



THE LEXINGTON BICENTENNIAL BAND MEMBER'S HANDBOOK

PO Box 173, Lexington, MA 02420
www.lexbicband.org October 2015

MUSIC DIRECTOR

Jeffrey P. Leonard

CURRENT MEMBERS OF THE BOARD

President: Daniel Harris—first term ends October 2016

Treasurer: Alison Lauer—first term ends October 2017

Secretary: Jeff Glass—first term ends October 2016

Board Members at Large:

Lisa Lucius—term ends October 2016

Justin Aramati—term ends October 2017

Shawn Weil—term ends October 2018

FUNDRAISING CHAIRMAN

Nat Hefferman

SECTION LEADERS

Flutes: Meghan Harris, Bethany Walker

Clarinets: Steve Bernstein

Saxophones: Chuck Bennett

Trumpets: David Harris, Alison Lauer, & Aubrey Jaffer

Low Brass: Jeff Glass

Euphoniums: Shawn Weil

Double Reeds & Bass Clarinets: Jennifer Lauer Trombones: Bob Davis

French Horns: Terry Gleason Percussion: Jonathan Goode

WEB MASTER

Jeff Glass

CONCERT SCHEDULE

Winter Concert—Sunday, January 31, 2016, 3:00 PM,
Gillespie Auditorium, Lexington High School

Spring Concert—Sunday, May 1, 2016, 3:00 PM,
Gillespie Auditorium, Lexington High School

CANCELLATION NUMBER 781-698-4647

INTRODUCTION

This handbook provides a summary of expectations for members of The Lexington Bicentennial Band. The purpose of The Lexington Bicentennial Band is to provide an opportunity for the members to play music in a group experience both in rehearsal and in public concerts for the benefit of the community of Lexington and of near-by communities. The concert year runs from the first Tuesday in October until the end of August.

MEMBERSHIP

Members will be admitted and instrumentation will be designated at the discretion of the Music Director.

All potential members should contact the Music Director prior to attending their first rehearsal.

No audition for membership will be required, although a basic level of proficiency will be expected.

Membership rosters are updated by the Secretary in October and in June and emailed to each member. Hard copies are also available.

ORGANIZATION

The organization is a 501(c)(3) organization according to the member-approved Bylaws, which are available on the Website.

The band is governed by a Board of Directors, composed of the Music Director, and the following elected band members: President, Treasurer, Secretary, and three at Large Members. The current officers are listed on the cover page of this Handbook.

It is the Music Director's job to choose the literature for rehearsal and performance, but suggestions are encouraged.

Each section will select a Section Leader whose responsibilities include distributing copies of the music to the members of his/her section and ensuring that everyone in the section has music to play each week. Seating and part assignments within each section will be primarily determined by the section and the Section Leader. If disputes arise, the Music Director will have final say.

It will also be the Section Leader's responsibility to decide who will perform each week at the Summer Concerts based on interest of the players in the section, vacation schedules, room on the bandstand, and attendance throughout the year. Section Leaders may rotate parts and solos.

There are eight sections in the band: Flutes, Clarinets, Saxophones, Trumpets, Low Brass, Double Reeds and Bass Clarinets, French Horns, and Percussion. Current Section Leaders are listed on the cover page of this Handbook.

REHEARSALS

Regularly scheduled rehearsals are held Tuesday evenings from 7:00 PM to 9:00 PM at the Lexington High School.

There will be a 10-15 minute break at approximately 8:00 PM during the rehearsal. Members should arrive around 6:45 in order to be seated and warmed up and ready to play at 7:00 PM. If possible, members are encouraged to arrive earlier than 6:45 to assist in setting up the band room.

If for any reason the school is closed, rehearsal will be cancelled. You will receive an email from the secretary, or you can call the cancellation number. The cancellation number is listed on the first page of the Handbook, on the Website, and in the Roster.

To ensure the most efficient use of rehearsal time, it is important for all members to stay closely attuned to the rehearsal material and the instruction of the Director. When the Director is on the podium, music rehearsal is in process and all rules of etiquette are in force. Conversations not directly related to the rehearsal should be kept to a minimum. Conversations directed to one section should be listened to by the other sections. Members are expected to be courteous by not speaking or playing their instruments while the Director is rehearsing.

Members are encouraged to assist in taking down the band room at the conclusion of rehearsal as they are able.

ATTENDANCE

It is generally expected that each member attend every rehearsal, if possible.

If at all possible, members should notify the Section Leader or the Music Director in advance of any necessary absences from rehearsals.

During the Winter and Spring Concert seasons, any member who does not attend at least three of the five rehearsals immediately preceding a concert may, at the discretion of the Music Director, be asked to sit out the concert.

Any time a member expects to miss a rehearsal or concert, the member must arrange for his/her music folder to be delivered to the Lexington High School band room.

CONCERTS

There are two primary indoor concerts held during the year.

The Winter Concert is held in late January. The current concert schedule is listed on the cover page of this Handbook.

Set up begins one hour before the concert begins and members should arrive no later than 30 minutes before the concert begins. All members are encouraged to help with the set up or take down as they are able.

Concert dress is black tops and slacks or skirts for women and dark suits, white shirts, and dark long ties for men.

If a concert has to be cancelled because of the weather, it will be rescheduled as soon as possible.

The Spring Concert is held in May. The current concert schedule is listed on the cover page of this Handbook.

This is usually a Pops Concert and each member is asked to contribute a snack or drink. Sign up sheets for food, drinks, other supplies, set up, and take down duties will be provided two weeks prior to the concert. Set up begins two hours before the concert. If possible, members should drop off their food or drinks at the time designated for set up so there is time to arrange the food tables.

Members should arrive no later than 30 minutes before the concert begins. Spring colored outfits are encouraged for everyone. Women should wear skirts and blouses, dresses, or pants and tops. Men should wear jackets and trousers with long ties.

SUMMER CONCERTS

Summer Concerts will be held from the end of June until the end of August at 7:15PM on Tuesday evenings at the Hastings Park Bandstand.

Set up begins at 6:30 PM. Members are encouraged to arrive 30 minutes before the concert begins. In order to get a good parking space, you may wish to arrive earlier.

All cases should be left on the ground because there is no room for them on the bandstand.

Concert dress is navy blue shirts or blouses (LBB shirts may be purchased) and khaki shorts or slacks.

The Section Leader will decide who will be playing at each concert based on interest of the players in the section, vacation schedules, room on the bandstand, and attendance throughout the year.

All members are encouraged to participate in set up or take down as they are able.

If a concert is cancelled, you will receive an email from the Secretary or you can call the Cancellation Number (listed on the front of the Handbook, on the Website, and in the Roster) after 5:00 PM. Please check your email before you leave for a concert because even though it is sunny where you are, it may be raining in Lexington.

FINANCIAL SUPPORT

The Lexington Bicentennial Band depends on financial contributions from the community and from the members to cover expenses. Regular expenses include Music Director's salary, music purchases, and copyright fees. We have no dues. Each spring, or any time during the year, members may make a tax deductible contribution to the band. Due to our status as a 501(c)(3), corporation, anything a member contributes is tax deductible to the extent that is allowed by law.

Contributions can be made directly to the treasurer or sent to LBB, PO Box 173, Lexington, MA 02420. The President will give guidelines as to contributions.

It is encouraged that you talk to your company about matching donations and grants if they are available. Members are encouraged to contact any businesses they are familiar with about corporate sponsorship. Sponsorship forms are available on the Website.