



## ATTENDANCE COMMITMENT

As one of the finest non-auditioning community bands in the region, the Peachtree Wind Ensemble maintains its musical standing through the commitment and dedication of its members. Consistent participation of every member at weekly rehearsals results in successful performances. Each member's attendance commitment protects the musical integrity of the band, as well as the individual efforts and investments of every member involved. When a member misses several rehearsals this hurts the band and is not fair to the other members who have met their commitment.

### Rehearsals

We are asking each member to commit to attending a minimum of 60% of all scheduled rehearsals for each concert cycle (including the Thursday dress rehearsals). For example, if there are 10 rehearsals leading up to a concert, members would be allowed to miss no more than 4 rehearsals. We are not encouraging members to only attend 60% of rehearsals, but instead are providing a buffer in case a member has to miss rehearsal.

For new members joining at some point during a concert cycle, this number would be adjusted based on when they join the band.

*NOTE: Rehearsals scheduled on Holidays, days other than Monday Evenings (except for Dress Rehearsals), as well as any additional or rescheduled rehearsals will not be included in the Attendance Commitment calculation if missed. These dates will however be counted as make-up rehearsals and Members who do attend these dates will be given credit towards their attendance.*

### Late Arrival to and Early Departure from Rehearsal

PWE members are encouraged to arrive at least 10 minutes early to rehearsal. If a member arrives more than ten minutes late to rehearsal or must be excused more than ten minutes early, a half absence will be added to their total absence count.

### Reporting an Absence

As soon as a member knows they will need to miss a rehearsal they need to let their Section Leader know.

### Dress Rehearsals

Rehearsals identified as Dress Rehearsals in the calendar are **especially important** for the success of all concerts. If an "Unavoidable Conflict" will make it impossible to attend a dress rehearsal, members are expected to notify BOTH the Conductor and Section Leader as soon as possible.

"Unavoidable Conflicts" might include: being out of town, having to work, emergency, important family events, performances for other groups that members are involved in, sick, etc. Conflicts that can be rescheduled, rehearsals for other groups, and those that can be avoided with proper scheduling, etc. are not considered "Unavoidable Conflicts". Please make every effort to attend all Dress Rehearsals.

*NOTE: Missing a dress rehearsal due to an "Unavoidable Conflict" will count as 1 absence. Missing for other reasons will count as 2 absences.*

### Concerts

If a member knows in advance they are not able to OR not sure they can attend a concert, they are expected to notify BOTH the Conductor and Section Leader immediately so part coverage, solo coverage, and seating can be adjusted if necessary. Also, depending on the member's instrument it may be necessary to arrange for a guest performer to cover their part. Failure to notify the Conductor and Section Leader could result in the Member's spot in the Section being forfeited if the Section is At Capacity OR Reaches Capacity.

If a member was planning on attending the concert but extraordinary circumstances prevent them from performing the concert, they need to notify BOTH the Conductor and Section Leader immediately.

Members should miss no more than 2 Concerts in a year. Currently, the band has 1 Spring Concert, 1 Summer Concert, 1 Fall Concert, and 2 Christmas Concerts. Since the Christmas Season is especially busy, each Christmas Concert will count as one half a concert. So if a member misses one of the Christmas Concerts and performs at the other, they will have missed one half of a concert. If they miss both Christmas Concerts they will have missed 1 Concert.

**Breaking The Attendance Commitment**

Breaking the Attendance Commitment and exceeding the maximum number of permitted absences for a concert cycle, may result in the member being asked to not perform at the concert. In instances where the Attendance Commitment is frequently not met throughout the year, that member may be asked to take a leave from the band and re-join when they can consistently meet their commitment. The final decision will be made by the Conductor, Section Leader, and Board, taking into account the specific circumstances of each case.

**Section Caps**

To help ensure the proper balance of the ensemble and capacity of seating on the stage, each section of the band has a maximum number of seats available. Once a section is at capacity, all individuals requesting to join/re-join the band are put on a waiting list until an available space opens up. Once a space does open, those individuals are contacted in the order their request to join/re-join was received. Individuals who want to join/re-join need to enter their request to do so online at [www.PeachtreeWindEnsemble.org](http://www.PeachtreeWindEnsemble.org) using the Join Us form.

**Leave Of Absence**

In extreme cases where members need to take an extended Leave Of Absence from the band due to an emergency and wish to return, they need to let the Board, Conductor, and Section Leader know so approval can be granted and arrangements made. If the Member’s section is at Capacity, an Alternate from the Waiting List may be temporarily put in place to fill the vacant spot. The Leave Of Absence will be good for no longer than 6 months. Before the 6 months expires the Member would need to either let us know their intent to return so timing and arrangements can be made, request an extension for approval, or resign from the band. Failure to do the aforementioned will be considered as the member's resignation. Members with reasons other than an emergency will not be eligible for a Leave Of Absence.

**Alternates**

When a section is at capacity and a Member needs to miss a concert or is on a Leave Of absence, an Alternate who is on the Waiting List may be asked to fill in temporarily until the Member returns. Should the Member not return the Alternate would be offered that member's spot. Alternates will not need to pay dues until they become a Member of the band.

**Joining/Re-Joining The Band**

Individuals who want to join/re-join need to enter their request to do so online at [www.PeachtreeWindEnsemble.org](http://www.PeachtreeWindEnsemble.org) using the “Join Us” form. Should a past member or new member simply show up to rehearsal and the Section is at Capacity, that individual will need to complete the “Join Us” form and be placed on the waiting list. If the Section is not at Capacity, then the individual will need to complete the “Join Us” form before the next rehearsal.

**Illness**

If a member is feeling unwell or experiencing COVID-like symptoms, they should not attend rehearsal.

**Attendance Commitment Records**

Section Leaders will take and record their sections’ attendance at all rehearsals and concerts via the online attendance record form. The link to this form will be provided to all section leaders. If the Section Leader is absent, they will designate a member from their section to take attendance in their absence.

**Rehearsal Cancellation Procedure**

If a rehearsal is canceled for inclement weather or other reasons, members will be notified via email and the PWE Facebook Members Group. So, please check your email regularly (including the SPAM folder) AND request to join the PWE Facebook Members Only Group at [www.facebook.com/groups/pwe.members](http://www.facebook.com/groups/pwe.members)

**As a member of the Peachtree Wind Ensemble, I fully understand and make my Attendance Commitment to the band.**

**Print Name:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_