



Welcome Information

Version 1.5
December 2017

We're so glad you've chosen to join **one of the most progressive and cutting edge choirs in Melbourne**. This document is designed to get you up to speed on the ins and outs of **MCCHOIR**. Have a read - we've summarized most of the things you will encounter in your **MCCHOIR** journey - if something's not covered, please ask, **we're here to help**. Again thanks for joining us and welcome aboard!

- Melbourne Contemporary Choir (aka **MCCHOIR**) is always open to new members. It's the responsibility of existing members to make everyone feel welcome (members are affectionately referred to as the **M-TEAM**).
- After your complimentary **MCCHOIR** rehearsal session, there is a very quick survey which provides the team with valuable feedback. If you haven't yet done so, go to <https://mcchoir.typeform.com/to/kKIMA8> and complete it as soon as possible.
- **MCCHOIR** sings songs performed by contemporary artists like Adele, Sam Smith, P!NK and other top 40 artists, as well as a range of other music suited to the group.
- We love receiving repertoire suggestions - chat to Jason or post your idea to the members group on Facebook.
- **MCCHOIR** also sings original songs written especially for the choir to record and perform.
- **MCCHOIR** has recorded an EP of original songs available on iTunes and Google Play - head to www.mcchoir.com for the links to Time to Shine. → Jason and the **M-TEAM Liaison Crew** are here to guide, support and respond to any questions you might have.

- Choir sessions are held on Thursday evenings at the Macleod Community Hall from 7:30pm to 9:45pm during school term time (7 Birdwood Avenue Macleod)
- We expect members to attend the majority of rehearsals in a given term and to actively identify and invite people in their circle of family and friends who might enjoy the **MCCHOIR** experience.



- Performances are a regular occurrence and can be used to develop members' performance skills, to raise the profile of **MCCHOIR**, grow membership and raise funds.
- Members play a significant role in helping spread the word and sell tickets for performances.
- BeyondBlue is **MCCHOIR's** charity of choice and the choir stages events from time to time to fundraise for BeyondBlue.

Every Week

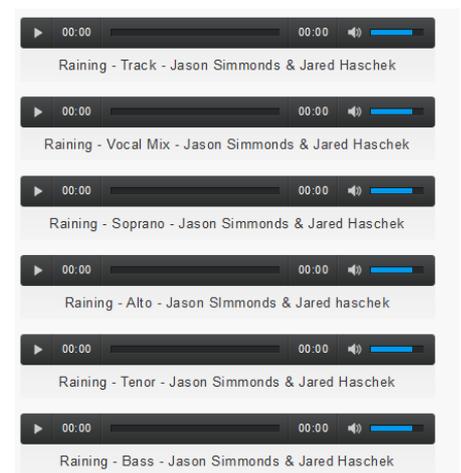
- On arrival at a session, members check off attendance log near the entrance, and collect and wear their name badge, returning the badge at the end of the session ready for next week.
- Members check their allocated music number in the music filing system at the back of the room for any new music.
- There is a supper break mid-way through rehearsals – a great opportunity to socialise!
- All members help to pack away when rehearsals are over (including stacking chairs, cleaning up supper, returning equipment to the storage cupboard – many hands make light work).
- If you are unable to attend a rehearsal, text Jason on 0400 242 893 or post your apology to the Members Facebook group prior to rehearsal.

Staying connected

- The choir uses and relies on the **MCCHOIR** Members' private Facebook group and Members area of the website for all between-rehearsal and pre-performance communications as well as email from time to time.
- To join our Members Facebook group, you first need to be Facebook friends with one of the group admins Jason Simmonds or Michelle Poke - they will then add you to the group.
- The Members area of the website is where key info is stored - dates, lyrics, song tracks and more. From www.mcchoir.com, select Members (Secure) from the dropdown menu. The password is **mcchoir2017**.

Every Part, Available Online

- Tracks for each of the song parts, track mixes and backing tracks are available to listen to anytime, on the Members area of the website.
- You can also download the tracks from Dropbox - links are located on both the Members area of the website and on the Members Facebook group. Once you've downloaded the tracks from Dropbox, you can load them onto your favourite device, to listen to whenever / wherever. If you



need help downloading onto your device, feel free to ask.

- It is the responsibility of members to jump online to keep up to date and get the tracks you need to practise between rehearsals and in the lead up to performances.

Team Work

- Members each take a turn at bringing along some supper.
- **MCCHOIR** periodically does fund raising activities for specific projects or the purchase of equipment.
- There are opportunities for members to volunteer for roles as required e.g. supper roster, managing music, assisting with marketing and promotion, etc.

Music Policy

- Each choir member is allocated a folder number on joining - all their music is marked with that number and is their responsibility.
- Music folders, their contents and music books remain the property of Melbourne Contemporary Choir and must be returned when you leave the choir.
- Music should be marked up only with pencil.
- Upon request, all markings should be removed before the return of music.
- Music books and folders should be returned in good condition upon request.
- A fee of \$10 will be charged for late return of music books and folders.
- To cover the cost of reprinting, there is an additional charge if music is lost.



Gig Gear (unless otherwise advised)

GIRLS: Full black outfit (dress, skirt or pants) with black top &/or jacket with silver &/or tasteful bling. No cleavage or very short skirts. Black shoes.

GUYS: Black T-shirt with sports jacket, black jacket or leather jacket or black shirt with optional jacket. Black pants, socks and shoes.



Payment Policy Summary

- We rely on fees to help cover the running costs of the choir including our music library, copyright obligations, special projects, venue hire, insurance and administration costs.
- Fees are paid prior to the start of each term/semester/year.
- Fees are generally not refundable.
- Special arrangements may be made in certain cases upon request.
- Fees are invoiced via email and paid by the term, semester or year with payment due within 7 days.
- Members starting mid-way through a term will be invoiced pro rata.
- The two hour session is \$12 per week or \$10 per week concession.
- Further discounts are applied for upfront early annual payment and additional family members receive a 10% discount after the first full fee paying member.
- Fees can be paid by electronic funds transfer into the choir account:
Account Name: Melbourne Contemporary Choir
BSB: 083614
Account #: 245245217
Please put your name in the description so we know who to send the receipt to.
- Cheques should be made payable to Melbourne Contemporary Choir.
- We can also accept cash at rehearsals (correct change) or EFT payment.
- Please refer to the Fee Structure Policy available on the website for more detail.

Thank you!

- We're delighted to welcome you to the **MCCHOIR** family.
- Chat to Jason or another member of the **M-TEAM Liaison Crew** if you have further questions or feedback - we want to make **MCCHOIR** the best possible experience for every member.
- Now it's time to tell your friends and family about **MCCHOIR** - we'd love to meet them too!