



Preparatory Strings • Sinfonia • Philharmonic • Youth Symphony

# 2018-2019 MEMBERSHIP HANDBOOK

**Office Location:**

Amarillo Symphony  
301 S. Polk, Suite 700  
Amarillo, TX 79101

or

**Mailing Address:**

P.O. Box 2586  
Amarillo, TX 79105-2586

or

**Contact:**

[www.amarillosymphony.org](http://www.amarillosymphony.org)  
Phone: 806-376-8782 | Fax: 806-376-7127



## I. THE ENSEMBLES

- **Preparatory Strings** | *Alejandra Attebury, Conductor*  
The Preparatory Strings ensemble focuses on developing skillful music reading ability including fluid note recognition, rhythmic coordination, and basic instrumental technique. Young musicians will build foundational skills necessary to play a broader variety of repertoire. ***Students do not need to audition to join this ensemble.***
  
- **Sinfonia** | *Fabian Saldaña, Conductor*  
Sinfonia is designed for young string players with reliable music-reading abilities (i.e. left-hand accuracy in first position, basic bowing techniques). Musicians in this ensemble generally have had 1-2 years of playing experience with a school orchestra. ***Admission for all musicians is by audition only.***
  
- **Philharmonic** | *Fabian Saldaña, Conductor*  
The Philharmonic ensemble is an advanced intermediate string orchestra experience. The ensemble is designed for string players who are learning to master bow control, vibrato, and shifting into higher positions. Students in this ensemble will tackle more complex notes, rhythms, and techniques. ***Admission for all musicians is by audition only.***
  
- **Youth Symphony** | *Dr. Guglielmo Manfredi, Conductor*  
The Youth Symphony serves the most talented young musicians in the Panhandle. This prestigious group rehearses and performs music selected from the standard professional orchestral repertoire. ***Admission for all musicians is by audition only.***

## II. CONTACT INFORMATION

### ARTISTIC STAFF

Members of the artistic staff do not have office hours or phone extensions at the Symphony office. Although they welcome questions and correspondence from members and parents outside of rehearsals, all correspondence should be sent through the Amarillo Symphony Youth Orchestra administrative staff.

**Alejandra Attebury, Conductor** | *Preparatory Strings*  
Email: [Alejandra.Attebury@amaisd.org](mailto:Alejandra.Attebury@amaisd.org)

**Fabian Saldaña, Conductor** | *Sinfonia / Philharmonic*  
Email: [fabian.saldana@amaisd.org](mailto:fabian.saldana@amaisd.org)

**Dr. Guglielmo Manfredi, Conductor** | *Youth Symphony*  
Email: [gulim@hotmail.com](mailto:gulim@hotmail.com)

### ADMINISTRATIVE STAFF

The Amarillo Symphony Youth Orchestras are an education program of the Amarillo Symphony, Inc. Therefore, members of the Amarillo Symphony staff are responsible for the administration of the Amarillo Symphony Youth Orchestra program. These staff members handle the financial, logistic, and communicative aspects of the organization. Administrative staff members hold regular office hours at the Symphony office.

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301 S. Polk St., Suite 700  
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**Phone Number:** 806-376-8782  
**Fax Number:** 806-376-7127  
**Website:** [www.amarillosymphony.org](http://www.amarillosymphony.org)

#### Administrative Staff Members

**Andrew Hay**  
**Interim Executive Director**  
Email: [andrew@amarillosymphony.org](mailto:andrew@amarillosymphony.org)  
Office: 806-376-8782

**Irma-Esther Borup**  
**Education Manager**  
Email: [irma@amarillosymphony.org](mailto:irma@amarillosymphony.org)  
Office: 806-376-8782  
Mobile: 806-367-2845

## III. COMMUNICATION

### IN CASE OF EMERGENCY

On rare occasions, rehearsals or concerts may be cancelled due to inclement weather. Any weather decision to cancel an event will *not* be made until the day of the event. The following guidelines will help you determine if a rehearsal or concert has been cancelled.

1. If **AISD** issues an official notification of school cancellation, no additional notification will be necessary to cancel Amarillo Symphony Youth Orchestra events.
2. Check **Facebook** – the [Amarillo Symphony Youth Orchestra](#) and [Amarillo Symphony](#) pages will have updates posted.
3. **On weekdays, call the Amarillo Symphony office**, and our staff will be able to provide you with the correct information.

**On weekends, call/email the Education Manager.**

4. Finally, **use your discretion. If you feel the road conditions in your area are unsafe, please stay home.** Please notify the Education Manager if you will be missing a rehearsal due to inclement weather.

**Amarillo Symphony office:** 806-376-8782

**Email:** [irma@amarillosymphony.org](mailto:irma@amarillosymphony.org)

**Mobile:** 806-367-2845

***NOTE:*** *If you are trying to reach the Education Manager IMMEDIATELY, please call (before texting). Particularly in the hours leading up to a rehearsal, she is typically in the middle of setting up rehearsal spaces and is more likely to answer a phone call than to respond to a text.*

### MAILINGS

You will occasionally receive letters and important information via the postal service. ***Please notify the Education Manager of any changes to your mailing address(es) or phone number(s) to avoid any delay in receiving relevant information.***

### EMAIL

**IMPORTANT:** *Email is the main method of communication between rehearsals. Email addresses are collected from registration forms completed at the beginning of the season. It is imperative that you keep us updated about email address changes.*

## IV. MEMBERSHIP GUIDELINES

### MUSICAL EXPECTATIONS

#### 1. SCHOOL PARTICIPATION

The Amarillo Symphony Youth Orchestras are not a substitute for school music programs. We wish to *support* and *enhance*, not replace, music programs. **We expect all ASYO members to participate in their school ensembles, if available.** To verify your enrollment, we ask that you obtain your school music director's signature.

**Students will need to submit a Required Signatures form to confirm their involvement with the school music program relevant to his/her focus in ASYO.**

Home school, private school, and charter school students are eligible for membership in the ASYO program. **Where a school ensemble is not available, private lessons are highly recommended.**

#### 2. INSTRUMENTS

**All students must provide their own instrument.** Students may borrow an instrument from their school orchestra/band program; or, may purchase or rent an instrument from any one of the music stores in Amarillo:

**Kruno's Violin Shop**  
806-206-2089  
8271 SW 81<sup>st</sup> Ave.  
Amarillo, TX 79119

**Tarpley Music Co.**  
806-352-5293  
3800 W Interstate 40  
Amarillo, TX 79102

**Longcor Music Co.**  
806-355-6777  
3432 Western St.  
(Mayco Center)  
Amarillo, TX 79109

**Jent's House of Music Inc.**  
806-352-2739  
7663 Canyon Dr.  
Amarillo, TX 79110

#### 3. AT HOME PRACTICE AND PREPARATION

**All members are expected to practice their music at home between rehearsals. Challenging passages should be worked on in lessons with private instructors.**

Although not required, private lessons are *strongly encouraged*. For recommendations on private instructors, you may call the Amarillo Symphony office and speak with the Education Manager.

## 4. CHAIR TESTS

*Preparatory Strings, Sinfonia, and Philharmonic musicians* have regular seating auditions, otherwise known as “chair tests.” These chair tests, along with chair test excerpts, are generally announced and will take place during sectionals. Chair tests will be heard by respective sectional coaches.

*Youth Symphony strings* participate in chair tests at least once per semester; additional seating auditions may be held and will be announced at the discretion of the Youth Symphony coaches.

*Youth Symphony woodwinds/brass/percussionists* will participate in chair tests each semester; dates/times will be announced at the discretion of Dr. Manfredi.

***IMPORTANT: If a musician is absent from a rehearsal in which a chair test is held, the chair test will NOT be rescheduled. The student will be placed at the back of the section until the next chair test is held.***

## ATTENDANCE POLICY

**Attendance will be taken at rehearsal each week.**

Attending rehearsals is the backbone of thorough preparation and good performance; a strong attendance policy is necessary for the strength and success of the Amarillo Symphony Youth Orchestras. Attendance at rehearsals/concerts does not only affect the preparation of the individual member, but also affects everyone in the ensemble. It is important that members take attendance seriously and make every effort to attend all rehearsals. It is understandable that there will be occasional conflicts that will take precedence over ASYO rehearsals/events.

### 1. PREPARATORY STRINGS & SINFONIA

***Musicians are allowed three (3) absences per semester. Three (3) tardies—arriving AFTER the rehearsal start-time—will constitute one absence.***

Conductors reserve the right to pull a student from a performance if they exceed the number of allowable absences leading up to a concert.

Students and parents will be asked to complete a **Student/Parent Contract** at the beginning of each semester. Please inform the Education Manager of any known absences not listed on the **Student/Parent Contract** at least one (1) week in advance of any rehearsal. **If a student is sick and unable to attend a rehearsal, please call the Symphony office or email the Education Manager prior to rehearsal.**

**A sign-in sheet will be provided at each rehearsal. It is the responsibility of the student to sign in before rehearsal begins or risk being marked absent.**

## 2. PHILHARMONIC & YOUTH SYMPHONY

***Musicians are allowed two (2) absences per semester. Two (2) tardies—arriving AFTER the rehearsal start-time—will constitute one absence.***

Students who exceed the maximum number of allowed absences per semester *may be* dismissed from the Philharmonic or Youth Symphony, per the discretion of the ensemble director.

Students and parents will be asked to complete a rehearsal **Student/Parent Contract** at the beginning of each semester. Please inform the Education Manager of any known absences not listed on the **Student/Parent Contract** at least one (1) week in advance of any rehearsal.

**A sign-in sheet will be provided at each rehearsal. It is the responsibility of the student to sign in before rehearsal begins or risk being marked absent.**

## 3. CONCERTS: DRESS REHEARSAL ATTENDANCE

Attendance at concert dress rehearsals is mandatory. Missing the concert dress rehearsal may result in forfeiting the right to play that concert.

**Only in extreme cases will an absence be considered. Conflicts must be addressed with the Education Manager no later than 2 weeks before the concert. Students will need to submit a Notice of Conflict form (provided by the Amarillo Symphony office). All concert approvals will be handled by ASYO staff on a case-by-case basis.**

## REHEARSAL PROCEDURES & PREPAREDNESS

**Each student will sign in before rehearsal begins to track attendance.** Sign-in sheets will be posted in the Common Lobby or Lounge 201 (*in the Amarillo College Music Building*) depending on available spaces.

Students are expected to arrive at least 15 minutes early to unpack, warm-up, and tune. Musicians should be seated and ready to play at the designated rehearsal time (*Sundays @ 2:00 p.m.; Mondays @ 4:30 p.m.*).

Students are required to bring a pencil, music, and all necessary accessories to each rehearsal (i.e. extra strings, rosin, mutes, rock stops, extra reeds, brass mutes, mallets, etc.). Musicians are responsible for their own music and folder; *lost music may result in a replacement fee.*

**NO FOOD or DRINKS are allowed IN THE REHEARSAL SPACES.**

**Students are expected to turn off all cell phones and electronic devices not pertinent to the rehearsal.** Refusal to turn off personal electronic devices during rehearsal will result in confiscation of the device; all personal property will be returned at the end of rehearsal.



## GENERAL REHEARSAL TIMES AND LOCATIONS *(Subject to Change)*

A detailed rehearsal schedule will be provided to all musicians. Refer to the schedule for precise rehearsal dates and locations.

**Preparatory Strings & Sinfonia**  
4:30-6:15 p.m.  
Mondays *(during the academic year)*  
Amarillo College Music Building

**Philharmonic & Youth Symphony**  
2:00-4:30 p.m.  
Sundays *(during the academic year)*  
Amarillo College Music Building

## DISMISSAL POLICY

Students are expected to behave maturely at all times; misbehavior is not tolerated and may result in immediate dismissal from the organization, from a concert series, or probation. The Amarillo Symphony Youth Orchestra program reserves the right to dismiss a student for misbehavior, including but not limited to:

- a. criminal activity during or outside of ASYO rehearsals and events;
- b. use of profanity or hate speech;
- c. showing a lack of respect to staff, parents, or other members;
- d. threatening or disruptive behavior;
- e. damaging property;
- f. or, excessive absences or tardiness.

The Amarillo Symphony Youth Orchestra staff will determine disciplinary action on a case-by-case basis. **No tuition refunds are given, even to those who are dismissed from the program.**

## PROPERTY

Folders and sheet music will be provided to each student at the first rehearsal. It is the responsibility of the student to bring his/her folder to each rehearsal. Musicians should not rely on his/her stand partner to bring music to rehearsal.

Each musician should mark fingerings, bowings and other notations in his/her own part.

Should a student misplace music, it is his/her responsibility to contact the Education Manager and obtain a replacement part. **Lost music may result in a replacement fee.**

# TUITION

**All tuition is non-refundable.** All funds received may be paid:

- by **check** or **money order** made payable to the **Amarillo Symphony** – include **musician's full name** (*first and last*) and **ensemble** (*Preparatory Strings, Sinfonia, Philharmonic, or Youth Symphony*) in the memo line.
- **online** ([www.amarillosymphony.org](http://www.amarillosymphony.org)) by going to the **Education** tab and following the **Youth Orchestra Programs** tab; ***full tuition payments only***.

**ASYO is a commitment to the development of each musician.**

**Even if a student discontinues participation mid-semester, unpaid tuition will still be due.**

## 1. PREPARATORY STRINGS, SINFONIA & PHILHARMONIC

**Tuition for the 2018-2019 season is \$250/year or \$125/semester.**

Tuition is due on or before the first rehearsal. Tuition assistance applications are available upon request and are awarded based upon financial need.

## 2. YOUTH SYMPHONY

**Tuition for the 2018-2019 season is \$300/year or \$150/semester.**

Tuition is due on or before the first rehearsal. Tuition assistance applications are available upon request and are awarded based upon financial need.

## 3. SIBLING DISCOUNT

The Amarillo Symphony Youth Orchestras offer discounted tuition for families with multiple students participating in the program. The discount is available to everyone in our program.

The first child is charged full tuition; each additional child will receive a 10% discount on tuition (*i.e. – child #1 pays full tuition, child #2 receives 10% discount, child #3 receives a 20% discount, etc.*).

The sibling discount will be applied to the final payment, or to the full tuition amount if paying in full at the beginning of the season.

## 4. TUITION ASSISTANCE/PAYMENT PLANS

All members will be eligible for need-based financial aid. No student accepted into the Amarillo Symphony Youth Orchestras will be excluded from the program because of financial need. **All members that receive tuition assistance are expected to maintain excellent attendance and participate for the full year.**

Requests for tuition assistance must be made in writing using the ***Tuition Assistance*** or ***Payment Plan*** applications (*available through the Amarillo Symphony office*), and by including supporting documentation.

If your financial situation changes during the year, you may request special financial aid consideration at that time.

## V. CONCERT INFORMATION

### CONCERT TIMES, DATES, & VENUE

#### FALL CONCERT 2018

Sunday, November 4, 2018  
Globe-News Center for the Performing Arts

Preparatory Strings & Sinfonia | 2:00 p.m.  
Philharmonic & Youth Symphony | 4:00 p.m.

#### SPRING CONCERT 2019

Sunday, April 28, 2019  
Globe-News Center for the Performing Arts

Preparatory Strings & Sinfonia | 2:00 p.m.  
Philharmonic & Youth Symphony | 4:00 p.m.

### CONCERT TICKETS

Each student in the ASYO will receive four complimentary tickets to the Fall and Spring concerts; families with multiple children in ASYO are eligible to receive 4 complimentary tickets PER child. Additional tickets may be purchased for \$10 each (\$7.50 + \$2 Panhandle Tickets Fee + \$0.50 Facility Fee). Please contact the Amarillo Symphony office to purchase additional tickets for the events.

### CONCERT INFORMATION (“MUSICIAN NOTES”)

Approximately 2 weeks prior to each concert, you will receive **Musician Notes** with important concert information. Each sheet will contain the following – *arrival time and location, rehearsal and concert times, dress code, etc.* These sheets will be distributed at rehearsal, emailed to you, and a copy will be mailed directly to your home.

### CONCERT ATTIRE

*Students who fail to adhere to the concert attire guidelines may be excluded from the performance.*

#### 1. PREPARATORY STRINGS, SINFONIA & PHILHARMONIC

- Ladies: **White on top, black on bottom** – Long (mid-calf or lower) black skirt or black dress slacks, long-sleeved or 3/4 length white blouse, black shoes, and black hose or tights. No metallic or light colored buttons, trim or visible jewelry.
- Men: **White on top, black on bottom** – Long sleeved white shirt, black pants, black socks, black shoes, long dark tie.

#### 2. YOUTH SYMPHONY

- Ladies: **All black attire:** Long (to ankle while standing) black skirt or black dress slacks, long-sleeved or 3/4 length black blouse, or a long sleeved long black dress, black shoes, and black hose or tights. No metallic or light colored buttons, trim or visible jewelry.
- Men: **Black tuxedo, white shirt,** black bow tie, black shoes, black socks