

WISCONSIN YOUTH SYMPHONY ORCHESTRAS



2021-2022 WYSO MUSIC MAKERS MEMBER HANDBOOK

WYSO Music Makers is a program of the
Wisconsin Youth Symphony Orchestras



Enriching and developing the
music skills of children from all
backgrounds in an inclusive and
non-competitive environment.

WYSO MUSIC MAKERS 2021-2022 CALENDAR AND GLOSSARY

WYSO Music Makers Group Classes: Every Saturday 9 am - 3pm
 Location: Memorial United Church of Christ (MUCC)
 5705 Lacy Rd., Fitchburg, WI 53711

***: events marked with *** mean that WYSO Music Makers will be providing bus transportation to and from the event. Please check your Weekly News for specific details closer to the event and remember to let Maggie and Ria know if you do not plan to take the bus. Bus pickups will take place at MUCC.

- **MM Recital:** A recital is a small concert setting where students perform solos or duos they have been working on in private lessons. If you are interested in participating in a recital, please speak with your private teacher. We encourage all families and students, even if you are not performing, to attend and support our friends at these recitals. Recitals are different from our WYSO Music Makers Concert. Students perform by themselves at recitals, while students perform as part of a larger ensemble at concerts.
- **MM Concert:** WYSO Music Makers Concerts are when our large ensembles perform together. All students should plan to play at these concerts. Speak with your private teacher if you have any questions.
- **Dress Rehearsal:** A Dress Rehearsal is when all members play through the songs that will be performed at the concert the following day or evening. All students are required to attend dress rehearsals. Please inform Maggie or Ria if you are unable to attend a dress rehearsal.

2021	September	13 Mon	Private Lessons begin
		25 Sat	Group Classes Start on Saturdays.
	October	All month	Group Classes Continue
	November	6 Sat	Art of Note Gala
		20 Sat	Music Makers Fall Recital. 1:00pm, MYArts Studio 4D.
		22 - 28	Thanksgiving Break: No Classes.
		29 Mon	Classes Resume
	December	13 - 17	Make up Lessons
		18 Sat	Fall Concert. 3pm, MYArts Theater.
		20 Mon	Winter Break begins - No Classes
		25 Sat	No Classes

2022

January

1, 8 Sat

No Classes

10 Mon

Private Lessons Resume

15 Sat

Group Classes Resume

22, 29 Sat

Regular Class Schedule

February

All Month

Regular Class Schedule

March

5, 12, 19

Regular Class Schedule

26 Sat

Spring Recital 3pm, Location TBD (no group classes)

28 Mon

Spring Break begins: no classes

April

2 Sat

No Classes. Spring Break.

Percussion Extravaganza (Percussion Pilots)

4 Mon

Private Lessons Resume

9, 16, 23, 30

Regular Class Schedule

May

7 Sat

Regular Class Schedule

14 Sat

Dress Rehearsal at MUCC for all performing musicians: 1 pm - 3 pm.

21 Sat

**WYSO Music Makers Spring Concert.
Location TBD 3pm**

June

TBA!

WYSO Music Makers Summer Camp

WELCOME TO WYSO MUSIC MAKERS



Welcome to WYSO Music Makers! We are so glad you are here!

We have a wonderful group of professional musician-teachers from our community who will be working with you in one-on-one lessons and collaborating to offer group classes, recitals, concerts, and other amazing opportunities. Our group classes are a critical part of the program where students work on skills with further guidance and with their peers. These group classes are an important aspect of preparing for our performances.

We hope that you love your individual lessons and group classes and that you work hard to practice and make consistent progress. Remember that individual practice is the most important work you can do to make progress. Though you will be playing a lot in the Music Makers program, the individual practice time you put in is the best way to continue getting better and solidify what your teachers are helping you learn. It's hard work and all of us musicians have worked with it, struggled with it, and found ways to make it work. Your teachers are wonderful resources not only for learning your instrument, but also learning ways to practice successfully.

WYSO Music Makers is a part of the larger organization of WYSO. Because of this, Music Makers members are welcome and encouraged to attend WYSO concerts at no cost.

We hope this WYSO Music Makers handbook is a useful resource in answering any questions you may have, and we encourage you to keep it somewhere handy for easy access throughout the year. All handbook information is also available on the website: wysomusicmakers.org. We are also available for you, so please be in touch if you have questions, concerns, or needs! We look forward to sharing this next year with you and your family!

Ria Hodgson
WYSO Music Makers Director

TABLE OF CONTENTS

<u>WYSO MUSIC MAKERS 2021-2022 CALENDAR AND SCHEDULE</u>	<u>2</u>
WELCOME TO WYSO MUSIC MAKERS	4
PRIVATE LESSONS	6
PRACTICING	6
TEACHER PLACEMENT	6
PAUSE OR END OF STUDY	6
SATURDAY CLASSES	7
PRIVATE LESSON AND SATURDAY CHECKLIST	7
LOST AND FORGOTTEN MUSIC	7
WYSO MUSIC MAKERS INSTRUMENTS	7
WYSO MUSIC MAKERS COMMUNICATION	9
WEEKLY NEWS	9
WYSO AND WYSO MUSIC MAKERS OFFICE INFORMATION	9
MEMBER RESPONSIBILITIES	10
PUNCTUALITY	10
ATTENDANCE AND ABSENCE NOTIFICATION PROCEDURE	10
RESPONSABILIDADES DE LOS INTEGRANTES	10
PUNTUALIDAD	10
PROCEDIMIENTO DE NOTIFICACIÓN DE UNA INASISTENCIA	11
WYSO MUSIC MAKERS CODE OF CONDUCT	12
NORMAS DE COMPORTAMIENTO DE WYSO MUSIC MAKERS	13
MEMBER FEES	14
PAYMENTS	14
DRESS CODE	15
CONCERTS	15
CONCERT DRESS CODE	15
CONCERT ETIQUETTE	15
CONCERT TICKETS	15
SCHOLARSHIPS BEYOND WYSO MUSIC MAKERS	15
ABOUT WYSO	16
FUNDRAISING	16
ART OF NOTE	16
WYSO MUSIC MAKERS ADMINISTRATIVE STAFF	16
WYSO ADMINISTRATIVE STAFF	16

PRIVATE LESSONS



All WYSO Music Makers members receive lessons on their primary instrument with a private teacher. **Members are expected to communicate with assigned teachers to schedule weekly private lessons.** Please inform private teachers **24 hours before your lesson time** if you cannot attend your lesson.

Depending on the member's age, lessons range in length from 30 to 60 minutes. **It is very important to arrive 10 minutes early to private lessons to ensure lessons begin on time.**

PRACTICING

At home, practice is essential to learning a musical instrument. We encourage our members to decide on a time of day that works for the member and family to take their instrument out of their case and work on the assigned songs and exercises provided by their private teacher. Practice can be thought of like school homework, and family encouragement is essential.

TEACHER PLACEMENT

There are many reasons a student or teacher may choose to discontinue their working relationship, including schedule conflicts, logistical challenges, or simply differences in teaching/learning style.

If either party feels that they are not a good fit, they should voice their concerns to the MM Director at which point the director will have separate meetings with the teacher and with the student and their family.

If both parties are open to mediation, there will then be a meeting with the director, teacher, and student/family to make a plan for future success.

Though mediation is strongly recommended, a request for change of private teacher is taken very seriously and every effort will be made to accommodate this request when possible.

PAUSE OR END OF STUDY

We understand that you may decide to pause or discontinue your musical study. If you need a break from the program or to stop your lessons entirely please contact the MM Director and/or MM Membership Coordinator.

We will first work with you, your family, and your teacher to try to offer support or resolution for any challenges that may be interfering with your enjoyment of, or access to, your musical studies before making arrangements to pause or stop participation in Music Makers lessons and classes.

SATURDAY CLASSES

All group classes take place on Saturdays at the Memorial United Church of Christ (MUCC).

Memorial United Church of Christ (MUCC)
5705 Lacy Rd., Fitchburg

Violin, piano, and guitar ensembles take place on Saturdays. Class rosters are determined by the program director and private teachers based on experience.

Your class schedule will be shared with you via email. Please carefully check to make sure you receive all WYSO Music Makers emails!

PRIVATE LESSON AND SATURDAY CHECKLIST



- **Instrument:** Including all accessories, such as shoulder rest, sponge, capo, guitar picks, etc.
- **Music:** Any books or printouts you use in class and lessons.
- **A great attitude!** We are always so happy to see you and hope you feel the same.

A dedicated “WYSO Music Makers” bag can be very useful in staying organized. It can include:

- Folder labeled with member’s name and instrument
- Notebook
- Pencil to write down information from teachers and staff
- All lesson and group class music.

LOST AND FORGOTTEN MUSIC

Every member is responsible for their music and bringing it to classes and lessons. If original music is lost, you may purchase additional copies.



WYSO MUSIC MAKERS INSTRUMENTS



WYSO Music Makers members will receive an instrument to use during the duration of their time as a member. There is no additional cost for borrowing an instrument, but it is essential that members take good care of their instrument.

Members are responsible for signing an Instrument Lending Agreement for every instrument borrowed. The terms of the agreement include:

1. Special care will be taken to avoid exposure to temperature and humidity extremes as such exposure could easily damage the instrument. This includes not leaving an instrument inside a car under any circumstance.
2. The instrument will be appropriately cleaned and stored after every use.
3. Members should contact WYSO Music Makers staff or their private teacher in the event of an accident. **Do not attempt to fix the instrument on your own.**
4. WYSO Music Makers staff has the right at any time to revoke instrument-borrowing privileges.



WYSO MUSIC MAKERS COMMUNICATION

WEEKLY NEWS

The Weekly News is WYSO Music Maker's primary source of communication. You will receive an email every Thursday containing important information about upcoming concerts, changes of schedule and other related information. Please make sure you have an updated email on file.

WYSO Music Makers Membership Coordinator:

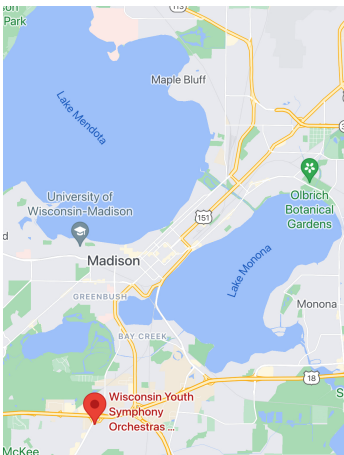
The Membership Coordinator works behind the scenes with both scheduling and regular communication. Please do not hesitate to contact Maggie with any membership related questions.

Maggie también habla español; no dude en contactarla.



Maggie Schenk
WYSO Music Makers Membership Coordinator
maggie@wysomusic.org
608-960-9068

WYSO AND WYSO MUSIC MAKERS OFFICE INFORMATION



WYSO Office:

17 Applegate Ct.
Suite 10
Madison, WI 53713
608-733-6283

IN SEASON HOURS

Tuesday-Friday, 8:30am-5pm

SUMMER HOURS

Monday-Friday, 8:30am-5pm

**Open office hours as limited. Please contact in advance to arrange a visit.*



Music Makers Saturday Address:

Memorial United Church of Christ (MUCC 5705 Lacy Rd.
Fitchburg, WI 53711

General Email: musicmakers@wysomusic.org

Website: www.wysomusicmakers.org

MEMBER RESPONSIBILITIES

The following expectations are for all members:

1. All members are encouraged to come to group classes prepared to play assigned songs. Individual practice at home prior to class and lessons is essential! Group class and lessons are a time for ensemble development and musical growth.
2. Members should arrive at least 10 minutes **before** class start time. **To be early is to be on time.**
3. For the safety of all WYSO Music Makers members, signing in at the front desk for attendance is required every Saturday.
4. Members and parents are responsible for reading Weekly News emails, all posted announcements, and handouts.

PUNCTUALITY



Members should arrive 10 MINUTES before their class or lesson starting time in order to have time to get unpacked, tuned, and ready to play. It is often distracting when students arrive late and need help tuning once classes have started. Do all you can to be on time!

ATTENDANCE AND ABSENCE NOTIFICATION PROCEDURE



To have a successful musical experience, students must attend all group classes and private lessons. Inform Membership Coordinator Maggie by using any of the options below. Please notify absences as early as possible. Report absences using one of the following ways:

1. Email musicmakers@wysomusic.org with expected date and reason.
2. Filling out an absence card located on our website.
3. Call or text 608-960-9068. If no response, please leave a voice message.

Please know that if a student is absent without notice, we will call to check for the safety of the student.



RESPONSABILIDADES DE LOS INTEGRANTES

Las siguientes son expectativas para todos los integrantes:

1. Se espera que todos los miembros vengan preparados para tocar todas las canciones asignadas por los profesores. La clases grupales e individuales no son el lugar apropiado para la práctica individual, este es el espacio ideal para crecer musicalmente como grupo, por lo cual es de suma importancia practicar en casa.
2. Todos los integrantes deben llegar con al menos 10 minutos de anticipación a cada clase. Llegar temprano es llegar a tiempo.
3. Por seguridad de todos los miembros de WYSO Music Makers es un requisito registrarse en la entrada cada sábado.
4. Todos los integrantes y los padres de familia son responsables de leer todos los anuncios y folletos de información que se distribuyan, así como también revisar los anuncios semanales enviados a sus correos electrónicos.

PUNTUALIDAD



Se espera que todos los integrantes lleguen 10 minutos antes del comienzo de sus clases grupales e individuales con el fin de tener tiempo suficiente para desempacar sus instrumentos, afinar, y estar preparados para tocar. Llegar tarde a clase interrumpe la concentración de profesores y otros estudiantes.

ASISTENCIA A CLASE



WYSO Music Makers cuenta con que cada uno de sus integrantes asista a todas las clases programadas para tener una experiencia musical satisfactoria. Es de suma importancia que los estudiantes asistan a todas las clases grupales e individuales y que se pongan en contacto, con la mayor anticipación posible, con la Coordinadora de la Membresía, Maggie utilizando una de las opciones indicadas abajo. Todas las inasistencias deben ser reportadas con más de 24 horas de anticipación de la siguiente manera:

1. Envíe un correo electrónico a musicmakers@wysomusic.org con la fecha de la inasistencia y la razón de esta.
2. Llene una tarjeta de asistencia disponible en la página web.
3. Llame o envíe un mensaje de texto al teléfono 608-960-9068; si no hay respuesta, por favor deje un mensaje.



WYSO MUSIC MAKERS CODE OF CONDUCT

Every member agrees to the following Code of Conduct as a basic condition of membership.

WYSO Music Makers members are ambassadors for the organization and the behavior of each member reflects upon the entire group. Each member is expected to be respectful and courteous and show consideration for others. A successful WYSO Music Makers experience will benefit from the care we show each other and the community we build together.

1. Members will respect and follow the guidance and authority of the WYSO Music Makers staff and teachers at all times.
2. WYSO Music Makers is a guest at the Memorial United Church of Christ. It is a privilege for us to use MUCC. Members will respect and follow these guidelines:
 - a. Food and drink (except bottled water) is limited to Fellowship Hall.
 - b. No running, shouting, or playing with church items labeled as "do not touch".
 - c. Limit outside activities to the outside areas and inform the adult at the membership table before leaving the building. Outside play needs to be supervised by an adult.
3. Cell phones or other devices for texting, calling, playing games, or any other use during class or lessons is prohibited.
4. No gum - it creates jaw tension in violinists, which can be painful!
5. Wisconsin Youth Symphony Orchestras and WYSO Music Makers believe an environment in which the dignity and worth of all members of the community are respected. Inappropriate verbal or physical behavior or sexual harassment of or by members and staff is unacceptable and will not be tolerated. Good judgment and restraint are expected.
6. Wisconsin Youth Symphony Orchestras is dedicated to educating a diverse and changing student body. WYSO affirms its commitment to a community in which all members and staff are accepted and judged as individuals, independent of ancestry, social background, race, gender, disability, sexual orientation, physical characteristics or personal beliefs.

WYSO Music Makers Staff is responsible for students during their class times and Concerts. Students are the responsibility of the parents when they are not in class even when they are present at our location.

NORMAS DE COMPORTAMIENTO DE WYSO MUSIC MAKERS

Cada miembro debe aceptar las siguientes normas de comportamiento como parte de la membresía de WYSO Music Makers.

Los miembros de WYSO Music Makers son embajadores de la organización y su comportamiento refleja la integridad del grupo, por lo que se espera que cada uno de ellos tenga un comportamiento adecuado, respetuoso y considerado con los demás. Al mostrar respeto por el otro, el programa de WYSO Music Makers se beneficia y trasciende a todos en la comunidad.

1. Los integrantes mostrarán respeto por los demás y seguirán las instrucciones de los profesores y del personal administrativo de WYSO Music Makers en todo momento.
2. La Iglesia Memorial United Church of Christ presta el espacio a WYSO Music Makers y es un privilegio estar allí cada sábado. Los integrantes de WYSO Music Makers deberán respetar y seguir los siguientes puntos:
 - a. Sólo está permitido beber y comer en el Fellowship Hall.
 - b. No está permitido correr, gritar o jugar con los elementos de la iglesia que están marcados como "do not touch".
 - c. Limite todas las actividades al aire libre fuera de la iglesia e informe a un adulto en la mesa de la membresía antes de salir del lugar. Toda actividad al aire libre debe ser supervisada por un adulto.
3. No está permitido el uso de celulares u otro tipo de equipo electrónico para textear, llamar, jugar, u otro uso durante ninguna de las clases.
4. Por favor no mastique chicle durante las clases, esto crea tensión en la mandíbula de los violinistas y puede ser muy doloroso.
5. Es política de Wisconsin Youth Symphony Orchestras y WYSO Music Makers el proveer un espacio digno y respetuoso para todos los integrantes de la comunidad en donde es inaceptable cualquier tipo de agresión verbal o física por parte del personal administrativo y educativo o por cualquier otro miembro de WYSO Music Makers. No está permitido ningún tipo de comportamiento sexual durante las actividades de WYSO Music Makers.
6. Wisconsin Youth Symphony Orchestras está comprometida con la diversidad y reafirma su dedicación de mantener una comunidad en donde todos sus integrantes, y personal administrativo y educativo sean aceptados sin importar su raza, origen, género, discapacidad, clase, orientación sexual, características físicas o creencias individuales.

MEMBER FEES

WYSO Music Makers strives to keep costs as low as possible for our families. Monthly member fees cover a small percentage of the cost for each student to participate. The balance is made up through fundraising efforts of the WYSO Board, staff, and families.

WYSO Music Makers membership includes private lessons, group classes, instrument rental and care, sheet music, and T-shirts.

The monthly member fee for WYSO Music Makers is \$40 per student, please pay on the first day of each month. If \$40 a month is not possible, please let us know, we are happy to help. Every contribution helps our mission no matter the amount.

PAYMENTS

WYSO Music Makers accepts cash, checks and credit/debit cards. Payments are due at the beginning of every month and can also be submitted on Saturdays.

Online Payments

Visit www.wysomusicmakers.org and select Member Fees. Follow the instructions. One transaction per student, please.

Checks

Please make checks payable to WYSO Music Makers and send to:

WYSO Music Makers
P.O. Box 258039
Madison, WI, 53725

PAYMENTS ON A SATURDAY

All payments should be placed in WYSO Music Makers Payment Envelopes available at the front desk.

CASH OR CHECK

1. Take an envelope from the front desk and write:
 - a. Student's name
 - b. Current date
 - c. Month(s) for which you are paying
2. Deposit envelope in the red drop box located at the front desk.

CREDIT OR DEBIT

All payments with a credit or debit card are processed through our website. If you wish to pay this way on a Saturday, we can provide you with an Ipad or laptop to make this payment on site.

DRESS CODE

Members are to be thoughtful in how they dress for lessons, classes and performances. Washing hands often will reduce the possibility of getting sick and keep instruments in good condition.

NO waist-revealing pants
NO midriff-baring shirts

NO visible undergarments
NO bare feet

CONCERTS

CONCERT DRESS CODE

- **TOP:** WYSO Music Makers T-shirt provided at the beginning of the semester. If the student outgrows the T-Shirt, please exchange it at the front desk.
- **BOTTOM:** Clean and tidy pants or skirts that go below the knee. No sweatpants or running shoes, please. Pants/skirts should be appropriate for sitting on the floor.

CONCERT ETIQUETTE

(Please consider this when attending any concert)

WYSO Music Makers aims to provide the best possible concert experience for both the performers and the audience. Certain behaviors can be distracting to the performers and audience members during a concert. As a general rule please adhere to the following:

- No food or drink is allowed at the concert venue.
- No loud or disruptive behavior inside the concert hall.
- Please try to enter and exit during applause. Ushers will indicate appropriate times to find a seat.
- If you would like to photograph or record the concert, please be mindful of the people around you. Please do not stand up, block other audience members' view, or disturb your neighbors. Please, no flash photography.

CONCERT TICKETS

All WYSO Music Makers Concerts are free of charge. Other concerts that require a ticket will be communicated. Expect information regarding ticketed events in Weekly News announcements.

SCHOLARSHIPS BEYOND WYSO MUSIC MAKERS

Scholarship applications will be accepted any time during the year.

WYSO Music Makers strongly encourages all members to participate in other music activities and offers scholarships for:

UW Summer Music Clinic (grades 5 and up)
Music Festivals
Music Camps
WYSO Orchestras

ABOUT WYSO

A model for youth orchestras, the Wisconsin Youth Symphony Orchestras (WYSO) provides innovative instrumental music education and performance opportunities accessible to all dedicated young people. WYSO has a devoted administrative and artistic staff that serves around 500 members distributed in five different orchestras and chamber ensembles.

The Madison Music Makers program was acquired by WYSO in July of 2017. Madison Music Makers was founded in 2007 by Bonnie Greene to provide equal access for Madison's children to study music and enjoy performance opportunities regardless of the family's background or resources.

FUNDRAISING

WYSO staff, board members and WYSO families engage in fundraising activities that help cover the cost of their tuition, provide scholarships for WYSO members, and cover most of the costs of the WYSO Music Makers program.

ART OF NOTE

Art of Note is WYSO's largest fundraising event. Spearheaded by the WYSO Board of Directors, the 2019 Art of Note gala raised over \$100,000 for the WYSO program, which includes Music Makers. This fundraiser features a dinner, silent auction, performances by WYSO ensembles, and more. This year's event will be virtual, and will take place on Saturday, November 6th

More information about the Art of Note Gala will be distributed in the Weekly News emails.

WYSO MUSIC MAKERS ADMINISTRATIVE STAFF

Ria Hodgson- WYSO Music Makers Director
Maggie Schenk - WYSO Music Makers Membership Coordinator

WYSO ADMINISTRATIVE STAFF

Bridget Fraser - Executive Director
Valree Casey- Membership Manager
Susan Gardels- Marketing &
Communications Director
Yanzel Rivera - Operations Director
Zack Robbins - Development Director

Aleeh Schwoerer - Administrative Assistant
Joseph Greer - Librarian and Operations
Assistant
Abbey Brooks - Orchestra Assistant
Katelyn McClain- Orchestra Assistant