



## Policies and Procedures Excerpt for On-Stage Behavior

These Policies and Procedures have been established to help maintain the high performance standards expected of the Master Chorale of South Florida (MCSF). All members of the MCSF are expected to read, accept and adhere to them. Each new concert season, all members will be asked to sign an acceptance form acknowledging his or her understanding and acceptance of said Policies and Procedures.

### **V CONCERT ROUTINE**

1. Call times will be one hour and thirty minutes before performance time unless otherwise specified.
2. All chorus members should have the mobile phone number of their respective section leader.
3. If you are running late, call your section leader who will notify the Chorus Administrator.
4. Section leaders should arrive at least 10 minutes prior to the chorus call time in order to receive instructions from the Stage Manager.
5. Once you arrive at a concert venue, always follow the instructions provided by the Chorus Administrator or the MCSF Stage Manager.
6. To avoid accidents, do not enter the backstage area until you are cleared to do so by the Stage Manager.
7. If the start of the concert is to be delayed it will be determined by the Stage and Front of House Managers, and will be communicated to the Director, chorus, orchestra and soloists.
8. Do not begin filing onto the stage until instructed by the Stage Manager.
9. Music must always be in a black folder, to be purchased by the chorus member from the librarian.
10. When entering and leaving the stage, carry your folder in your upstage hand (away from the audience) with your arm down at your side.
11. Stay standing until all Chorus members are on stage. Sit on the cue that will be given by a designated person.
12. Bring nothing on stage except your music – no purses, fanny packs, magazines, water bottles, etc.
13. If you use lozenges, unwrap them before going on stage.
14. Do not cross your legs when seated on stage.
15. Stand with the orchestra when the Orchestra Director comes on stage. If the Chorus sings the first number, stay standing when the orchestra sits to

- play, and open your folder when the Director turns to face the orchestra. Otherwise, sit when the orchestra sits.
16. Watch carefully for all stand/sit cues. Use paper clips or tabs to minimize the number of pages you have to turn. Turn pages as quietly as possible.
  17. Do not follow the soloists or the orchestra in your score.
  18. At the end of a musical section, as the orchestra plays the remaining measures, do not drop your folder, relax your stance, or otherwise indicate “relief” at being “finished” for the moment.
  19. If the stage is crowded, stand on an angle facing the Orchestra Director. Always follow the instructions and directions of the Stage Manager or your section leader.
  20. Always stand toward the front of the riser to make more room for those behind you.
  21. Men, please keep your hands out of your pockets at all times.
  22. At the end of the composition, close your folder when the Orchestra Director turns to face the public. Then return it immediately to your right hand at arm’s length.
  23. Stay standing until the Orchestra Director leaves the stage. Sit when the concert master sits and stand on cue from the Orchestra Director or Artistic Director of the MCSF.
  24. Do not stamp your feet on the risers when the Orchestra Director, Soloists, and Orchestra are acknowledged. If the Orchestra Director asks you to stand, sit again when the orchestra sits.
  25. Once the applause has ceased, immediately and professionally file off of the stage following the leader(s) previously delegated by the Stage Manager.
  26. Should the urge to sneeze or cough occur, see below for suggestions.
- **DO NOT:**
    - Turn around on stage.
    - Talk while on stage.
    - Wear cologne, perfume, or aftershave.
    - Argue with the Stage Manager or your section leader about any instructions given.
    - Wave from the stage to friends, family, etc.
    - Rub your face or scratch while on stage.
  - **DO:** Maintain a professional demeanor at all times while on stage.

## **VII DRESS CODE**

The dress code, which will be in effect for all performances unless otherwise indicated, is as follows:

### **LADIES:**

- Ankle length black dress, with sheer jacket, ordered through our uniform committee.
- Pearl necklace, also provided through our uniform committee.
- Black hose and closed-toe black shoes.

Do **not** wear:

- Any jewelry other than pearl necklace, a watch, and stud earrings.
- Large or shiny hair ornaments.
- Glitter.
- Anything that draws attention to yourself.

**MEN:**

- Black tuxedo, standard satin collar, no shawl collars.
- White, wing-collar, flat-pleated tuxedo shirt.
- Black bow tie and black cummerbund.
- Black shoes (no sneakers) and black socks.
- No tux vests; black, standard cummerbunds only.

Do **not** wear:

- Loop or long earrings.
- Anything that draws attention to yourself.

**Any chorus members who do not have the proper uniform, as determined by your section leader, will not be allowed to perform!**

**VIII MUSIC AND FOLDERS**

1. Music and folders will be the responsibility of each chorus member.
2. Music and folders may be ordered/purchased through the librarian.
3. You will not be allowed to perform without your black folder.

**Suggestions for things to try if the urge to sneeze or cough occurs:**

1. Keep Kleenex in folder pocket and be as inconspicuous as possible.
2. Slow movements, lower head to cover nose-wiping or blowing.
3. If you feel the urge to cough, place the thumb or two fingers against the larynx and push really hard. You can still sing, and it minimizes the urge to cough.
4. If you can't stop coughing and are able, duck down and get off the stage inconspicuously.
5. If you cannot get off the stage, stand and look professional. Do not even try to sing, unless you can do so without coughing.

