



Resident Choir Program Parent Orientation

September 2018

Rehearsals:

Choir	Day	Time	Location
Piccolo Coro	Saturdays	10:00 – 11:00am	Xavier University – 3800 Victory Parkway, 45207 – Edgecliff Hall – Dance Studio, 2 nd floor
Vivace	Tuesdays	6:15 – 7:15pm	Corbett Center (CC)1340
Allegro	Tuesdays	7:15 – 8:15pm	Corbett Center (CC)1340
Con Brio	Tuesdays	5:30 – 7:00pm	Dieterle Vocal Arts Center (DVAC)100
Bel Canto	Tuesdays & Thursdays	7:00 – 8:30pm	Dieterle Vocal Arts Center (DVAC)100
Voci Sonore	Thursdays	5:30 – 7:00pm	Mary Emery Hall (MEH)3244 (new location)
Voci Sopra	Thursdays	5:30 – 7:00pm	Dieterle Vocal Arts Center (DVAC)100

CYC Website:

The CYC website is an important part of your commitment to CYC! Our website is tailored to each choir's needs. If you have not already, please try it out to become familiar with the accessibility. We think you will find it very parent-friendly.

Communications from CYC:

All communication will happen via email using a service provided by Constant Contact. Please be aware and read the information sent to you. Emails will contain important and often time-sensitive information. Please advise Jim Waddle if you wish to change or add e-mail addresses to the mailing lists. Rehearsal & Performance Details Sheets are sent out as early as 30 days before a scheduled event. They contain all the information vital to your singer's participation. They reside on the website under your Choir's header for instant reference.

CYC Calendars:

Each Choir's schedule resides on a Calendar on the CYC website under the Choir's header. Each contains the most updated information known to date. Instructions to download to your Mac, Outlook, or Google calendar is available on the website.

Choir Managers:

Each Choir has Choir Managers. These parent volunteers are very important to the choir program. Choir Managers will collect communications from home and take attendance. They will assist the conductors as needed and will chaperone the singers each week. Please remember Choir Managers are volunteers. Respect their time and extra effort.

We try to give the Choir Managers a break on concert days so they can enjoy the concerts in the audience. If you are interested in volunteering for a concert please sign up on our sign up genius link provided via email prior to the event.

Uniforms:

Please refer to the Handbook or Website for specific uniform requirements. It is very important to acquire all parts of the uniform **well before the first of December**. Singers without complete uniforms will not be permitted to perform. Every singer also needs a CCC or CYC polo. Polos should be purchased TODAY. Used uniforms are on sale today as well. Parents are encouraged to donate used uniforms that are no longer viable for your singers. Proceeds benefit C3PO events.

Group Photos and Bel Canto Head Shots:

All choirs (except Bel Canto in full formal uniform) will need their polos for the group photos: Bel Canto, Con Brio, Allegro, Vivace – October 16th; Voci Sopra & Voci Sonore – October 18th; Piccolo Coro – October 27th; Bel Canto head shots (in full formal uniform) – October 18th and 23rd.

CYC Parent Organization (C3PO):

Bel Canto parents Cheryl McElroy and Melissa Skavlem, are the co-chairs of our parent organization. They are planning social events for parents as well as the sale of used uniforms and logo wear. They can be contacted at c3po@cincinnatiyouthchoir.org. Logo wear can be ordered through October 10th. Please return the order form and payment to your choir manager if you are interested.

Performances/Tickets:

Please check the CYC online Calendar and Detail Sheets for all performance dates and times for your choir. Due to our size, tickets SELL OUT to our performances. Please order your tickets NOW especially for the Winter Concert and Feast of Carols. Once the tickets are gone, they are gone and we will be unable to help you. Tickets are ONLY available through the CCM Box Office. Go to www.ccm.uc.edu, click on "Box Office" and follow the options to "Buy Online" or call 513-556-4183. CCM's Box Office offers a Concert Flex Pass (excludes Feast of Carols). Enjoy the unparalleled range of performing arts events at CCM at a savings of 20% off of single ticket prices! A Concert Flex Ticket Package is available at just \$12 per ticket when you purchase six or more tickets. Contact the CCM Box Office for more information. By bundling your tickets now, you will ensure a seat at our concerts.

Call Time for Performances:

Approximately 2 to 3 hours before concert time for an on-stage, dress rehearsal. We will confirm this time once it has been determined. Please plan to have your singer at the performance venue, **in full uniform** 15 minutes BEFORE the designated call time. Dress rehearsals will not be open to parents or the public. The auditorium will be opened approximately 30 minutes before the concert.

Attendance:

While we expect attendance at all rehearsals, should it become necessary to be absent, please notify Jim Waddle (not Rachel, not the conductor, not the Choir Manager) at jwaddle@cincinnatihoir.org or leave a message on the CYC Office phone 513-556-0338. Please provide us with your child's name, choir, date of absence, and reason. Three reasons for excused absences: illness, graded school event (concert, science fair), family emergency.

Rehearsal Drop Off Procedure:

All Piccolo Coro, Vivace and Allegro singers should be accompanied by an adult to the Choir Manager check-in near the rehearsal room. Same procedure following the rehearsal. Con Brio, Bel Canto, Voci Sopra, and Voci Sonore can be dropped off and picked up in front of DVAC or MEH.

Weather Emergency:

CYC follows UC's cancellation policies regarding weather. However, if we feel that it is unsafe for our singers, we will cancel rehearsals even if the University remains open. If weather in your area is bad, do not venture out. All cancellations will be posted on our website, social media, all of the major TV stations, via Remind101 text, and be sent out via email.

Remind101:

In emergencies ONLY, CYC will send texts out with last minute updates. To be added to this one-way text service enter 513-972-4554 into your Messages feature and text the appropriate message as follows: @cccpiccolo (Piccolo Coro), @cccvivace (Vivace), @cccallegro (Allegro), @conbrio (Con Brio), @cccbel (Bel Canto), @cccgc (Voci Sopra), @cymc (Voci Sonore).

Emergency Medical Form:

Please complete this form and turn it in today or at the next rehearsal. Please advise us of important medical information that we may need while your child is under our supervision, including food allergies. The form is also available on the website.

Parking:

Parking is available on and near the University of Cincinnati campus. Value Passes to the CCM Garage for both fall semester and full-year are available from the CCM Prep Office. You may purchase a pass for either 3-hour or 5-hour visits. These passes are multi-use and may be used as many times as you need to come to CCM.

- **A fall semester 3-hour pass is \$53. A 5-hour pass is \$103. Valid August 25, 2018 - January 13, 2019.**
- **A full-year 3-hour pass is \$106. A 5-hour pass is \$206. Valid August 25, 2018 - May 31, 2019.**

Parking passes may be purchased in person, over the phone (513-556-2595) during regular business hours, or online at <https://register.asapconnected.com/Products.aspx?org=1185&cat=pkg>. When purchasing over the phone or online, parking passes require two business days of processing time. These passes will be held at the CCM Preparatory Office for pickup, unless you request that they mail yours to you.

Tuition payments: Made in person via cash, check or money order to the Choir Manager, dropped off at the CYC office (DVAC305), mailed to the address below, or paid online at our website www.cincinnatihoir.org located on the home page "Tuition Payments & Donations" tab or under the "Tuition & Payment Procedures" tab under your choir's header. Our mailing address is CYC, Preparatory Dept. Box #0236, University of Cincinnati, College-Conservatory of Music, Cincinnati, OH 45221-0236

If you have not paid the tuition in full by this time please complete the **Payment Plan Form** and leave it with us today or email it to Jim Waddle at jwaddle@cincinnatihoir.org. Forms are available today and may also be found under each choir header in the "Handbook, EMF, Attendance, & Weather Policies" tab, by downloading the Handbook and printing out the last two pages.

Fundraisers:

- **Kroger Community Rewards Program** – Help CYC earn money by enrolling your Kroger Plus Card online on their website (www.krogercommunityrewards.com) and choosing the "Cincinnati Children's Choir" as your designated Community Rewards organization. (Our organization number is 80784.) Every time you use your registered Kroger Plus Card, CYC will earn money!
- **AmazonSmile** – Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to CYC. AmazonSmile is the same Amazon you know. Same products, same prices, same service. If you already have an Amazon.com account, you use that same account on AmazonSmile. Your shopping cart, Wish List, wedding or baby registry and other account settings are also the same. Visit <http://www.smile.amazon.com/about> and choose "Children's Choir of Greater Cincinnati to support CYC.
- **CYC Program Book** - Each year, CYC offers a program book, which is a huge marketing tool for the choir. It is given out at each concert as well as on our tours to visit other choirs, organizations and countries. The Program Ad Fee is already included in your tuition total. If you prefer not to create an ad, you may buy/sell a \$100 Patron Listing (i.e. Friends & Family of "Singers Name"). If you sell an ad you must have the sponsor fill out the sponsorship form located "Program Book" tab under each choir header.

2017-2018 Schedule:

All concerts and rehearsals are posted on our website's Calendar.

Con Brio Hoosier Hills & QCF

Regular rehearsals continue through the Queen City Festival (QCF). This is a mini-tour for Con Brio and is mandatory.

Con Brio & Voci Sopra New York/Carnegie Hall Tour

Rehearsals will continue through May & June in preparation for this tour.

Bel Canto QCF & Summer Festival

Bel Canto is expected to participate in the Queen City Festival and Summer Festival. Regular rehearsals continue through QCF for Bel Canto.

Hawaii Tour 2018 – Bel Canto Tour Choir

Regular rehearsals continue through the Hawaii Tour for the Bel Canto Tour Choir.

Questions:

Go to website www.cincinnatihoir.org

Contact: Jim Waddle – jwaddle@cincinnatihoir.org cell: 513-446-9508 CCC office: 513-556-0338

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Lauren Hess – lhess@cincinnatihoir.org