

# Glastonbury Chorus

*Updated Jan 2008*

## **Steering Committee Chairperson**

- Generate list of rehearsal dates and concert dates
- Be sure there are section leaders and membership contacts
- Serve as touchstone/checkperson for just about anything/everything
- Try to be on top of whatever is going on so that there is a "central place" for coordinating
- Introduce chorus at concerts and be sure to include any and all other announcements necessary
- Oversee following positions:

## **Scheduling & Facilities Coordinator**

- Coordinate w/schools/town for rehearsal and concert locations/dates (often requiring many emails and phone conversations to nail it down)
- Communicate with appropriate facility staff when errors occur for rehearsals, concerts, etc.
- Confirm scheduling a few weeks before the concert and try to insure that we have rooms, pianos, lights, risers for rehearsals and for the concert (never as easy as it seems and often requires numerous communications)

## **Secretary**

- Maintain roster and email list
- Send out emails communicating important updates
- Update seasonal letter w/rehearsal dates, dues info, etc.
- Reconcile roster with paid dues list from Treasurer
- Supply roster info for concert programs
- (optional) Digitalize and send out recordings as mp3 files
- Oversee following positions:

## **Music Librarian**

- Maintain music library
- Distribute sheet music as needed
- Collect/organize sheet music as needed
- Make copies as needed

## **Historian/photographer**

- Keep track of programs, correspondence received, etc. in a loose-leaf notebook for handy reference in future

## **Webmaster**

### **Treasurer**

- Collect dues
- Bank deposits
- Bank reconciliations
- Periodic reporting of financial status
- Pay bills
- For the concerts: Supply \$100 in singles (from our account) for our box office volunteers to make change.
- Have someone secure all the box office money while we are performing

### **Publicity/Marketing**

- Writing and sending press release about concert (fax, email, and snail mail, depending on recipient)
- Filling out [online] information forms about concert for online databases (e.g., CT Now, CultureConnect, Tourist Bureau)
- Updating sponsorship materials for chorus members and potential donors/advertisers; also duplicating materials and collecting some, but not all, of the completed materials
- Working with group to "name" the concert and specify content for posters and tickets
- Creating and duplicating flyer for use at caroling
- Distributing posters (also duplicating second batch of same)
- Coordinating distribution of and payments for advance tickets
- Coordinating with program person for wording and placement of ads and "theme" for concert

### **Membership**

- Create, distribute and collect new member information sheet
- Willing to give out name and number as contact for chorus in publicity
- Form/maintain a committee to actively recruit new members
- Sending announcements/articles to the citizen (for 2 or 3 weeks running) and courant Cal section giving info regarding the first rehearsal each semester and inviting new members to join

### **Section leaders**

- Accept calls/emails for attendance
- Welcome new members to the section
- Coordinate

## **Concert Team Leader**

- Purchase gifts for Nan and accompanist and any decorative items for reception
- Arrange for volunteers to sell tickets before the concert. Make sure that ticket area is set up before the concert
- Arrange for someone to turn pages for pianist during concert
- Oversee the following committees which have jobs relating to concert organization and set up

## **Foodshare coordinator**

- Make sure collection area is set up for concert (i.e. table, signs, etc.)
- Solicit help from other chorus members to transport food donations from concert to car
- Deliver food donations to Riverfront Community Center, where Glastonbury Food Pantry is now located (calling ahead to let them know of delivery is optional)

## **Signs management**

- Provide storage for wooden signs
- Update signs w/painter as needed before concerts
- Place/remove signs as needed before concerts

## **Post-Concert Dessert Reception setup/cleanup**

- Organize people to set up cafeteria for reception. Make sure that plates, drinks, desserts, etc. are arranged and ready for the reception
- Make sure everything is cleaned up and back in order after the concert reception

## **Concert Programs**

- Program Layout & Design
- Collect Ads and checks. Give checks to treasurer as needed
- Maintain business card library (electronic)
- Scan business cards for program
- Drop off program for printing before concert
- Pick up and deliver program to concert

## **Nursing Home coordinator**

- Phone calls to Nursing homes to set up schedule
- Phone calls to confirm dates and times
- Informing chorus as to schedule, directions, etc.