



GREATER PRINCETON  
YOUTH ORCHESTRA

2021-2022

MEMBER HANDBOOK

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## **ABOUT THE GPYO**

The Greater Princeton Youth Orchestra (GPYO) has provided exciting and unique educational opportunities for talented young musicians for more than 60 years. GPYO is made up of elementary to high school students from Central New Jersey and Eastern Pennsylvania, and entrance is by competitive audition. Through their involvement with the orchestra, gifted young musicians hone their skills as performers in a large orchestral group. They learn to work with others in pursuing common goals, and they enrich all of our lives through public performances of classical music.

GPYO is a not for profit, 501(c)(3) organization that is supported through membership fees, performance and program book revenues, gifts and donations from individuals, businesses, and foundations. Donations to GPYO are tax deductible to the extent allowed by law. GPYO is eligible for corporate matching and United Way funds.

The GPYO Board of Trustees is the governing arm of the organization, responsible for its mission and administration. Trustees are volunteer supporters who meet periodically to review, direct, and oversee the overall policies, financing, planning, and performance of GPYO.

## **REHEARSAL INFORMATION**

All four ensembles of GPYO rehearse weekly on Monday evenings.

Location: Rehearsals take place at Unitarian Universalist Congregation of Princeton.  
50 Cherry Hill Road, Princeton, NJ 08540.

### **Preparatory Wind Ensemble**

Mondays, 5:15 – 6:45pm  
David Rabinowitz, conductor  
Founders Room

### **Concert Orchestra**

Mondays, 5:15 – 6:45pm  
Dr. Jessica Morel, conductor  
Channing Hall

### **Preparatory String Ensemble**

Mondays, 7:00 – 8:30pm  
Conductor TBA  
Founders Room

### **Symphonic Orchestra**

Mondays, 7:00 – 9:30pm  
Dr. Jessica Morel, conductor  
Channing Hall

Detailed information about the ensembles and conductors can be found on the GPYO website ([www.gpyo.org](http://www.gpyo.org)).

## AUDITIONS & ELIGIBILITY

All prospective members must audition to be admitted into any GPYO ensemble. GPYO holds two auditions during the year: once in late May / early June, and once in late August / early September. An additional set of auditions may occur in January at the discretion of the Music Director and depending on the needs of the program. GPYO does not hold rolling auditions throughout the season.

Before the audition, each applicant must register to audition and pay a \$25 audition fee. There is no audition fee for current GPYO members who are auditioning to move up to a higher ensemble.

Auditions are currently done through video submissions but may occur in person at a later date. In order to submit an accurate audition video, prospective members should check the Audition Requirements webpage, as well as the Audition Information webpage for technical guidelines.

Audition videos will be heard by GPYO conductors and possibly other qualified musicians. Notification of acceptance into one of the orchestras will be emailed as soon as possible after the audition submission deadline. Once accepted into GPYO, a student's ensemble placement is at the discretion of the conducting staff.

### **Move-Up Auditions**

Students who wish to move up to a more advanced ensemble should submit a Move-Up Audition video. The audition requirements for a move-up audition are the same as the audition requirements to enter the program as a new member. Students who would like to remain in their current ensemble do not have to submit new audition videos. There is no fee charged for move-up auditions.

### **Eligibility**

#### School Music Program Participation

GPYO members are required to actively contribute to their school's performing music program (band, orchestra and/or choir). Members who are home-schooled will be exempted from this requirement. Once accepted into the GPYO, each musician will be asked to submit GPYO's school ensemble participation form by the third GPYO rehearsal, signed by the conductor of the school ensemble for which the musician rehearses and performs. A member may request permission to be excused from this requirement by contacting the GPYO Executive Director – [executivedirector@gpyo.org](mailto:executivedirector@gpyo.org).

#### Private Lessons

All musicians in GPYO are encouraged to study privately. Private study is not required in order to join GPYO, but it is hoped that all members and their families strongly consider this possibility. The conductors and staff are happy to recommend appropriate private teachers.

#### Saxophone players

Saxophone is an option only for the GPYO Preparatory Wind Ensemble. Saxophonists can join the Preparatory Wind Ensemble but cannot move up to Concert or Symphonic Orchestra. Saxophone is not part of standard orchestral instrumentation.

# ATTENDANCE POLICIES

## **Attendance**

GPYO is a full-year program, and each GPYO member is expected to attend all rehearsals and concerts. Attendance at every rehearsal by all members is crucial to attaining GPYO's goals of excellence, since every musician in the orchestra relies on all of their colleagues for effective rehearsals. The Operations Manager will take attendance at the beginning of each rehearsal.

- If a student accumulates 4 or more absences during the course of a concert cycle, the student will not be permitted to perform on the concert. This includes both unreported and reported absences due to illness, scheduling conflicts, and emergencies.
- If a student accumulates 2 or more *unreported* absences during the course of a concert cycle, the student will not be permitted to perform on the concert. An unreported absence occurs when the student or parent does not communicate the absence to GPYO by 4:00 pm on the day of that rehearsal.
- All absences should be reported to the Operations Manager by 4:00 pm on the day of the rehearsal. Otherwise the absence will be marked as unreported.
- A student is considered tardy if they are more than 5 minutes late to the rehearsal. One tardy is considered half an absence. Musicians are expected to be at rehearsals for the entire duration of the rehearsal. Leaving a rehearsal early may count as half an absence.
- An absence from a dress rehearsal without notification is grounds for exclusion from the concert.
- An absence from a concert without notification may be grounds for dismissal from GPYO.
- An absence due to a religious observance is not counted if we are notified at least a week before the anticipated missed rehearsal.
- Attendance will be tracked by concert cycle -- the period leading up to a concert. Once a new concert cycle starts, the number of absences will go back to zero.

It is the family/student's responsibility to plan ahead with conflicting events so that they do not miss 4 or more rehearsals per concert cycle. Please allow room for illness and unforeseen conflicts, since those will also count as absences. Absences due to conflicting school music events or honors music ensemble events may be excused at the discretion of the conductor. A musician's participation in a concert is always at the discretion of the conductor. The student / parent should never assume that an outside conflict is excused and should always ask in advance.

## **Reporting an Absence**

If you anticipate missing a rehearsal, please report it at least one week prior to the missed rehearsal or as soon as possible. This helps the conductors plan rehearsals effectively and efficiently. At minimum all anticipated absences should be reported to the Operations Manager by 4:00 pm on the day of the rehearsal.

Absences should be reported by submitting an absence form on the GPYO website, on the Parents & Students page. [www.gpyo.org/parents--students](http://www.gpyo.org/parents--students) If you are unable to access the webpage, absences can also be reported by emailing the Operations Manager directly or by calling the GPYO office at 609-683-0150.

## Severe Weather Procedure

In the event of severe weather, all GPYO members will receive an email on the day of rehearsal notifying them that the rehearsal is canceled. If most of the local public schools have cancelled classes due to inclement weather, then GPYO will most likely also cancel rehearsals. Be sure to always maintain accurate and up-to-date email addresses on your online application form.

## REHEARSAL PROCEDURES & POLICIES

All GPYO musicians are expected to:

1. Maintain good attendance for rehearsals and performances.
2. Be seated and warming up at least 10-15 minutes before the rehearsal begins.
3. Come to rehearsals with music in good condition, a playable instrument, a pencil for marking music, and with all equipment necessary for your instrument (rosin, shoulder rest, reeds, mutes, mallets, cleaning cloth, extra strings, etc.)
4. Practice GPYO music on a weekly basis, and to come to rehearsals with all music well-prepared.
5. Refrain from unnecessary conversation and noise during rehearsals. Questions to the conductor should be asked at appropriate pauses in the rehearsal.
6. Leave all cell phones and electronic devices turned off and out of sight during rehearsal.
7. Refrain from doing homework during rehearsals.
8. Refrain from chewing gum and/or eating during rehearsals.
9. Remain focused and attentive, and to practice good posture while playing.
10. Participate in your school instrumental music program and serve as a positive role model.

All GPYO musicians should also be respectful of the property of our hosts – the Unitarian Universalist Congregation of Princeton.

1. Remain in designated GPYO areas only: Channing Hall, Founders Hall, Lower-Level Lounge, Robinson Lounge. Additional rooms may be assigned for sectional rehearsals.
2. When moving chairs in Channing Hall, please pick them up. Do not slide chairs.
3. Please clean up after yourself. Dispose of trash and recycling in designated containers. Help us leave our rehearsal facilities CLEANER than we found them.
4. Do not touch books, instruments or other church property without permission.
5. Walk quietly in the hallways, and use waiting spaces for quiet discussions and/or homework preparation.
6. Help us to remember to close windows and doors of the rooms we have used on rehearsal nights.

Parents/caregivers will be contacted if any musician displays disruptive behavior during a GPYO activity. At the discretion of the conductor, and in consultation with the musician's parents/caregivers, the musician may be dismissed from GPYO if the musician has recurring bad behavior during rehearsals.

Cell Phones: Student cell phone use is not permitted during rehearsals. If a student uses their cell phone during rehearsal, they will first be issued a warning. If the student breaks this rule a second time, a phone call will be made to the parent/caregiver. On the third time, the student may be dismissed from GPYO at the discretion of the conductor. Extenuating circumstances should be communicated to the conductor before rehearsal begins. A student may use their cell phone for tuning purposes within the first five minutes of the rehearsal.

There is zero tolerance for possession or use of illegal substances, including tobacco products and alcohol, during any GPYO activity.

## SEATING AUDITIONS

Seating auditions for the Symphonic and Concert Orchestras will occur once per concert cycle in order to determine the seating order for everyone in the orchestra. Seating auditions will take place during a GPYO rehearsal. Each student will step out of the rehearsal to record themselves playing for a video camera in a separate room for about 5-7 minutes. Seating audition music will be selected from current GPYO repertoire. Students will be informed of the music to be used for seating auditions at least 2 to 4 weeks before audition date. Seating audition dates will be provided on the GPYO rehearsal calendar and announced at the first rehearsal of the concert cycle. It is the student's responsibility to prepare for their seating audition.

If a student is absent for their seating audition, they should inform the conductor and the Operations Manager at least one week in advance. All students who are not able to be present for their seating audition should submit a video recording of themselves playing the audition repertoire via email to the conductor. The video should be sent by the day and time of the scheduled seating audition. If a student is absent from the seating audition due to illness, they may submit the video up to 3 days after the scheduled seating audition. Any student who does not participate in seating auditions or who does not submit a video recording will be placed at the back of the section.

GPYO conductors make seating assignments at their discretion in the best interest of both the musicians and the orchestra. Any questions concerning seating audition results should be discussed with the GPYO conductors directly. Outside professional musicians may occasionally be used to assist with judging seating auditions.

## CONCERT PROCEDURES & DRESS CODE

GPYO typically performs twice a year, once in December and once in early June. GPYO has performed challenging concerts at numerous local, regional, and international venues.

All musicians are required to perform at every GPYO concert. Absence from a concert will be grounds for dismissal from the GPYO. All musicians should arrive at the concert venue by their designated **call time**; the Operations Manager will communicate to families what the call time is for each group. If a student arrives late or only a few minutes before they are expected to be on stage, they may be prohibited from performing at the concert, at the discretion of their conductor. When musicians arrive at the concert venue, they should put all instrument cases and belongings in their designated green room. Musicians are encouraged to already be dressed in concert attire when they arrive at the concert venue.

### **Dress Code**

All musicians are expected to follow the concert dress code for all performances. If a student arrives at a concert in unacceptable concert attire, a phone call will be made to the parent, and the student may be told that they are not allowed to perform at the concert at the discretion of the conductor. If there is a problem with acquiring the required concert attire, please contact the Operations Manager.

## **Symphonic & Concert Orchestras**

**Boys:** Tuxedo or black suit with black pants, white dress shirt, black bow tie, black socks, and black dress shoes.

**Girls:** Floor length black dress, skirt, or dress pants. Solid black top with long sleeves, with a conservative neckline. Black, closed-toe dress shoes. No spaghetti straps, no bare midriffs, no leggings, no short skirts, no bare legs, no excessive jewelry, no flip-flops or open-toed shoes.

## **Preparatory String & Wind Ensembles**

**Boys:** White collared, long-sleeve shirt, black dress pants, *no coat*, long black tie, black socks, and black dress shoes.

**Girls:** Floor length black skirt or dress pants (no leggings). Solid white top with long sleeves, with a conservative neckline. Black, closed-toe dress shoes. No spaghetti straps, no bare midriffs, no leggings, no short skirts, no bare legs, no excessive jewelry, no flip-flops or open-toed shoes.

## **Stage Etiquette**

All musicians are expected to be on their best behavior while on stage. The Concertmaster leads the tuning of the orchestra at the concert by section. The orchestra then stands at the conductor's initial entrance onto the stage. Always acknowledge the applause from the audience before turning to the next piece or entering/exiting the stage. The conductor may ask any member or section of the orchestra to stand to be acknowledged during applause; this person should remain standing until the entire orchestra stands and sits. No musician enters or exits the stage or changes position or music until the applause is finished.

GPYO musicians are encouraged to watch the other GPYO ensembles perform, especially at concerts where all four ensembles are performing in the same evening.

## **SECTIONALS & MASTERCLASSES**

Sectionals for the Symphonic and Concert Orchestras will be held at least three times per year during regular rehearsal days; dates for sectionals will be provided on the GPYO rehearsal calendar. During a sectional, students will rehearse only within their section and receive more individualized instruction for their instrument. Winds, brass, and percussion may be rehearsed as one section due to rehearsal space limitations. Sectionals will be led by professional musicians and GPYO conductors. Since students will receive more individualized instruction during sectionals, students are highly encouraged to be present on sectional rehearsal days.

Masterclasses with outstanding professional musicians will be held occasionally throughout the year. Attendance at masterclasses is not required, but it is highly encouraged. GPYO members have been fortunate to receive instruction from musicians such as Jeff Lang (Philadelphia Orchestra, Assoc. Principal Horn), Tom O'Hara, Nathan White (Garden State Philharmonic), Kaitlyn Walker (NYU Steinhardt), Christopher Wickham (Mason Gross School of the Arts), and many more.

## CONCERTO COMPETITION

Symphonic Orchestra members are eligible to win the privilege of performing one movement of a concerto at the Annual Spring Concert with the Symphonic Orchestra. Concerto auditions are held in January and will be judged by two or three professional musicians. The exact date, time, and location of the Concerto Competition will be announced by early October. GPYO members may audition on any instrument, including piano, on a piece approved by the GPYO Music Director. In addition to Symphonic Orchestra members, Concert Orchestra members who play piano are also eligible to audition, if piano is their primary instrument.

Interested students should submit an application form for the Concerto Competition by December 1. The GPYO Music Director approves the choice of concerto repertoire prior to the audition, and students should check with their repertoire selection before the December 1 application deadline. There is no charge to compete in the Concerto Competition; however, students will need to audition with a piano accompanist. Students are responsible for finding and scheduling their own piano accompanist.

## INSTRUMENT CARE & MUSIC

Each GPYO musician is responsible for the care of his/her music and instrument (owned or borrowed). If an instrument does not belong to you, do not touch it. Instruments owned by schools or rehearsal or performance venues, especially percussion equipment, should never be touched unless you have been given permission to do so. GPYO is not responsible for the damage of a student's instrument or a student's personal property. Obtaining insurance for an expensive musical instrument is highly recommended by the GPYO. Renters or homeowners' insurance does not cover loss or damage to an instrument if it happens outside of the home.

Copies of GPYO music are distributed for practice at home. Students are responsible for this music and should return it when collected at the end of each concert cycle. When photocopies of copyrighted music are distributed to GPYO musicians, the organization has taken care that enough parts to perform the work have been purchased, so we are not depriving income from publishers or composers of copyrighted material. We do not engage in or approve of copying music to avoid payment for it.

## TUITION & REGISTRATION

### **Tuition**

Tuition is the primary source of financial support for GPYO. Those accepted into GPYO are expected to pay tuition based on the rates listed below. Musicians joining mid-season will be charged a prorated fee.

Preparatory String Ensemble - \$500

Concert Orchestra - \$650

Preparatory Wind Ensemble - \$500

Symphonic Orchestra - \$750

GPYO is a full-year program; therefore, tuition fees are not refundable. Exceptions in special circumstances will be taken under advisement by the GPYO Staff and Conductors.

## Registration

Registration involves the following steps, upon acceptance:

- Visit [www.gpyo.org/registration](http://www.gpyo.org/registration) for current information.
- Submit School Participation Form and Media Waiver Form by the third GPYO rehearsal (Sept. 27, 2021)

Method of payments are credit cards and electronic checks. Paper checks are not accepted. GPYO pays higher processing fees for credit cards than electronic checks.

GPYO absorbs the registration processing fees. Families may help GPYO offset some of these costs by paying an optional 1% of the tuition fees:

Preparatory String / Wind Ensembles = \$5 | Concert Orchestra = \$6.50 | Symphonic Orchestra = \$7.50

## Installment Payment Plan

Families have the option to pay in full or pay in installments. There are no financial charges for installment payments. Our payment plan allows you to pay in three installments: 25% deposit at the time of registration, and then the balance will be charged automatically in two installments on 9/30/21 and 12/31/21.

The installment payment plan is a great option for:

- Westminster students (We will need to verify your enrollment with our partners.)
- Students who would like to apply for financial assistance.
- Musicians who do not know their ensemble placement by the time of registration. This includes students who wish to move up to a more advanced ensemble.

## Credits and Discounts

All credits and discounts are to be applied during registration. If the student qualifies for any credits or discounts, parents should obtain the code by emailing Executive Director, Wendy Norris @ [executivedirector@gpyo.com](mailto:executivedirector@gpyo.com).

Sibling Discount: If siblings are registered at the same time, a \$25 credit for each sibling is automatically applied during the registration. If two members check out in the cart together = \$25 off of the second member registered. If three members check out in the cart together = \$25 off of the second and third members registered. If a sibling is registered later, please obtain the sibling credit code from the Executive Director to apply for a \$25 credit.

Westminster Partnership - 10% Discount: The Greater Princeton Youth Orchestra and the Westminster Conservatory of Music provide a 10% tuition discount to individual students who are enrolled in programs of both organizations. The discount is subject to verification of enrollment. If you are not sure whether you will be enrolling at Westminster this year, please pay your registration fees using our installment plan (there will be no additional surcharge for installment plan payments). Future installments will be adjusted after verifying enrollment with Westminster. Please contact [executivedirector@gpyo.org](mailto:executivedirector@gpyo.org) with any questions.

## Financial Aid

Limited financial aid is available to families in need of financial assistance to pay the tuition. Requests for the Financial Aid form should be emailed to the Executive Director by the August 27 deadline. Parents will be notified by September 1. Financial aid for students requesting aid after the deadline will vary each year, depending on the amount available at that time. Parents who wish to apply for financial aid must do so as soon as possible. If aid is granted, you will receive a code to be applied during registration, or before the last installment. Please contact [executivedirector@gpyo.org](mailto:executivedirector@gpyo.org) with any questions.

## **Donating to the Greater Princeton Youth Orchestra**

Persons, businesses, families, etc. who are interested in donating to support GPYO should know that as a 501(c)(3) organization, all donations are tax-deductible. For more information about donating please contact [executivedirector@gpyo.org](mailto:executivedirector@gpyo.org).

## **GPYO-WESTMINSTER CONSERVATORY PARTNERSHIP**

The GPYO has joined forces with the Westminster Conservatory of Music to increase opportunities for our members to learn and perform music. Each institution has provided young people with musical instruction for more than 50 years, forming the foundation for lifelong participation in music for generations of New Jersey residents. Together, Westminster Conservatory and GPYO will reinforce each other's offerings in order to provide an even wider range of opportunities for their students.

Students enrolled in programs at both GPYO, and Westminster Conservatory are offered a 10% discount on tuition at each institution. To benefit from this offer, a student must be enrolled in one of the GPYO's four ensembles and in at least one program of the Westminster Conservatory of Music, including private lessons, music theory, chamber music and Honors Music Program.

Established in 1970, Westminster Conservatory is the community music school of Westminster College of the Arts of Rider University. Welcoming young musicians of all ages, skill levels, instrument preferences, and economic backgrounds, Westminster Conservatory provides focused one-on-one lessons in a musical environment close to you. In addition, the Conservatory offers a wide range of classes and performing ensembles to engage every student, from the beginner to young maestros, regardless of age. Some classes are intended as an introduction to music and require no previous experience while others are designed to complement private instruction.

Particularly gifted students have the opportunity to join the Conservatory's Honors Music Program, which offers a comprehensive curriculum designed toward mastering total musicianship. Westminster Conservatory of Music is a nationally recognized institution, maintaining active membership in the National Guild for Community Arts Education.

Programs of particular interest to GPYO students include:

- Coached Chamber Ensembles
- Honors Music Program
- Music Theory and Composition
- Private Lesson Instruction
- Summer Music Camps

## FUNDRAISING & PARENTAL SUPPORT

GPYO is a non-profit organization and relies on support from community and parents. Parents are encouraged to volunteer as much as they are able, and parent volunteers are crucial to the smooth running of our season. Parents are highly encouraged to serve in one of the following capacities:

### **Support from Parents**

- Rehearsal Monitor
- Backstage Monitor (on concert days)
- Grant Writer / Fundraising Assistant
- Bookkeeper / Financial Management Assistant
- Graphic Design (website and print materials)
- Communications and Public Relations Assistant
- Advertising Assistant (post flyers, help with social media, and solicit advertisements)
- Photographer / Videographer
- Post-Concert Reception Volunteer
- Donor (tax-deductible donations and in-kind donations accepted)

### **Community Support**

- Sponsorships from foundations
- General donations from the community
- In-kind donations
- Sponsorship for concerts
- Advertisements in program books

## GPYO WEBSITE & SOCIAL MEDIA

### Website

GPYO maintains a website that is regularly updated to reflect the most up-to-date information. The website is located at [www.gpyo.org](http://www.gpyo.org), a resource for information, photographs and videos of past performances.

### YouTube, Facebook, and Instagram

We post our concerts and other videos on our [GPYO YouTube Channel](#). We have a presence on [Facebook](#) and [Instagram](#). We ask that all members and their parents “like” GPYO on Facebook and help us to pass on information about our performances, auditions, fundraisers and other activities. We will post photos of rehearsals and performances, and link YouTube postings of GPYO performances.

### Media release

We ask that parents/caregivers of all members of GPYO grant permission for the use of audio, video and photographs to be used for advertising and promotional purposes. This includes use in traditional print media, as well as online and social media outlets.

# STAFF, BOARD & GPYO CONTACT INFORMATION

## **Staff and Conductors**

Wendy Norris, Interim Executive Director – [executivedirector@gpyo.org](mailto:executivedirector@gpyo.org)

Dr. Jessica Morel, GPYO Music Director – [jmorel@gpyo.org](mailto:jmorel@gpyo.org)

David Rabinowitz, Preparatory Wind Ensemble Conductor – [drabinowitz@mtsd.us](mailto:drabinowitz@mtsd.us)

Preparatory Strings Ensemble Conductor – TBA

Operations Manager - TBA

## **GPYO Board of Directors**

- Richard Bilotti, President Emeritus
- Dave DeFreese, President
- Sunny Chen
- Michael Donahue
- Carey Hwang
- Teresa Nakra
- Andi Sjamsu
- Uli Speth
- Adrienne Walsh
- Wendy Norris, *ex officio*

## **Mailing Address**

Greater Princeton Youth Orchestra  
P.O. Box 3037, Princeton, NJ 08543

## **GPYO Office Address**

Dorothea's House  
120 John Street  
Princeton, NJ 08542

## **Office Phone**

(609) 683-0150