

## THE EVERETT CHORALE HANDBOOK

The Everett Chorale Association  
PO Box 485, Everett, WA 98206-0485

Heather MacLaughlin Garbes, Artistic Director, 425-985-2606  
Kim Croft, Accompanist, 425-345-1451

**Chorale website:** [www.everettchorale.org](http://www.everettchorale.org)

### Welcome to the 2023-2024 Season!

The Everett Chorale Handbook contains a wealth of information about the operation of the Chorale and your participation in this outstanding organization. If you have additional questions, please ask your Section Leader or any member of the Chorale Board.

#### **CHORALE MEMBERSHIP:**

Membership in the Everett Chorale is open to all interested singers who can commit to the terms of membership and the effort required to keep pace with the musical progress of the ensemble. At times, enrollment may be limited based on balance between the sections and individual voices. All singers will have an initial and possibly subsequent voice assessments with the director to further guide their successful participation. The assessment is a non-threatening 8-10-minute process to give the director some idea of the vocal qualities and capabilities of individual singers. The enrollment and audition routine is as follows:

You will be asked to complete an Everett Chorale Member Directory and Skills Inventory that will be available at the first rehearsal of each quarter to provide needed information for the Board of Directors, section leaders and music librarian.

#### Registration:

The Everett Chorale is affiliated with Everett Community College and is part of their Corporate and Continuing Education Program. Information can be found in the Everett Community College Continuing Education catalog. You can register online at [www.everettcc.edu/ccec](http://www.everettcc.edu/ccec) or call 425-267-0150. See Costs below.

#### **AUDITIONS/ASSESSMENTS:**

If you are new and pre-registered, email or call the director, Heather MacLaughlin Garbes, [heather@garbes.net](mailto:heather@garbes.net) / 425-985-2606 to make an appointment. Assessment times are also announced during the first rehearsal of each quarter for those who have not yet auditioned.

Please appear on time for your assessment. Do not bring any prepared music. The director will vocalize you to assess range, color, and other vocal elements, then lead you through a short segment of sight-reading, rhythm, and pitch recall assessments. Having any difficulty with these components does not

necessarily mean you may not join the Chorale but does give the director important information about the singer’s ability to be successful as a Chorale member and may lead to specific guidance and advice for areas that require attention.

**COSTS:**

An activity fee of \$80.00 is paid to Everett Community College each quarter. This fee includes an administrative fee for EvCC and the balance helps to cover the operational costs of the organization. A college registration form (available online at [www.everettcc.edu/cccc](http://www.everettcc.edu/cccc)) must be completed and the activity fee paid no later than the first rehearsal of each quarter. **Proof of registration is required to pick up your packet of music.** Once online registration has closed (usually by the 2<sup>nd</sup> week of rehearsal) you may register with the Chorale payable by cash, check or credit card. If this presents a financial hardship, please discuss the availability of financial assistance with your section leader or a member of the Chorale Board. Other costs include the purchase of new music (TBD each quarter), uniform black performance dresses or a tank top and palazzo pants for sopranos and altos, black tuxedos for tenors and bases and black folders for music.

**REHEARSALS:**

Rehearsals for the 2032-2024 Fall Quarter will take place at Our Savior’s Lutheran Church at 215 Mukilteo Blvd. in Everett on Monday evenings from 7:00 PM to 9:30 PM, including a 10-minute break. Please be seated and ready to sing promptly at 7:00 PM.

**REHEARSAL TIMES:**

Regular weekly rehearsal times are Monday evenings from 7:00 – 9:30 PM at Our Saviors Lutheran Church, 215 Mukilteo Blvd, in Everett.

FALL QUARTER	WINTER QUARTER	SPRING QUARTER
September 11	January 8	April 29
September 18	January 15*	May 6
September 25	January 22	May 13
October 2	January 29	May 20
October 9*	February 5	May 15
October 16	February 12*	May 22
October 23	February 19	May 27*
October 30	February 26	June 3
November 6	March 4	

November 13*	March 11	
November 20	March 18	
November 27	March 25	
	April 1	
	April 8	
	April 15	
	April 22	

\*Rehearsals are held on Monday evening holidays.

Sectional rehearsals will be incorporated into the regular Monday evening rehearsal as needed. At times when the director dictates a seated arrangement, singers are asked to comply and to return to the same seats on subsequent rehearsals. Occasional small group work might take place 15 minutes before or after rehearsal.

The Everett Chorale Safety Committee meets regularly to establish safety protocols to reduce the spread of Covid-19 and other diseases. See the latest Safety Plan located at [everettchorale.org](http://everettchorale.org). Click on Singers' Notes and select Forms and Resources.

**COVID-19 PRECAUTIONS:**

- Vaccinations/boosters are recommended
- Masks are optional
- Singers are to attend rehearsal via zoom when ill
- Air purifier will be used during rehearsals

**ATTENDANCE:**

**Attendance at rehearsals is of the utmost importance for quality performances.** Please notify your section leader in advance if you will be absent and at the beginning of the quarter, if you have a conflict with the final rehearsal or concert call time. If more than **three** rehearsals are missed in the quarter or if the singer has a conflict with the final rehearsal or a concert call time, the singer, section leader, and Director will confer, and the singer may be asked to excuse themselves from the performance, dependent on circumstances and at the discretion of the Director. The attendance records will be maintained and monitored by the Everett Chorale Section Leaders in conjunction with the Chorale Director.

**SINGER COMMITMENT:**

Members of the Chorale commit to putting in individual rehearsal time as needed to retain progress made in weekly rehearsal and to establish a foundation of notes and rhythms on some pieces. This work will vary from week to week and from concert to concert, but is a fundamental mindset for successful members.

The Everett Chorale's success depends on volunteers from our membership. We recognize that everyone's ability to volunteer is unique, and we ask that you consider volunteering for tasks that fit your time, talents, and interests. Options are as follows:

Administrative, Music Making, Publicity/Social Media, Fundraising/Donor Development, serving on the Board. Throughout the year, other volunteer opportunities arise such as assisting with concert receptions and setting up rehearsal space.

#### **REHEARSAL ETIQUETTE:**

Maximum enjoyment of Chorale participation can be realized by all if members give their full attention to the director and the music, refrain from chit-chat with neighbors and listen carefully to all instructions. Marking music appropriately in pencil is expected as is use of rehearsal recordings or other practice, enough to retain progress made in rehearsals and address specifically challenging passages. Members all want to have fun singing together and wish to experience a smooth flow during the rehearsal and steady progress in mastering their music.

#### **FINAL REHEARSALS, PERFORMANCES, AND PUBLIC EVENTS:**

Our December and June final rehearsal and concert will take place at Everett Performing Arts Center (EPAC), 2710 Wetmore Ave, Everett. Final rehearsal times may be extended as needed and call times for arrival before concerts will be announced. Our April final rehearsal will be held at Everett Civic Auditorium, call time TBD

#### **CONCERT #1 –**

Final Rehearsal – Date and time TBD

Concert – Sunday, December 3rd, Call times TBD; 3:00 PM Performance.

#### **CONCERT #2 –**

Final Rehearsal – TBD

Concert – Sunday, April 28<sup>th</sup>; Call time TBD

#### **CONCERT #3 –**

Final Rehearsal – Date and time TBD

Concert – Sunday, June 11; Call time 1:30 PM; 3:00 PM Performance

#### **TICKET INFORMATION:**

Please refer to the [Ticket Link](#) for [order forms for our season](#). For concerts outside the regular season check the [Special Performances](#) page. For special **Ensemble Sing-Out Performance** information, information will be given through the Chorale's email bulletin and announced on our website and through social media.

## **MUSIC:**

Singers will purchase new music each quarter at a cost to be determined. Borrowed pieces from the music library will be returned after each performance as they are the property of the Everett Chorale Association.

Those pieces will be stamped and numbered so you will know which music is on loan.

Music packets are available at the first rehearsal. Present your Proof of Registration to the music librarian and be prepared to pay for new music by check, cash or credit card (this can be included in your registration fee if you are registering directly with the Everett Chorale) in order to receive a packet.

Without proof of registration, a packet may be lent to you for that rehearsal but must be returned at the end of the evening. If you are not registered by the 3<sup>rd</sup> rehearsal, you may be asked to excuse yourself until you have completed and shown proof of registration.

For **loaned** music, pencil may be used to mark the music but all marks, if possible, should be erased before returning the music. Please **DO NOT use a highlighter or ink or punch holes in the music.**

A procedure for returning **loaned** music will be designated at the performance site and those pieces must be returned at the conclusion of the performance or whenever a member leaves the Chorale. In the event that a singer must drop out of the Chorale prior to the performance, the singer must return **loaned** music to their Chorale Section Leader or to another Chorale member or by mailing it to the Chorale mailing address listed on page 1.

A black folder is required to hold music during performance and music should be in program order. You can find folders on-line from many vendors. A few to check out are: <https://chandlermusic.com/>, <https://www.musiciansfriend.com/>, <https://musicfolder.com/>

## **Concert-Wear Guide, 2023-2024 Season**

To maintain a professional standard, we have chosen to present a uniform appearance at all performances.

Members of the Chorale are requested not to wear anything scented, in consideration of their fellow singers, at rehearsals and at concerts. This includes perfume, after-shave, deodorant, hand lotion and hair spray: please choose unscented products.

The Everett Chorale board is updating our concert wear guidelines for the 2023-2024 season. Singers will wear all black apparel, and specific guidelines will be distributed early in fall quarter. New singers should confer with the wardrobe coordinator regarding concert wear.

Wardrobe Coordinator contact information:

Sharon Lawrence (Alto I)

206 372-5811 cell or text

**SOLOISTS AND INSTRUMENTALISTS:**

The Director determines the nature and composition of the programs. Soloists may be selected from within or outside the Chorale membership and auditions for solo parts will be announced in advance by the Director. The Choral Arts Orchestra and other chamber groups made up of prominent local instrumentalists have accompanied many of the major works sung by the Chorale. Other soloists and music groups may be invited by the Director to participate in our program.

**STAGE ETIQUETTE:**

The Chorale often performs on risers and will be in no way liable for injuries or death of a singer on or off the risers. A singer will notify the conductor of any reason they cannot be on a riser or cannot stand for the length of a performance and accommodations will be provided.

When entering or leaving the stage, performers should carry their black folders with their music in their upstage hand. Music should remain at their side until the Director cues it to be raised.

When the orchestra or soloists are performing alone, do not follow along in the score unless directed to do so. Instead, turn pages to the next choral entrance and be prepared to sing on cue by the Director.

Skipping to the next vocal section is greatly assisted by paper clipping pages together.

Singers should maintain eye contact with the Director during performance. Singers should never chew gum on stage. Food, drink and cellphones are not allowed.

When entering EPAC for final rehearsals and performances, singers should enter through the rear loading dock and down the hall to the Anderson room, not through the main lobby entrance.

Singers should refrain from going into the EPAC lobby before performances and during intermission.

**SECTION LEADERS:**

Nancy Pates-Riches	Co-Soprano Section Leader	360-320-0940	npatesriches@yahoo.com
Dianna Williams	Co-Soprano Section Leader	530-330-1406	dianna.williams@bayalarm.com
Amy Sharkey	Alto Section Leader	425-299-5380	ajnansel@gmail.com
Bruce Means	Tenor Section Leader	425-750-8996	bgmeans62@gmail.com

Bruce Means	Bass /Baritone Section Leader	425-750-8996	bgmeans62@gmail.com
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**SECTION LEADER RESPONSIBILITIES:**

1. Introduce, welcome and integrate new singers into the section.
2. Take rehearsal and performance attendance and, in conjunction with the Director, address any attendance issues.
3. Give musical suggestions to section singers under guidance of the Director.
4. Be willing to address rehearsal etiquette with section members.
5. Serve as liaison between the singer and the Director.
6. Attend to dress code concerns.
7. Provide accurate, alphabetized list of section members for the concert program.
8. Ensure that section is performance-ready to enter the performance stage.
9. Coordinate the after-performance reception with your members.
10. Assist the music librarian to collect music from section members at the completion of a concert as needed.
11. Serve on a telephone/email tree for emergency communication.

**EVERETT CHORALE ASSOCIATION BOARD:**

The Board is composed of volunteers who are vitally interested in the success of the Chorale. Their task is to ensure the smooth operation of the business and organizational aspects of the Chorale, including budgeting and financial support, marketing, correspondence, policies and providing as much assistance as possible to the director.

**THE EVERETT CHORALE BOARD FOR 2023-24 IS:**

Cheryl	Grohn	President	cherylg@gmail.com
Peggie	Thompson	Vice President	peggiert14@gmail.com
Paul	Brandstetter	Treasurer	paul@pwbinc.biz
Judith	Bernier	Secretary	callalilly4ever@gmail.com
Patty	Chatterton		pjchat@frontier.com
Kaytlyn	Engle		kaytlyn.engle@gmail.com
Diana	Jaramillo		dianalj@gmail.com
Allison	Kang		allikang@gmail.com
Sharon	Lawrence		sweetsara@avvanta.com
Amy	Sharkey		ajnansel@yahoo.com

Eric	Wallace		ericwallace360@gmail.com
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Heather	MacLaughlin Garbes	Artistic Director and Ex-officio member ECA	
Karin	Larsen	Artistic Director and Ex-officio member SCYC	

The Board meets the second Tuesday of the month (except for December, July and August) at 7:00 PM at Our Savior’s Lutheran Church at 215 Mukilteo Blvd. or via Zoom. The board president will provide a link for board members to access Zoom meetings, usually the day before the board meeting. Meetings are open to all Chorale members.

September 12	January 9	April 9
October 9	February 13	May 14
November 14	March 12	June 11