

☐ REHEARSALS

- These normally take place at the Queen's School, City Walls Road, Chester. You will be informed of any change in venue if necessary by email. Please be seated ready for a prompt start at 19.30. Rehearsals will finish at 21.30; if you must leave before then, please speak to the Musical Director beforehand. Latecomers must not disrupt rehearsals by walking in front of the Director.
- There is a 15 minute interval when drinks are served.

☐ Attendance

- Please tick the register each week to confirm your attendance.
- The choir season starts in September and we sing five main concerts each season. It is expected that every member is **committed to sing in all concerts** and do necessary **home practice** between rehearsals.
- **To sing in a concert you must not have missed any more than three rehearsals for that programme. Attendance at the Saturday afternoon rehearsal prior to a concert is obligatory.**

☐ Music

- You can either hire or buy scores from the librarian who will send you a request form by email before each concert. If you do not fill in the request form no music will be hired for you and you may be required to purchase your own copy.
- Hired copies must be returned within the week following the concert in good condition with all pencil markings erased. If you hand them in late, damaged or marked other than in pencil you may be liable for the full cost of the copy.

☐ Funding

- Annual subscriptions are determined each year by the committee. Payment for either a full year or half year is due not later than the second rehearsal in September. Those not paying promptly may lose their places to new applicants. Members who have allowed their subs to lapse for more than one season will be asked to re-audition if they wish to resume membership; however no priority over new applicants will be given.
- Interval drinks are sold and there is a weekly raffle: income from these is essential to the choir budget.

Please volunteer to help when it is the turn of your voice part on the rota.

- **Our biggest source of income is ticket sales. Choir members are expected to sell at least two tickets for each concert.**

☐ Publicity

- Please make every effort to publicise concerts by helping to distribute/place publicity material in your area: inform the Publicity Secretary and tick the distribution list to show the area/locations where you are placing posters and flyers.

☐ CONCERT PERFORMANCE

- As soon as possible during rehearsals, and in any event not later than three weeks before each concert, inform your voice rep and mark in the register whether or not you intend to sing.

☐ Dress code

- Ladies wear long-sleeved white blouses (tucked in), black fabric jackets, ankle-length black skirts or trousers, black tights and shoes. No sparkling jewellery should be worn. Only very small handbags should be taken on stage.
- Gentlemen wear a dress suit, black socks and shoes, white shirt and black bow-tie.
- A lapel flower will be provided on the night of the concert.

☐ Folders

- You will need a **plain** black music folder for the performance. These can be bought from a Committee member if required.

☐ Rehearsals and performances in the Cathedral

- We rehearse in the Cathedral on the Thursday before the concert from 19.30 to 21.30. Find a place in your section seating in the South Transept not later than 19.15. You should make every effort to attend this rehearsal. If you cannot be there it is essential that you let the Concert Manager know.
- On concert day (other than the Christmas concerts) the rehearsal is from 12.15 to 15.15, and you must be in your place in the South Transept by 12.00. **Attendance at this rehearsal is obligatory.**
- In the evening arrive in good time. Leave coats and bags in the Chapter House Vestibule (off the North Transept) and collect your lapel flower (which you must return after the concert). The performance starts

at 19.30 and you should take your place in the South Transept by 19.15 at the latest. **It is important to remain quiet at all times after we assemble and once on the stage to present professional appearance.** File onto the stage to the directions of the Concert Manager.

- Return to the South Transept 15 minutes after the start of the interval. (**Wait quietly again.**) Toilet facilities are limited, so make sure you allow enough time to use if necessary without being late back to the South Transept.
- Refreshments will be provided in the Chapter House Vestibule during the interval. Eating and drinking - other than bottled water - is not permitted in the Cathedral (nave and transepts). **Drinks should not be taken onto the platform during the performance.**

☐ Getting on and off the stage: 'Stands and Sits'

- **Take great care** accessing and leaving the stage. Hold your folder in your left hand and hold onto any handrails with your right hand. **Always** use the steps at the side of the stage, and do not clamber down the stage levels. **Take your music with you whenever you leave the platform.** If you have any difficulty in accessing the stage or in standing, please speak to the Concert Manager
- When you reach your place on the staging, sit down. When the conductor enters, stand as he reaches the centre of the Nave and turns towards the choir and thereafter follow his cues. Sit when he leaves the platform. During the performance stand smartly and quietly as indicated. (You should take care to mark stands and sits in your score as directed during the final rehearsals.)

☐ After the performance

- Hired music with markings erased should be put into the appropriate box at the side of the stage. If you forget, it is your responsibility to return it to the Librarian at the earliest opportunity. Return lapel flowers to the Chapter House vestibule.
- It is important that we restore the Cathedral to its normal state before we leave. This includes packing music stands, removing chairs and kneelers from the stage and platform. **Your help in this is appreciated:** these few minutes of help gain the Choir immeasurable goodwill from the Cathedral staff and ensures their continued support for the choir.