



PROMETHEUS SYMPHONY ORCHESTRA

MEMBER INFORMATION

Go to *Members page on our website--* www.PrometheusSymphony.org --for updated information

REHEARSALS AND CONCERTS

Rehearsals

7:30-10:00 pm on Mondays, including all *holidays*. (No rehearsals Winter Holidays or summer.) Arrive by 7:15 to help set up and to warm up. Tune at 7:25. *Baton falls at 7:30*. Please stay after to help with take-down.

Dress rehearsals are Wednesday before the concert. **Pre-concert warm-up** starts 2 hours before concert.

Rehearsal Information

Before each rehearsal, check “**Rehearsal Schedule**” on website for **location**. *Last minute changes* occur; members are usually notified *only* through the website, so don’t expect personal notice

Most rehearsals are at Merritt College, Bldg. P, # 307, but some are elsewhere – addresses on website. Some rehearsals are “strings only” or “sectionals” (announced on website). **Dress rehearsals** are at concert site.

Music Parts

- Download and print your own part for first rehearsal. Go to Rehearsal Schedule (button on top bar of website home page) and click for concert repertoire to find internet link for downloadable parts (in public domain).
- Rented/printed parts are provided *only* for music not available online. Rented parts must be returned at concert.
- Promptly mark your parts with dynamics/tempo given by Eric. Please number measures to save rehearsal time.

Attendance at Rehearsals

Joining Prometheus is a rewarding experience. Every player is needed at *every* rehearsal, especially the dress rehearsal and pre-concert warmup. To maximize our limited time together, all parts should be heard for effective rehearsals.

Please notify your section leader if you cannot attend. Winds and percussion: please find a substitute and notify your section leader (their emails listed on **For Members** page of website) and Keith Sklower (oboe), Personnel Manager.

Rehearsal Courtesies

Please arrive on time, allowing time for traffic and parking. Stay till the end (Eric makes every effort to finish promptly at 10 pm). Limit talking to essentials, whisper or use *ppp* voice. Help others who didn’t understand so Eric doesn’t have to repeat. Do not practice or chat while he works with others.

Concerts

- Sundays, 3:00 pm, usually at St Paul’s Episcopal Church in Oakland. See website for map/parking information.
- Concert dress: Women ~ long black dress or pants. Men ~ black tux/suit, white shirt/bow tie, or black shirt.
- Go to “Season” page of website for scheduled dates of our five concerts and the repertoire planned for each concert.
- Our audience is enthusiastic and appreciative. We depend on *you* to get them there. *Admission is free*. Use our **flyers** and **postcards** to invite friends and family. Give emails to John (timpani) so they get email reminders.

Music Stands and Lights

- PSO has music stands at Merritt, but not enough, so bring a *personal stand* to be sure you have one. PSO cannot transport stands, so *bring a stand* to dress rehearsals, concerts and rehearsals at other locations. You may borrow a PSO stand (marked Merritt College) for a concert but tell Karl Severeid (bass) AND return it at the next rehearsal.
- The Orchestra provides stand lights for concerts, with cords. Or, bring your own light.

See reverse for **MEMBER PARTICIPATION**

ORCHESTRA MEMBER PARTICIPATION

We are an *all-volunteer* orchestra. Orchestra members make everything happen--the best production team in town! What can *you* do? Ask another member. Take a look at the “Pitch In” tab on the “For Members” page of the website. Don’t be shy about talking to a Board Member. *We welcome your questions, ideas and input.*

Admission and Enrollment

Admission to the Orchestra is by informal audition with Music Director Eric Hansen.

Prometheus is associated with Merritt College as a music class. Members’ enrollment in that class is handled *only* by the orchestra, not by individuals. Do not enroll in the class unless the Orchestra asks you to. Do not pay fees to Merritt, even if they bill you – the Orchestra handles all registration fees. Direct questions to Eric or Keith (oboe).

Member Roster

We need your *current email* and **phones**. We normally contact members *only by email*, but we may also need to phone. Give contact info to Karl (bass) or Bonnie (bassoon). Information on **Member Roster** is to be used for Orchestra business *only*, including communication between orchestra members.

The Roster is password protected to insure confidentiality. Go to www.drive.google.com and sign in as info@prometheussymphony.org. Get current password from a Board member (listed below). ‘Read Only’ access. If your information is inaccurate, tell Karl (bass) or Bonnie (bassoon). Please respect privacy: do not share Roster information.

Dues

Regular members are requested to contribute \$150 each semester (in September and January). Members who do not play all concerts may instead pay \$50 a concert (guest players are not asked to pay dues). Make checks payable to Prometheus Symphony, give to Bruce (trombone), Allen (clarinet) or Bonnie (bassoon). OR mail in provided envelope. OR use *PayPal link* on the website. Also, Bruce (trombone) brings a credit card reader to some rehearsals.

Please note: Anyone finding it difficult to pay the full amount, please speak in confidence to Bruce, Bonnie or John about an accommodation. No one is ever turned away for financial reasons. We want everyone to be able to play.

Contributions

We encourage members to consider an additional contribution, if you are able to help in that way. We are grateful for contributions of any size. Our dues and contributions pay for **conductor, music rental, concert and rehearsal space, Merritt, insurance, programs, flyers, season brochure, postage....** Audience donations and grants help a lot, but still don’t cover everything, despite all our members’ extraordinary volunteer work and the Board’s efforts to minimize expenses. ***Dues and other contributions are tax deductible. Ask for a receipt!***

Matching Grants

Please see if your employer has a “matching grant” program, that would give a grant to Prometheus to match your own dues and other contributions. Speak to John (timpani) or Bruce (trombone) for more information.

Program ads and personal tributes

We encourage everyone to think of a business that might buy an “ad” in our programs. Fees are modest; see rates on our website. Talk to Bruce (trombone) or Allen (clarinet) for more information.

Honor a mentor, friend, family or special event with a personal item in a program. Same rates apply.

Your Board of Directors and what they do!

John Gilbert (timpani): President; orchestra administrator; programs and season brochure creator; publicity; webmaster
Bonnie Bogue (bassoon): VP; concert duties coordinator; publicity; grants; historian; policies book; chair, youth concerto c’tee
Catherine Jennings (flute): Sec’y; librarian; personnel list; chair, social c’tee; chair, merchandise c’tee; youth concerto c’tee
Bruce von Kugelgen (trombone): Treasurer; budget; dues/contributions collection; concert concessions; merchandise c’tee
Allen Habel (clarinet): Assistant Treasurer; fundraising; youth concerto c’tee
Karl Severeid (bass): liaison with concert site; concert set-up coordinator; printer liaison; roster manager
Keith Sklower (oboe): personnel manager; concert recordings; youth concerto c’tee
Joyce Vollmer (violin): orchestra member profiles; publicity; coordinator concert concessions; merchandise c’tee
Valerie Herr (cello): program notes; co-chair, youth concerto c’tee

Plus YOU, members of the Orchestra, help in many ways – concert/rehearsal set up/take down, making/selling concert goodies, rehearsal refreshments, selling program ads, matching grants, flyer design/production, inviting the audience.