



Kitsap Philharmonic Musician Handbook

Last updated August 21, 2023

www.k-phil.org

info@k-phil.org

PO Box 993
Bremerton, WA 98337

Michael Woods

Music Director

360-362-5139

2023 - 2024 Season Concerts

Sunday, November 19, 2023 | 4 PM | Central Kitsap High School

Sunday, February 11, 2024 | 4 PM | Central Kitsap High School

Sunday, May 5, 2024 | 4 PM | Central Kitsap High School

All concerts are free and open to the public.

Student Responsibilities

Attendance: Musicians are expected to attend all rehearsals and sectionals. Please arrive at least 15 minutes before rehearsals to warm-up.

Absences: Students must report absences at www.k-phil.org/absence. Up to 2 excused absences are allowed per concert cycle. Reasons for excused absences include, but are not limited to: illness, family emergencies, required school activities, and poor weather conditions. Musicians with an unexcused absence or more than 2 excused absences per concert cycle may be ineligible to perform for that concert. Students will be informed on the weekend before a concert if they are not eligible to perform.

Music: Music will be distributed to students each concert cycle. Students should store their music in the folder provided and mark it in pencil only (no colored pencils, pens, highlighters etc.) to keep it in good condition. Students are responsible for bringing their music and a pencil to every rehearsal. Music will be collected after each concert. Lost or damaged music will result in a fine of \$10 per piece of music.

Percussion:

- Arrive at least 15 minutes prior to rehearsal for setup.
- All necessary stands, mallets, instruments, and other equipment must be ready by the start of rehearsal.
- Do not leave rehearsal until all percussion instruments are securely put away.
- Come prepared with all music and mallets each week as sectionals may consist of repertoire not necessarily covered during rehearsal.
- You may be called on to help load and unload percussion equipment for dress rehearsals and concerts. Please check with your conductor.

Parent Responsibilities

For student safety, please do not drop off your child more than 30 minutes prior to rehearsal and be prompt in picking up your child following rehearsal.

We welcome parent participation and input. We will have volunteer opportunities for chaperoning backstage during concerts, bringing cookies to concerts, organizing fundraisers, and more. We will also hold a **parent meeting** at CKHS on September 17, 2023 at 5:00 PM (advanced ensemble) and 6:15 PM (intermediate ensemble) to meet parents and answer questions.

Tuition: Annual tuition is \$420 for the Intermediate Ensemble and \$540 for the Advanced Ensemble. It can be paid in full or in three installments (\$140/\$180 each) over the course of the season. If you choose to pay in three installments, the deadlines are October 15, 2023; January 7, 2024; and March 24, 2024. Failure to pay an installment may result in a musician being unable to perform in that concert.

Tuition payments may be made using a credit card at www.k-phil.org/tuition or with cash/check mailed to Kitsap Philharmonic at PO Box 993, Bremerton, WA 98337.

Scholarships: There are scholarships available. Please contact Michael Woods at info@k-phil.org for further information and fill out the scholarship form at www.k-phil.org/scholarships. For students participating for only part of the year, tuition will be prorated.

Refunds: To receive a prorated refund, families must send a withdrawal letter to the K-Phil PO Box or email info@k-phil.org. Withdrawals received before the fall payment deadline (October 15, 2023) will receive a prorated refund for winter and spring tuition. Withdrawals received before the winter payment deadline (January 7, 2024) will receive a refund for spring tuition only. There are no refunds after the spring payment deadline (March 24, 2024).

Concerts

Concerts are part of the learning experience and should be thought of as part of the instruction that we provide. Certain standards are asked of every concert participant.

- On concert days, each group will arrive early at the concert venue for a mandatory dress rehearsal. Concert dress is not required for the dress rehearsal.
- Upon arrival, students should unpack instruments in the designated green room and warm up. A parent volunteer will lead students as a group to the stage.
- After the dress rehearsal, students will return to the green room. By 3:30 PM, students should be dressed in concert attire and ready to perform.
- Parent volunteers will guide musicians to the stage when it is time to perform. Leave all electronic devices, purses, coats, etc. in the green room.
- Upon completion of the performance, groups will quietly exit the stage as instructed and sit in the designated area in the theater to listen to the remainder of the concert. Please make sure your instrument is safe and quiet.
- Musicians are expected to conduct themselves in a responsible, respectful, and helpful manner at all times.

Concert Dress: Students should wear concert black attire. This means long sleeve dress shirts, blouses, slacks, dresses, or skirts. Dresses and skirts must extend beyond the knees. Please also wear black socks or tights and black dress shoes. Students may also choose to wear a tuxedo with a white dress shirt. No jeans, white socks, athletic shoes, plunging necklines, slits, open backs, or transparent materials are allowed.

Failure to comply with this dress code may result in a musician being unable to perform.

Tickets: All concerts are free and open to the public with open seating and no tickets.

Weather

Cancellations due to weather will be posted on the website and Facebook, as well as emailed to all students. Weather conditions can vary widely across Kitsap County. Please assess your local conditions before driving to rehearsal. If you feel traveling is unsafe, report your absence through the website as soon as possible.

Donations

Kitsap Philharmonic is a nonprofit 501(c)(3) organization. You can help ensure the health and vitality of K-Phil through a tax-deductible financial contribution. Please spread the word about K-Phil to family and friends. We value your support. Donations can be made online at www.k-phil.org/donate.

Sponsorship

Please contact K-Phil if you are interested in sponsoring a concert.

Executive Board

Board meetings are held at least once per concert cycle. If you are interested in serving on the Board, please contact a board or staff member to find out further information.

2023 - 2024 Board Officers:

President	Brian Humm
Vice President	Brian Vaught
Secretary	Max Karler
Treasurer	Lina McDonald

Artistic Staff

Michael Woods, Music Director
Keira Merwine, Intermediate Ensemble Orchestra
Christine Faught, Violin
Paula Ferguson, Violin
Carmen Larson, Viola
Keira Merwine, Cello & Bass
Dr. Tamara Meredith, Woodwinds
Sondra Shamrell, Woodwinds
Shelly Devlin, Brass
Dr. Scott Meredith, Brass
Tim Hager, Percussion

More information on artistic staff members can be found at www.k-phil.org/artisticstaff.

Non-Discrimination Policy

Kitsap Philharmonic will not discriminate against any person based on race, color, gender, gender expression, sexual orientation, religion, age, marital status, national or ethnic origin, the presence of any sensory, mental or physical disability, or any other basis prohibited by law.

Kitsap Philharmonic 2023 – 2024 Rehearsal Schedule

Intermediate Ensemble: Rehearsal & Sectionals 6:15 – 7:45 PM

Advanced Ensemble: Sectionals 5:00 – 6:00 PM and Full Rehearsal 6:15 – 7:45 PM

Concert Cycle	Date	Event	Additional Info	Payment Reminders	
1	9/10/23	Fall Auditions			
	9/17/23	Rehearsal 1	Parent Meeting 5 & 6:15 PM		
	9/24/23	Rehearsal 2			
	10/1/23	Rehearsal 3			
	10/8/23	No Rehearsal	Indigenous Peoples' Day	Fall Payment Reminder Email	
	10/15/23	Rehearsal 4		Fall Tuition Deadline	
	10/22/23	Rehearsal 5		Fall Payment Phone Call	
	10/29/23	Rehearsal 6			
	11/5/23	Rehearsal 7			
	11/12/23	Rehearsal 8		Notification of Performance Eligibility	
	11/19/23	Fall Concert 4:00 PM	Dress Rehearsal TBA		
2	11/26/23	No Rehearsal	Thanksgiving Break		
	12/3/23	Rehearsal 1	Winter Auditions		
	12/10/23	Rehearsal 2			
	12/17/23	Rehearsal 3			
	12/24/23	No Rehearsal	Winter Break		
	12/31/23	No Rehearsal	Winter Break	Winter Payment Reminder Email	
	1/7/24	Rehearsal 4		Winter Tuition Deadline	
	1/14/24	No Rehearsal	MLK Jr. Day	Winter Payment Phone Call	
	1/21/24	Rehearsal 5			
	1/28/24	Rehearsal 6			
	2/4/24	Rehearsal 7		Notification of Performance Eligibility	
	2/11/24	Winter Concert 4:00 PM	Dress Rehearsal TBA	Superbowl Sunday	
	2/18/24	No Rehearsal	Presidents' Day		
	3	2/25/24	Rehearsal 1	Spring Auditions	
		3/3/24	Rehearsal 2		
3/10/24		Rehearsal 3			
3/17/24		Rehearsal 4		Spring Payment Reminder Email	
3/24/24		Rehearsal 5		Spring Tuition Deadline	
3/31/24		No Rehearsal	Spring Break	Easter	
4/7/24		Rehearsal 6		Spring Payment Phone Call	
4/14/24		Rehearsal 7			
4/21/24		Rehearsal 8		Notification of Performance Eligibility	
4/28/24		Rehearsal 9			
5/5/24	Spring Concert 4:00 PM	Dress Rehearsal TBA			