and activities of the Band.

#### Musical Responsibilities

- Be on time and warmed-up for rehearsals.
- Be on time and in the proper attire for all performances.
- Maintain musical proficiency by a regular, personal practice regimen.
- Prepare musically for all rehearsals and performances.
- Members are encouraged to take their folder home. However, it is imperative to get the folder back for the next rehearsal, even if you are not attending

#### Other Responsibilities

- Attend all rehearsals and performances unless being excused after giving notice to your section leader.
- Notify the personnel manager and section leader if you will not be performing at a concert.

- Notify the personnel manager and section leader if you will be absent from a rehearsal.
- Volunteer time for the Band by assisting with weekly rehearsal setup, equipment loading and unloading at concerts, and any number of other areas required for the operation of the Band.
- Members are not charged, however, every member needs to help advertise and sell tickets for concerts. Tax-deductible donations are welcomed.

## **Provisional Membership**

A Provisional Member is a musician desiring membership in the MWS. Provisional members are expected to participate in two consecutive concerts in order to attain Full Membership.

- Provisional Members have the same musical, other and performance participation responsibilities as Full Members.
- Provisional Members do not have the privileges accorded to Full Members.
- The provisional membership period will include the two-month probationary time period for new members.

## **Performance Participation for full and provisional members:**

To be eligible to play a concert, members are required to attend the majority of rehearsals for that concert, including the dress rehearsal prior to a concert, unless the member has been granted specific exemption by the Musical Director. For example, if there are 6 rehearsals for a performance, musicians must attend at least 4 rehearsals, including the dress rehearsal. Email the personnel manager, Jackie Hall, at [mwspersonnelmgr@gmail.com](mailto:mwspersonnelmgr@gmail.com) and your section leader if you will be absent.

## **Performance Guest**

The Music Director may invite an individual who is not a regular member of the Band to participate in a specific performance.

- A guest performer can be a volunteer musician who performs without any expectation of remuneration for their attendance at rehearsals and concerts.
- A guest performer can be a paid musician who is substituting for a full time member due to a sudden, last minute absence from a concert for any reason. The position of the full time member must be critical and necessary for the band's performance in order to justify the expense.

## **Rehearsal Guest**

- A Rehearsal Guest is a musician who attends a limited number of rehearsals.
- A Rehearsal Guest may attend any rehearsal except dress rehearsal for a performance.
- A Rehearsal Guest will be interviewed and auditioned in the same manner as any other musician wishing to perform with the band.
- Rehearsal Guests must state the number of rehearsals at which they intend to be present during the interview.
- A musician's Guest status may roll over to Provisional Membership at their written request and with the permission of the Section Leader and Musical Director.

- When there are no available positions in the Section, a Rehearsal Guest can request to be added to the Applicant Pool which is a waiting list for open positions.
- A person is not permitted to remain a Rehearsal Guest indefinitely.

## **Applicant Pool**

Each Section of the MWS has limited positions available for performances. Periodically, openings in Sections need to be filled. The Personnel Manager and Section Leaders will maintain a list of qualified applicants wanting to perform with the Memphis Wind Symphony. This list is called the Applicant Pool.

When filling an open position becomes necessary, the Section Leader and the Music Director will discuss the addition of new members and issue invitations based on musical benefit to the Band and other skills or contacts the applicant may have which would be beneficial to the organization. Applicants may be invited to attend rehearsals and to progress from Provisional to Full Membership status having fully met those requirements. Qualified applicants will be chosen on a 'first come' basis from the Applicant Pool.

## **Band Membership Status Change**

### **Leave of Absence**

Members can submit in writing or e-mail a request for a leave of absence from the band while retaining all the rights and privileges of membership if they will be absent from two or more consecutive concerts. A member may return to the band at any time as long as instrumentation allows, at the discretion of the section leader and musical director. An audition may be necessary.

### **Resignation**

Members may resign from the band by submitting a letter of resignation to the Board of Directors.

### **Transfer**

Members may not transfer their band membership to another person.

### **Loss of Membership**

The Board of Directors has the authority to terminate band membership of an individual for:

- Violation of the terms and responsibilities of membership.
- Failure to perform to the musical standards of the band.
- Any action which reflects negatively on Memphis Wind Symphony.

The member will be delivered a letter signed by a quorum of the Board of Directors clearly stating the reasons for termination.



Members will be accorded, only upon request, a hearing with a quorum of the Board of Directors, Section Leader, and Musical Director for a full explanation of the reason for termination.

## **Band Organization**

### **Musical Director**

Barry Trobaugh has been the band's musical director since 2013. Albert Nguyen is the band's associate musical director.

### **Section Leaders**

Section Leaders are appointed by the Musical Director. A Section Leader will be a knowledgeable and capable musician and work with the musical director on musical interpretation for their section to achieve good balance in the section and in the band as a whole.

#### **A Section Leader's duties and responsibilities:**

- Assumes responsibility for the overall organization of the Section.
- Tune his/her section before rehearsal begins. Use a tuner and instruct each player to pull out or push in as necessary.
- Assigns parts for each piece of music in consultation with the Musical Director and communicates section needs with the Musical Director
- Work with the Librarian to assure there are a sufficient number of parts for the required music.
- Notifies members of the section in the event of changes to concert or rehearsal schedules, or other band business.
- Maintains a role of section members present at all rehearsals.
- Contacts section members who miss a rehearsal and have not notified the section leader.
- Consults with the Musical Director and the Board of Directors when a section member is not in compliance with membership or performance standards.
- Acts as or assigns a mentor to new members of the Section, welcomes and makes introductions to the band

# Administrative Policies

## Equipment

With the exception of percussionists, members will provide their own instruments and supplies.

Music stands are provided for rehearsals and concerts. The band members will be notified in advance if they are required to provide a stand or stand light.

## Instrumentation

The optimum instrumentation of the band is designed to provide the maximum musical flexibility and the full, balanced sound required to perform major concert band works. In some cases, due to the performance venue, nature of the concert or number of members available for a performance, a smaller size band may be selected for a concert.

	Optimum Instrumentation	Minimal Instrumentation
Flute/Piccolo	10	6
Oboe	2	1
Bassoon	2	1
Clarinet	12	9
Bass Clarinet	2	1
Alto Sax	4	2
Tenor Sax	2	1
Bari Sax	1	1
French Horn	8	4
Trumpet (cornet)	12	8
Trombone	9	6
Euphonium (baritone horn)	4	2
Tuba	4	2
Percussion	6 (or as required)	3 (or as required)

## **Music**

Music is distributed throughout the year. It is normally collected and new music issued after concerts. Members are encouraged to take their folders home to practice the music. But because music folders are often shared and will be needed at the next rehearsal, members are required to ensure the folder is available at the next rehearsal by whatever means necessary.

Please note: The band has its own extensive library of music. Many of the works are out of print and this may be the only copy available. Also, on many occasions, music is borrowed from the University of Memphis library or from other organizations. This music must be returned in full and in the same shape as when it was borrowed.

## **Concert Attire**

The concert attire will be communicated to the band prior to a concert. There will be no cases, purses, or bags on stage during a performance.

### **Formal Attire**

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

**Women:** Black/dress/suit/pants/skirt/jacket/sweater: be sure skirts and dresses are long enough to look professional  
Black blouse/shirt/top (if no jacket or sweater)  
Black shoes and black socks or black/neutral hose

### **Casual Attire**

**Men and women:**

Memphis Wind Symphony white polo shirt or a plain, white polo shirt, khaki pants, capris, or skirt.