



## **Kitsap Philharmonic Musician Handbook**

Last updated December 10, 2021

[www.k-phil.org](http://www.k-phil.org)  
[info@k-phil.org](mailto:info@k-phil.org)

PO Box 3613  
Silverdale, WA 98383

Michael Woods  
Music Director  
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### **2021-2022 Season Concerts**

November 21, 2021 | 4:00 PM | Central Kitsap High School

February 13, 2022 | 4:00 PM | Central Kitsap High School

May 1, 2022 | 4:00 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](http://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.

**Face Masks:** Face masks are required inside the building. Strings and percussion musicians are required to wear masks at all times. Woodwind and brass musicians are required to wear a face mask when not playing and should have bell covers.

**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 19, 2021 at 5:30 PM to meet parents and answer questions.

**Tuition:** Annual tuition is \$420. It can be paid in full or in three installments (\$140 each) over the course of the season. If you choose to pay in three installments, the deadlines are October 10, 2021; January 9, 2022; and March 20, 2022. 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](http://www.k-phil.org/tuition) or with cash/check mailed to Kitsap Philharmonic at PO Box 3613, Silverdale, WA 98383.

**Scholarships:** There are scholarships available. Please contact Michael Woods at [info@k-phil.org](mailto:info@k-phil.org) for further information and fill out the scholarship form at [www.k-phil.org/scholarships](http://www.k-phil.org/scholarships). For students participating for only part of the year, tuition will be reduced to \$280 for joining during the second concert cycle and \$140 for joining during the third concert cycle.

**Refunds:** In order to receive a refund, families must send a withdrawal letter to the K-Phil PO Box. Withdrawals received before the fall payment deadline (October 10, 2021) will receive a refund of \$280. Withdrawals received before the winter payment deadline (January 9, 2022) will receive a refund of \$140. There are no refunds after the spring payment deadline (March 20, 2022).

## 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 a long sleeve black dress shirt or blouse with slacks or a skirt that extends beyond the knees. Black socks or tights and black dress shoes. Students may also choose to wear a black dress or a tuxedo with a white shirt. No jeans, white socks, athletic shoes, plunging necklines, slits, open backs, or transparent materials.

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](http://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.

2021 - 2022 Board Officers:

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

## **Artistic Staff**

Michael Woods, Music Director  
Reid Blickenstaff, Violin  
Paula Ferguson, Violin  
Carmen Larson, Viola  
Keira Merwine, Cello & Bass  
Sondra Shamrell, Woodwinds  
Shelly Devlin, Brass

## **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.

## Sunday Rehearsal Schedule

Intermediate Ensemble: Rehearsal 5:00 – 6:30 PM and Rehearsal 6:45 – 7:45 PM

Advanced Ensemble: Sectionals 5:30 – 6:30 PM and Rehearsal 6:45 – 8:30 PM

Concert Cycle	Date	Event	Additional Info	Payment Reminders
1	9/12/21	Fall Auditions		
	9/19/21	Rehearsal 1	Parent Meeting 5:30 PM	
	9/26/21	Rehearsal 2		
	10/3/21	Rehearsal 3		Fall Payment Reminder Email
	10/10/21	No Rehearsal	Indigenous Peoples' Day	Fall Tuition Deadline
	10/17/21	Rehearsal 4		Fall Payment Phone Call
	10/24/21	Rehearsal 5		
	10/31/21	No Rehearsal	Halloween	
	11/7/21	Rehearsal 6		
	11/14/21	Rehearsal 7		Notification of Performance Eligibility
	11/21/21	Fall Concert 4:00 PM	Dress Rehearsal TBA	
2	11/28/21	No Rehearsal	Thanksgiving Break	
	12/5/21	Rehearsal 1	Winter Auditions	
	12/12/21	Rehearsal 2		
	12/19/21	No Rehearsal	Winter Break	
	12/26/21	No Rehearsal	Winter Break	
	1/2/22	Rehearsal 3		Winter Payment Reminder Email
	1/9/22	Rehearsal 4		Winter Tuition Deadline
	1/16/22	No Rehearsal	MLK Jr. Day	Winter Payment Phone Call
	1/23/22	Rehearsal 5		
	1/30/22	Rehearsal 6		
	2/6/22	Rehearsal 7		Notification of Performance Eligibility
	2/13/22	Winter Concert 4:00 PM	Dress Rehearsal TBA	
	2/20/22	No Rehearsal	Presidents' Day	
3	2/27/22	Rehearsal 1	Spring Auditions	
	3/6/22	Rehearsal 2		
	3/13/22	Rehearsal 3		Spring Payment Reminder Email
	3/20/22	Rehearsal 4		Spring Tuition Deadline
	3/27/22	Rehearsal 5		Spring Payment Phone Call
	4/3/22	No Rehearsal	Spring Break	
	4/10/22	Rehearsal 6		
	4/17/22	No Rehearsal	Easter Break	
	4/24/22	Rehearsal 7		Notification of Performance Eligibility
	5/1/22	Spring Concert 4:00 PM	Dress Rehearsal TBA	