



Kitsap Philharmonic Musician Handbook

Last updated August 1, 2024

www.k-phil.org
info@k-phil.org

PO Box 3613
Silverdale, WA 98383

Michael Woods
Music Director
advanced@k-phil.org

2024 - 2025 Season Concerts

Sunday, November 24, 2024 | 4 PM | Central Kitsap High School

Saturday, February 8, 2024 | 4 PM | Central Kitsap High School

Sunday, May 4, 2025 | 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. These take place at Central Kitsap High School. Please arrive at least 15 minutes before rehearsals to warm-up. The Debut Orchestra rehearses from 5:00 to 6:00 pm, Intermediate Ensemble rehearses from 6:15 to 7:45 pm, and the Advanced Ensemble rehearses from 5:00 to 7:45 pm.

Absences & Late Arrivals: Students must report absences in advance at www.k-phil.org/absence. Up to 2 excused absences and 2 excused late arrivals 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 any unexcused absence, more than 2 excused absences, and/or more than 2 excused late arrivals 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/Guardian 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/guardian 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/guardian meeting** at CKHS on Sunday, September 22, 2024 at 5:00 PM (debut orchestra and advanced ensemble) and 6:15 PM (intermediate ensemble) to meet parents and answer questions. Additional parent/guardian meetings will be added throughout the year, as needed.

Tuition: Annual tuition is \$480 for the Debut Orchestra and Intermediate Ensemble, and \$630 for the Advanced Ensemble. It can be paid in full or in three installments

(\$160/\$210 each) over the course of the season. If you choose to pay in three installments, the deadlines are October 13, 2024; January 5, 2025; and March 23, 2025. K-Phil staff will notify parents/guardians of unpaid tuition via email one week prior to the deadline.

A late fee of \$20 will occur if tuition is paid after the deadline. 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 3613, Silverdale, WA 98383. Tuition can also be paid in-person at auditions.

Scholarships: There are scholarships available. Please fill out the scholarship form at www.k-phil.org/scholarships and a member of K-Phil's staff will get back to you with the scholarship committee's decision. For students participating for only part of the season, tuition will be prorated.

If you receive a scholarship, please ignore any tuition payment reminders that are sent to the entire ensemble.

Refunds: In order 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 13, 2024) will receive a prorated refund for winter and spring tuition. Withdrawals received before the winter payment deadline (January 5, 2025) will receive a refund for spring tuition only. There are no refunds after the spring payment deadline (March 23, 2025).

Ensembles

Pending the number of auditioning musicians, K-Phil will have three ensembles:

- **Debut Orchestra:** This orchestra consists of the youngest string musicians in their first and second year of playing. This ensemble rehearses from 5:00 to 6:00 pm.
- **Intermediate Ensemble:** This symphony consists of string, wind, and percussion musicians capable of reading grade 2 and 3 literature. String students at this level have the ability to read music in first position, and beginning knowledge of second and third position, especially for first violins. They also have an understanding of basic rhythms. Generally this ensemble consists of advanced middle school and young high school students. This ensemble rehearses from 6:15 to 7:45 pm.
- **Advanced Ensemble:** This symphony consists of the most advanced musicians with multiple years of experience on their instrument, generally high school and post-secondary students. String students at this level have secure knowledge of third and fifth positions, and at least introductory knowledge of second, fourth, and some higher positions. They also demonstrate rhythmic accuracy and

accurate intonation. This ensemble rehearses from 5:00 to 7:45 pm with a break from 6:00 to 6:15 pm.

Auditions

Students are required to audition once per season. There is an audition fee of \$35 that can be paid online in advance or in-person at auditions. (This fee covers the cost of renting the space for auditions and a K-Phil t-shirt, to be delivered at the fall concert.)

Auditions will be held in the fall, winter, and spring at Central Kitsap High School. Fall auditions will be held Sunday, September 8, with rehearsals beginning the following week. Students will be notified of ensemble placement via email during the week between auditions and the first rehearsal.

Audition materials will be:

Debut Orchestra: entry-level students

- A solo piece that demonstrates your playing ability

Intermediate Ensemble: beginning and intermediate students

- One two octave G major scale, demonstrating accurate intonation and resonant tone
- A solo piece not longer than 1 minute that best shows your technique and musicality
- You will also be asked to sight read.

Advanced Ensemble: advanced-intermediate and advanced students

- One major and one melodic minor scale of your choice (3 octaves are preferred but not required)
- One excerpt: Ruslan and Ludmilla from the beginning up until 5 before B ([click here](#))
- A short solo piece that demonstrates your technique and musicality
- You will also be asked to sight read.

Winter auditions will be held Sunday, December 8 and spring auditions will be held on Sunday, February 23, both prior to rehearsal. For winter and spring auditions, auditioning students will immediately be placed and join their ensemble for rehearsal.

Musicians are encouraged to participate in K-Phil for the entire year, but we understand sometimes other obligations get in the way. Students need to notify info@k-phil.org if they do not plan to participate in the entire season.

If a student wishes to audition to play in a more advanced ensemble, they can do so during winter and spring auditions. Students must send an email to info@k-phil.org to request an audition to change ensembles at least one week prior to auditions.

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. Seats can be reserved in advance at ckpac.org. Students and families will receive first notice to reserve seats, followed by the rest of our K-Phil distribution list. Many of our concerts are full. We recommend reserving seats in advance.

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 at info@k-phil.org if you are interested in sponsoring a concert! We'd love to talk with you about sponsorship opportunities.

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.

2024 - 2025 Board Officers:

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

Artistic Staff

Michael Woods, Music Director
Keira Merwine, Debut Orchestra & Intermediate Ensemble
Paula Ferguson, Violin
Christine Faught, Violin
Carmen Larson, Viola
Keira Merwine, Cello & Bass
Dr. Tamara Rotz, Woodwinds/Flute
Sondra Shamrell, Woodwinds/Clarinet
Shelly Devlin, Brass
Dr. Scott Meredith, Brass
Mark Siyluy, 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 2024-2025 Rehearsal Schedule

Debut Orchestra: Rehearsal 5:00 – 6:00 PM

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	9/8/24	Fall Auditions		
	9/15/24	Rehearsal 1		
	9/22/24	Rehearsal 2	Parent Meeting 5 & 6:15 PM	
	9/29/24	Rehearsal 3		
	10/6/24	Rehearsal 4		Fall Payment Reminder Email
	10/13/24	No Rehearsal	Indigenous Peoples' Day	Fall Tuition Deadline
	10/20/24	Rehearsal 5		Fall Payment Phone Call
	10/27/24	Rehearsal 6		
	11/3/24	Rehearsal 7		
	11/10/24	No Rehearsal	Veterans' Day	Notification of Performance Eligibility
	11/17/24	Rehearsal 8		
	11/24/24	Fall Concert 4:00 PM	Dress Rehearsal TBA	
	2	12/1/24	No Rehearsal	Thanksgiving Break
12/8/24		Rehearsal 1	Winter Auditions	
12/15/24		Rehearsal 2		
12/22/24		No Rehearsal	Winter Break	
12/29/24		No Rehearsal	Winter Break	Winter Payment Reminder Email
1/5/25		Rehearsal 3		Winter Tuition Deadline
1/12/25		Rehearsal 4		Winter Payment Phone Call
1/19/25		No Rehearsal	MLK, Jr. Day	
1/26/25		Rehearsal 5		Notification of Performance Eligibility
2/2/25		Rehearsal 6		
2/8/25		Winter Concert 4:00 PM	Dress Rehearsal TBA	Note: Saturday concert
2/16/25		No Rehearsal	Presidents' Day	
3		2/23/25	Rehearsal 1	Spring Auditions
	3/2/25	Rehearsal 2		
	3/9/25	Rehearsal 3		
	3/16/25	Rehearsal 4		Spring Payment Reminder Email
	3/23/25	Rehearsal 5		Spring Tuition Deadline
	3/30/25	Rehearsal 6		Spring Payment Phone Call
	4/6/25	No Rehearsal	Spring Break	
	4/13/25	Rehearsal 7		
	4/20/25	No Rehearsal	Easter	Notification of Performance Eligibility
4/27/25	Rehearsal 8			
5/4/25	Spring Concert 4:00 PM	Dress Rehearsal TBA		