

# 2020-21 Member Handbook



The Indianapolis Youth Orchestra's mission is to develop and nurture the musical talent of young people in Indianapolis and central Indiana through quality music education and the rehearsal and performance of orchestral masterworks, both traditional and contemporary.

Adam Bodony, Artistic Director, Symphony Orchestra Conductor  
Janette Brown, Executive Director  
Craig Ghormley, Philharmonic Orchestra Conductor  
Johanna Kitchell, Concert Orchestra Conductor  
Tom Chen, Symphony Orchestra Associate Conductor  
Marie Farber, Administrative Assistant

Symphony Centre, 32 E Washington Street, Suite 950, Indianapolis, IN 46204  
Phone: 317.912.0547 Web: [www.indianapolisyouthorchestra.org](http://www.indianapolisyouthorchestra.org)

# Table of Contents

# Page

Contact Information	3
Absences	3
Weekly Rehearsal Information	4
Rehearsal Locations	6
Weekly Newsletter	
Weather Policy	
Tuition	
Seating Auditions	8
School Music Participation	9
Concert Attire	10
Volunteers	
Financial Support	11
Graduating Seniors	12
Program Notes	
Ticket Donations	
Board of Directors	

## Questions? Contact IYO

32 E Washington Street, Suite 950  
 Indianapolis, IN 46204  
 317.912.0547  
[www.indianapolisyouthorchestra.org](http://www.indianapolisyouthorchestra.org)  
[info@indianapolisyouthorchestra.org](mailto:info@indianapolisyouthorchestra.org)

## Contact the Artistic Director

Adam Bodony  
[adam@indianapolisyouthorchestra.org](mailto:adam@indianapolisyouthorchestra.org)

## Contact the Executive Director

Janette Brown  
[janette@indianapolisyouthorchestra.org](mailto:janette@indianapolisyouthorchestra.org)

## Contact the Administrative Assistant

Marie Farber  
[marie@indianapolisyouthorchestra.org](mailto:marie@indianapolisyouthorchestra.org)

## Contact your Conductor

**Symphony** – Adam Bodony  
[adam@indianapolisyouthorchestra.org](mailto:adam@indianapolisyouthorchestra.org)

**Symphony Associate Conductor** – Tom Chen  
[tchen@ccs.k12.in.us](mailto:tchen@ccs.k12.in.us)

**Philharmonic** – Craig Ghormley  
[craig@indianapolisyouthorchestra.org](mailto:craig@indianapolisyouthorchestra.org)

**Concert** – Johanna Kitchell  
[johanna@indianapolisyouthorchestra.org](mailto:johanna@indianapolisyouthorchestra.org)

\* \* \* \* \*

## Absences

Absences can make rehearsals difficult for everyone, particularly in the case of soloists or those with unique parts. We may also schedule sectionals for an individual section if deemed necessary, but this will only be effective if most of the section will be present.

Therefore, missing excessive rehearsals (more than two per trimester, except for COVID-19 related absences) is unacceptable and the conductor may take this into account during seating and if the problem persists the conductor may take further action.

**It is each student's responsibility to check in at rehearsal each week.** A Parent Volunteer will be stationed at the entrance to assist with the check-in procedure (please see next section).

In light of the COVID-19 pandemic, it is **important that you stay home** from rehearsal if the student is experiencing any of the following symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Close contact (within 6 feet of an infected person for at least 15 min) with a person with confirmed COVID-19
- Traveled within the last two weeks to an area where there are large numbers of COVID-19 cases being reported.

#### Reporting an Absence

*Excused absences are those reported by the Friday before rehearsal **or** those due to illness or family emergency such as a death in the family. Absences not reported by Friday prior to the missed rehearsal will **not** be considered excused, except in the case of illness or family emergency.*

- **Absence due to a positive COVID-19 diagnosis:** please contact Executive Director Janette Brown immediately. All confidentiality surrounding student's identity will be maintained. Families in that student's ensemble will be notified and rehearsals will be canceled for the following 2 weeks. A substitute conductor will be arranged for the alternate section of the orchestra. (For example, if the 1:00 Symphony group would be canceled for 2 weeks, the 3:30 group would continue rehearsing with a sub conductor)
- **Regular excused absence:** Submit an absence notification via our website (Members→Report an Absence)
- **Absence due to Emergency/illness:** Submit a notification via e-mail to [attendance@indianapolisouthorchestra.org](mailto:attendance@indianapolisouthorchestra.org)
- **Dress rehearsal/Concert absences:** These should be EXTREMELY infrequent and are subject to your conductor's approval. We will NOT accept absence notifications for dress rehearsals within the week prior to the rehearsal/concert except in the case of illness, death in the family, or similar cases. For those with an individual part (winds, brass, percussion, soloists) and principals, there is less flexibility. Please note possible conflicts early so that we can work together to compromise or resolve the conflict altogether.

\* \* \* \* \*

## Weekly Rehearsals

**Check in Procedure** – All members must complete the check-in procedure **BEFORE** entering the rehearsal space. Completion of the procedure will suffice as your attendance check-in for the day. *Those who do not check-in will be counted as absent that day.*

- Upon entry, temperature of each student will be taken using infrared thermometer. Students registering a temperature of 100.4 or above will be sent home with recommendations to follow up with their health care provider.

- Students will scan posted QR code with smartphone and will answer screening questions (using most up-to-date list from CDC) which will serve as **contactless** check-in
  - *Parent/Student volunteers will be stationed to assist students who do not have a smartphone for the virtual check-in*
- Students will sanitize hands before entering rehearsal room through entry door (for rooms with 2 doors, one door for entry, one door for exit)

### **Rehearsal Procedure**

- Students will only enter buildings through ONE specified door
- Students will be required to wear masks at **all times** indoors
- **Students should bring to rehearsal:** their own hand sanitizer, water bottle, snack (nothing messy or containing nuts, please), music, music stand, and pencil.
- We will not release students to hallways for a break. Short breaks for stretching IN the rehearsal room at their seats will be given at conductor's discretion. Bathroom breaks can be taken as needed, one student at a time. Students will be reminded to remain 6 feet apart.
- After rehearsal, students will wipe down chairs with a sanitizing wipe (provided by IYO)
- Students exit rehearsal room through the EXIT door
- Student sanitize hands as they are leaving the rehearsal room
- Students exit the building through ONE specified exit door

**Parents at Rehearsals** – Due to COVID-19, the decreased capacity of rooms, and the difficulty for social distancing in the hallways, parents who are NOT volunteering are encouraged to drop off students and pick them up after rehearsal. Please make sure we have a current emergency number on file in the event we need to reach you during rehearsal.

### **Music Stands and Rehearsal Clean-Up**

- Each student must bring their own music stand to rehearsal – there will be no sharing of stands
- After rehearsal each student must wipe down their chair with a disinfecting wipe
- Stack chairs/return room to specified set-up as needed

**Student Expectations** -- Members are expected to behave in a manner that reflects positively on the Indianapolis Youth Orchestra. This means:

- Smoking, use of other substances including juuls and alcohol use are not permitted while the member is engaging in IYO activities.
- No weapons of any kind are permitted while the member is engaged in IYO activities.
- Keep voices low in hallways; IYO is often not the only group rehearsing and respect should be paid to others.
- Drinks/water bottles with caps are allowed.
- Trash from snacks should be disposed of at the end of rehearsal.

Rules are in effect before, during and after rehearsals, rehearsal breaks, road trips, retreats, and performances. Policy violations may result in the member being asked to relinquish membership in the orchestra. It is a privilege to rehearse at each location. Members are expected to treat the staff and the facility with grace and respect.

## Rehearsal Locations

The locations we use most often are listed below. See the Season Calendar and be sure to check weekly email updates for the most up-to-date rehearsal location information.

Jordan College of Fine Arts (Lilly Hall), Butler University

- Lilly Hall is located next to Clowes Memorial Hall near the corner of 46<sup>th</sup> and Sunset Avenue.
- Parking is available in the parking garage located behind Clowe's Hall. Free parking is available on surrounding side streets (46<sup>th</sup> street in particular) but is limited. Parking in "A" spots may result in a ticket issued by Butler PD. Parking in "FIR" spots will result in towing.

Hilbert Circle Theatre / Symphony Centre (32 E Washington Street)

- Enter through the Symphony Centre at 32 E. Washington Street (NOT the main HCT entrance on Monument Circle).
- Parents have access to lounge areas and may watch rehearsal from the hall.
- Food and drinks are allowed in the backstage lounge only. The only exception is water for woodwind and brass musicians who may have water on-stage for instrument purposes only.

Other locations used for rehearsal in recent years:

- Pike High School
- University of Indianapolis
- The Haverstick at Church at the Crossing

## Weekly Newsletter

A weekly newsletter will be e-mailed, usually on Thursday afternoon, to all IYO participants to provide the most up-to-date information and announcements for that week. Please add [janette@indianapolisyouthorchestra.org](mailto:janette@indianapolisyouthorchestra.org) to your contact list to be sure to receive these reminders. If you are not receiving the emails, check your spam or promotions folder to make sure they aren't being filtered out of your inbox.

\* \* \* \* \*

## Weather Policy

IYO students travel from many different areas of central Indiana, and weather is not always consistent across that entire space. Therefore, we rarely cancel rehearsal due to weather. Please use your best judgment in determining if it is safe for you and your child to travel to rehearsal. If rehearsal is canceled, we will send a text message to the IYO Remind group (to join, text the message "@IYO20" to the number 81010) We will also send a group email and post notices on our Facebook and Instagram pages.

## Tuition

Symphony Orchestra - \$650

Philharmonic Orchestra - \$525  
 Concert Orchestra - \$400

Payments may be made electronically (ACH transaction) through the QuickBooks invoice you will receive by email or by check (made out IYO) mailed to: IYO, c/o Janette Brown, 8401 Tanager Ln., Indianapolis, IN 46256.

Credit card payments can be made by visiting the Payment Page on our website, [www.indianapolisyouthorchestra.org](http://www.indianapolisyouthorchestra.org).

## Refund Policy

Tuition will be fully refunded if the member chooses not to participate prior to the first rehearsal/retreat and this information is submitted in writing or via e-mail to the IYO office prior to the first rehearsal/retreat.

During the first semester (through December), half of the tuition will be refunded if a member cannot participate in orchestra activities due to documented medical reason or relocation of the student's family only.

Requests for tuition refunds must be submitted in writing to the IYO office.

### COVID-19 exception

If IYO is forced to transition to a completely virtual model and a student wishes to withdraw from the program, they must do so in writing. Please contact Executive Director Janette Brown at [janette@indianapolisyouthorchestra.org](mailto:janette@indianapolisyouthorchestra.org).

Refunds may be requested as follows:

#### **Symphony Orchestra and Wind/Brass/Percussion/Harp**

\$350 if withdrawal received by 11/1/20

\$175 if withdrawal received by 2/21/21

#### **Philharmonic Orchestra**

\$280 if withdrawal received by 11/1/20

\$140 if withdrawal received by 2/21/21

#### **Concert Orchestra**

\$200 if withdrawal received by 11/1/20

\$100 if withdrawal received by 2/21/21

## Delinquent Tuition Policy

IYO will issue reminders of balances due throughout the season. If a member has not paid his or her balance in full either by the specified payment plan date or April 1, that member may lose his or her seat for the final concert in May. Members with balances due by May 15 will not be allowed to return

for one full season. If a member is unsure as to the ability to pay by the required deadline, please contact the IYO office immediately to discuss options.

Seniors must be paid in full to participate in the final performance of the season.

Audition applicants for the following season must have their balances paid in full prior to scheduling an audition.

\* \* \* \* \*

## Seating Auditions

\*\*Note: for the 2020-2021 season, it is **highly probable** that all seating auditions will be submitted electronically.

### General Information

- Seating takes place once during each concert cycle.
- Check the calendar for the date of each orchestra's auditions.
- Recordings of the auditions will either be taken at rehearsal or recordings submitted electronically from home.
- Concert and Philharmonic Orchestra conductors reserve the possibility of altering the process outlined below.

### Process

- Selected excerpts will be handed out at least two weeks prior to the audition date.
- Members should rehearse selections and prepare for the audition with their private teacher.
- Auditions will take place during the designated rehearsal.
- Members may be asked to leave rehearsal to enter a warm-up room.
- Members may be asked to mark the excerpts in their music with the provided materials.
- Once a recording room is available, the member will enter and record his or her audition.
- Members are assigned a random number in order to remain anonymous (Symphony and Philharmonic). Member names and voices are not recorded in order to keep the process anonymous; the adult recording will instead state the number assigned and ask that they begin their excerpts. **MEMBERS MAY NOT REPEAT EXCERPTS IN THE EVENT OF A MISTAKE.** Concert Orchestra – auditions may be recorded with a video camera in order to assess technique in addition to the performance of the music. Please pay attention to specific directions communicated at the time of auditions.
- Following auditions, a compilation of recordings will be given to the conductor to review. The adult who recorded the auditions, to ensure confidentiality, will hold a corresponding list of names WITH numbers.
- Once the seats have been determined, members will be alerted via e-mail, and the list will be brought to rehearsal.

### What if I can't attend seating auditions?

Alert your conductor as far in advance as possible of the absence AND YOUR INTENTION TO DO A



## RECORDING.

Parents must supervise the recording of an audition in the manner above, including timing. No repeating of the excerpts should be allowed and all excerpts should be recorded in one take (placed on one track – multiple tracks may disqualify your recording).

Recordings must be **received** in the office by 11:59 pm on the day of seating auditions, unless other arrangements have been made.

**Do not speak on the recording** – include your name, orchestra, and section in the subject line of your email. The email itself will not be forwarded to the conductor, but compiled with the other audition recordings in the master file and a random number will be assigned at that time.

Members who do not submit a recording and cannot attend seating auditions will be seated at the bottom of the section for this concert cycle. There will be an opportunity to audition for each concert.

\* \* \* \* \*

*Our traditional school participation policy is listed below. Due to COVID-19, we know that you or your school may be operating under atypical arrangements. We will ask you to complete a form indicating your school music participation but we understand a high number of students may be opting for virtual or hybrid school which would make participation in your school band or orchestra impossible.*

## School Music Participation

We expect each of our members to participate in his or her school music program. School music programs are the backbone of music education in our country, and as an organization we support school music programs.

**Is it a requirement?** Although IYO expects that each member participate in his or her school music program if one is available to them, we do occasionally make some exceptions. These exceptions must be documented at the start of each school year.

The School Music Participation Form gives you a space to explain lack of participation in school music. If deemed necessary, IYO will contact you and ask for you to describe the steps you've taken as a family to try to include school programs in your schedule. If steps still need to be taken, IYO staff will help facilitate discussion that may result in a creative solution unique to your child! We've found that there are solutions to boredom and scheduling conflicts that can be overcome with just a few conversations.

\* \* \* \* \*

*Our traditional dress code is listed below. Due to COVID-19, our ability to hold live concerts may be affected. Please reference weekly email updates for specifics on concert and concert attire.*

## Concert Attire – Philharmonic and Symphony

Members are expected to provide their own concert attire. Concert dress is **not** required for dress rehearsals.

**Note to ladies:** Outfits in recent years have include skin-tight pants and skirts and short skirts. Please refrain from these outfits as they are unsuitable to the formal image that we expect on-stage.

### Boys

Black dress slacks  
 Black tux or suit jacket  
 Black socks  
 Black bow tie  
 Black dress shoes  
 (no tennis shoes, hiking boots, sandals, etc)  
 White, long-sleeved dress shirt  
 Tux pants, jackets, shirts and bow ties used by many school orchestras and bands are acceptable.

### Girls

Black dress long-sleeved, floor-length, tea-length, or mid calf **or**  
 Black floor-length or tea-length skirt and black, long sleeved blouse or dressy long-sleeved knit top **or**  
 Black dressy slacks, such as palazzo pants, and long-sleeved blouse or dressy long- sleeved knit top  
  
 Black colored pantyhose  
 Black dress shoes (no tennis shoes, hiking boots, sandals)  
 No conspicuous jewelry or makeup  
 Sleeves must be three-quarter length or long sleeve.  
 No tank tops or short sleeves.

## Concert Attire – Concert Orchestra

Concert attire for Concert Orchestra is black bottoms and white tops. Bottoms should be dress slacks or skirts. Skirts should be at least knee length. White blouse, collared, and button-up shirts are acceptable. No sleeveless shirts or tank tops, shorts, or casual shoes. Black dress shoes are appropriate and black socks should be work with slacks.

\* \* \* \* \*

## Volunteers

### General Information

Parents and families provide much needed support to the staff of IYO by assisting with concerts, rehearsals, office work, and the music library. Our staff depends on this assistance to provide the musical services to your child.

**Concerts** - Volunteers are responsible for helping set up, tear down, sell merchandise, check in, backstage help, and audience surveys.

**Rehearsals** - These volunteers help with set up, tear down, check in, passing out music, seating auditions and other miscellaneous tasks.

**Other** – do you have a skill, resource, or connection that you feel would benefit IYO? Contact us!

Janette Brown janette@indianapolisyouthorchestra.org

\* \* \* \* \*

## Financial Support for IYO

Tuition funds received from members of the orchestra account for only a portion of the income needed to support IYO's programming. Tuition may account for about 40% of the annual budget leaving IYO to raise funds in other ways. Below are some of the ways in which your family can help IYO fundraise in the community:

### Student Sponsorships

Student sponsors are financial supporters of the IYO. These student sponsors can be comprised of friends, family, co-workers, or anyone who wants to make a tax-deductible contribution in the name of the student who procured the sponsorship.

We do ask that all participants in IYO be responsible for a minimum of \$100 per student. Of course, you may raise more than that amount! Once the sponsorship has been procured, please mail it to the IYO office or have the donor mail it directly along with a student sponsorship form. Once a sponsorship has been received the donor will be sent a letter recognizing their donation to IYO. The donor's name will also be printed in the concert program for the duration of the season. **Remember: these sponsorships may be eligible for matching funds from the donor's employer!**

### Corporate Sponsorships

Many corporations in Indianapolis and the surrounding area provide financial support to non-profit and arts organizations. If you work for a corporation or business that would support IYO with a financial or in-kind donation, please contact the IYO office to discuss your thoughts.

In many cases, an internal request from an employee will be received with greater enthusiasm and support rather than a cold call from IYO. Corporations are interested in supporting those activities that are important to their employees. You and your child are our greatest advocates. Call the office to find out how to help!

### Program Advertising

IYO offers advertising spots in concert programs, social media, email blasts, website, and virtual concert sponsor recognition throughout the season. Sponsors may choose to support IYO at a level that works best for them.

This is another one of the many opportunities for your own company or one that you frequent to show support for the arts and the non-profit community and advertise their products/services. Information is available on-line.

*Those who submit a tax-deductible contribution to IYO may be eligible for matching funds from their employer. Check to see if your company offers a matching program to make your contributions go even further!*

## Graduating Seniors

IYO recognizes each of our graduating seniors in our May concert program. We ask each senior to submit an information form that will be used to complete a bio.

## **Program Notes**

Members of the Symphony and Philharmonic Orchestras may request to write program notes for the pieces being performed in each concert. Program notes help our audience and members to learn more about the pieces they are performing, creating a deeper understanding of the music and lives of the composers. Those who would like to write program notes may request to do so by speaking with their conductor AND the Executive Director.

## **Ticket Donations**

Concert tickets can be donated to charities and other non-profits for fundraising purposes (silent auctions, raffles, etc). If you are involved in a fundraising event and would like IYO to consider a ticket donation to the charity or non-profit, please mail a letter from the organization to the IYO office. These donations are free publicity for our concerts and will broaden our audience base.

## **2021-2022 Auditions**

All returning members will be required to audition to retain their seats in IYO. Information about the audition process will be handed out in the spring and posted on the website.

\* \* \* \* \*

## **IYO Board of Directors**

Paul Helft, President

Ben Kitterman, Vice President

Connie Campbell, Treasurer

Tara Ascioti, Secretary

Adam Bodony, ex officio

Janette Brown, ex officio

Dr. Brenda Clark

Tim Hogan

Ronald Gilbert

Robert Goodlett

Chuck Kocal

Susan Letterbach-Nestor

Leonid Sirotkin

David Wilcox