

# COLUMBUS GAY MEN'S CHORUS



## Membership Handbook

approved by the Board of Directors  
September 11, 2005

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## Welcome

On behalf of the Board of Directors, we would like to welcome you into our organization. The Columbus Gay Men's Chorus (CGMC) is proud to be a vital part of the Columbus arts community and proud to represent the GLBT community with quality programming that entertains and educates. We hope this handbook will provide you the basic information necessary to participate in our organization and that you will be a member of our family for many years to come.

### Our Mission

"Voices Raised, Lives Changed"

### Our Vision

The Columbus Gay Men's Chorus was formed in 1990 and maintains the vision of its founding members to foster increased recognition, understanding and acceptance of gay men, lesbians, bisexuals and transgender persons. The Columbus Gay Men's Chorus is a non-auditioned chorus open to all people regardless of vocal talent, musical abilities, race, gender, religion, age, physical abilities, sexual orientation or economic means. The members of the Columbus Gay Men's Chorus are equally dedicated to performing vocal music of the highest quality for its audiences and to maintaining an atmosphere of camaraderie, support and respect for its diverse members. As a performing arts group, the Columbus Gay Men's Chorus strives to enrich and to entertain its diverse audience through varied concerts and other performances comprised of a range of vocal, musical, theatrical and dance presentations. The Columbus Gay Men's Chorus creates innovative, entertaining and provocative performances that enhance the contribution of the arts in the Columbus and Central Ohio communities and that honor, preserve and expand the artistry of the all-male chorus. In selecting accessible venues and providing ASL interpreters for its concert season, the Columbus Gay Men's Chorus endeavors to perform and entertain all people. The Columbus Gay Men's Chorus has created and may create other ensembles under the direction of the Artistic Staff that can perform, entertain and provide outreach to new audiences.

### Our History

The Columbus Gay Men's Chorus (CGMC) was founded in January 1990 as the dream of five individuals: Doug Althaus, Kevin Gary, Bob Germain, Phil Martin, and Jack Wisniewski. After months of discussion and research, the five incorporated the Chorus and began rehearsals in September of that year. Rehearsals were held at St. Stephen's Episcopal Church and the debut concert took place on December 9, 1990 at the Thurber Theater on the OSU Campus. Fifty-one men sang in that first concert which drew over 700 people in the 622-seat house; the largest audience ever for the facility!

Over the years there have been several highlights of note for CGMC.

- 1989 – Founding members have idea to start a gay men's chorus
- 1990 – First CGMC concert under the direction of Artistic Director David Price
- 1991 – Vox Alterna ensemble is formed
- 1992 – First GALA performance – GALA IV in Denver, CO
- 1995 – CGMC releases first recording entitled "Stepping Out"
- 1996 – Attends GALA V in Tampa, FL
- 1997 – David Monseur is named Artistic Director
- 1999 – First Joy! Concert at King Avenue United Methodist Church; CGMC moves to Great Southern Theatre and performs with guest artist, Ann Hampton Calloway; Illuminati ensemble formed
- 2000 – Attends GALA VI in San Jose, CA
- 2002 – Attends Regional GALA Festival in Cincinnati, OH
- 2003 – CGMC moves to the Capitol Theatre
- 2004 – Attends GALA VIIe in Montreal, Quebec; dubbed "The Darlings of GALA"

2005 – CGMC releases its first holiday CD entitled “JOY!”

## WHO'S WHO

### Artistic Staff

#### **Artistic Director**

#### **David Monseur**

David Monseur has been Artistic Director of CGMC after beginning as a Guest Conductor in 1997. Under David's direction, the Chorus has expanded its membership and audience, broadened its performances to a theatrical event, and established itself as a modeled leader in the GALA community. He has conducted internationally in London, Rome, and Montreal. In the summer of 2004, David was the Guest Conductor of the Men's Festival Chorus at GALA VII in Montreal. Prior to serving on the music faculty at Otterbein College, David was the conductor of The Ohio State University Chorus and Assistant Director of the OSU Men's Glee Club. He holds degrees from Ohio State and Westminster Choir College, and is currently teaching music in Upper Arlington.

#### **Assistant Director**

#### **Tim Sarsany**

Tim Sarsany holds a Bachelor of Music degree in Music Composition and a Master of Music degree in Choral Conducting. Both degrees are from The Ohio State University. Tim was the assistant conductor of the OSU Men's Glee Club, and director of The Statesmen. In addition to his work with the Chorus, he is also an instructor at The Ohio State University Marion Campus where he teaches chorus and voice. As an arranger and composer, Tim continues to receive commissions from high school, collegiate, and professional groups worldwide. Tim is published with Lawson-Gould Publishers, New York, and Hinshaw Music Publishers, Inc., Chapel Hill.

#### **Choreographer**

#### **Andy Haines**

Andy Haines is proud to be the choreographer of the Columbus Gay Men's Chorus. He is in his 23<sup>rd</sup> year as a freelance choreographer, and has been involved with the Chorus for many years. A graduate of OSU in business, he began choreographing to pay for college. As a self-taught dancer, he has achieved recognition for his creativity, wit, and ability to educate through the art of dance. Andy has choreographed over 100 musicals, state pageants for the *Miss America* program, and USO shows overseas. He is also well known in the world of show choir. His work has claimed numerous awards for many years, including 14 national champion show choirs.

#### **Accompanist**

#### **Scot Ashton**

Scot Ashton holds a Bachelor of Music Degree in Piano Performance and Music Education from Capital University. Scot received a Master of Music in Piano Performance with Literature with an emphasis in chamber music from the University of Notre Dame. He has been active in the local music scene as accompanist, church cantor and soloist, cocktail pianist, recitalist, and vocal coach. Scot has served as adjudicator/clinician in piano festivals in Charlotte, Chicago, Cincinnati, Los Angeles, Oberlin College and Tucson and also teaches music in the Reynoldsburg City Schools.

#### **ASL Interpreter**

#### **Meg Tucker**

Meg Tucker is founder and director of Stagehands Performance Arts Interpreting. She holds a Bachelor of Arts in Theatre from Otterbein College, and a Masters of Education from The University of Dayton. She received her interpreter training from Columbus State Community College and holds a Registry of Interpreters for the Deaf certificate, a Certificate of Interpreting and a Certificate of Transliterating. Meg has been interpreting for CGMC since its first season.

#### **ASL Interpreter**

#### **Jane Allinder**

Jane Allinder is a freelance interpreter in the Columbus area for over 15 years. Jane is an Occupational Therapist by trade and holds a degree from The Ohio State University. Jane received her interpreter training from Columbus State Community College. She has been a popular face on the artistic interpreting scene for many years and interpreted for CGMC since 2000.

## Board of Directors 2005-2006

<b>President (A)</b>	Paul Feeney	<b>Development Director (A)</b>	Mark Cooke
<b>Vice-President (E)</b> Wachter	Michael Maly	<b>Marketing Director (A)</b>	Michael
<b>Secretary (E)</b>	Bob Whitehead	<b>Membership Director (E)</b>	Matthew Shad
<b>Treasurer (E)</b>	Jack Rensch	<b>Special Events Director (A)</b>	Steven Dunn

The Board of Directors includes members in good standing, elected (E) and appointed (A), who provide the leadership to move the CGMC mission forward. The Board is responsible for many functions of the organization, notably creation of the budget, appointing of standing and ad-hoc committees and hiring of the Artistic Director and staff. All Board members, except President, are elected or appointed for two-year terms, commencing in June, by an election/ratification by the general membership.

The Board of Directors meets on the second or third Sunday of every month. Notice of a Board meeting is provided at least one week prior to the meeting. Members are invited to offer input during the "Open Forum" at the beginning of every meeting. Members may also partake in discussion on other matters as allowed by the President; however, voting is restricted to Board Members. More information regarding the Board structure, duties and terms is outlined in Article V of the Operating By-Laws. Those interested in serving on the Board or who have questions regarding its business should contact any Board member.

## Section Leaders 2005-2006

<b>Tenor 1</b>	Brian Harrigan	<b>Tenor 2</b>	Corey Notman
<b>Baritone</b>	Jason Bockis	<b>Bass</b>	Brett Gambill
<b>Dance Captain</b>			

Section Leaders are appointed on an annual basis by the Artistic Director upon self-nomination and with consultation from the Artist Staff and Board. Section Leaders must possess strong vocal skills, an ability to communicate ideas and a commitment to advanced preparation of music and/or choreography. Section Leaders commit to take an active role in the rehearsal and performance preparation t, which includes calling additional rehearsals, helping facilitate production of rehearsal and memorization aids. Section Leaders actively work with the Membership Director on attendance policy and addressing member concerns.

## Managers/Committee Chairs 2005-2006

<b>House Manager</b>		<b>Historian</b>	Paul Fannin
<b>Music Librarian</b>	Brian Harrigan	<b>Stage Manager</b>	
Rick Bloom			
<b>Music Advisory Chair</b>	Matthew Arnold	<b>Youth Initiative Chair</b>	Mark Yerman
<b>Commissioned Piece Chair</b>	Rich Cybulski		

## What You Need to Know

### Important Dates

Concert	JOY 2005	CGMC: Censored	That 70's Concert
<b>Start of Rehearsals</b>	September 11, 2005 6:30 – 9:30 P.M. CDT	January 8, 2006 6:30 – 9:30 P.M. CDT	April 9, 2006 6:30 – 9:30 P.M. CDT
<b>Tech Rehearsal(s)</b>	November 28, 2005 6:30 pm call time King Ave. UMC	March 21-22, 2005 6:00 pm call time Capitol Theatre	June 13-14, 2006 6:00 pm call time Capitol Theatre
<b>Dress Rehearsal</b> Call time Location	November 30, 2005 6:30 pm call time King Ave. UMC	March 23, 2006 6:30 pm call time Capitol Theatre	June 15, 2006 6:30 pm call time Capitol Theatre
<b>Performances</b> Call time Location	December 1-3, 2005 6:30 pm call time; 12:30 pm also on 12/3 King Ave. UMC	March 24-25, 2006 6:30pm call time Capitol Theatre	June 16-17, 2006 6:30 pm call time Capitol Theatre
<b>OTHER EVENTS</b>	<b>DATE</b>	<b>CALL TIME</b>	<b>LOCATION</b>
BUTCH KAMP	September 23-25	7:30 pm	Recreation Unlimited Trinity Episcopal Church 3 <sup>rd</sup> St & Broad
FIRST NIGHT	December 31, 2005	Approx. 7:00 pm	
PRIDE 2006	June 24, 2006	Approx. 2:00 p.m.	Bicentennial Park

### Getting Started

#### **How would you describe the style of the Columbus Gay Men's Chorus?**

CGMC provides an eclectic mix of music to appeal to many segments of the Columbus community. We are often referred to as a 'show chorus' because of the strong visual elements and dance segments in our performances. Musically, we often program concerts that contain jazz, pop tunes, show tunes, and American standards, though we typically offer unique interpretations given the nature of our organization. Additionally, we often program traditional choral arrangements, particularly during our Holiday concerts. Thus, you could say we have something for everyone.

#### **When can I join the Chorus?**

Placement Auditions/Interviews are held during the first two rehearsals of each concert cycle. Typically, these are conducted 1-2 hours prior to the scheduled rehearsal time.

#### **What are the audition requirements?**

As a non-auditioned chorus, there is no 'formal' audition process but the Artistic Director does conduct a placement audition for a member to perform within an appropriate section. Typically, the candidate will be asked to perform a few basic musical exercises to test voice part, vocal range, vocal memory and sight reading ability. No prepared music or choreography is required. Additionally, each prospective member must initially register with the Membership Director.

### **Are there other requirements to become an active member?**

Anyone participating in the organization will be asked to provide essential contact information, as well as personal interest information. Each member will be financially responsible for basic costuming requirements as outlined in "Required Concert Attire". A Membership Agreement will be provided to each member and must be signed prior to participating. The agreement will contain the following:

- Copy of the Membership Handbook and Operating By-Laws
- Medical release forms and emergency contact information
- Consent to release audio and video representations of the member
- Acknowledgement of participation requirements including attendance, dress, and staging choreography policies

### **What happens after these requirements are met?**

You will begin rehearsing with the Chorus immediately upon completing the above tasks. At your second rehearsal, you should be assigned a music folder and music. Most concerts provide 9-10 weeks of rehearsal prior to the performance. During the course of the rehearsal schedule, vocal aids such as rehearsal CDs will be distributed. Choreography, if a part of the show, will be taught during the scheduled rehearsal times. Section Leaders may at times call optional rehearsals that members are encouraged to attend.

### **What if I don't read music?**

Reading music is not a requirement to be in the Chorus. Of course, reading music will make your chorus experience easier. It is more important that our Artistic Staff understands your musical ability. The section leader will provide some assistance with pitch and rhythms during rehearsals and at sectionals. Also, rehearsal aids are issued to each member several weeks prior to every concert. These aids will assist you with your personal responsibility to learn and memorize with notes, rhythm, and tempo.

### **What if I can't dance?**

Movement is very much a part of our performances, as our audiences have grown to appreciate the visual aspects of our shows including our lighting and staging effects. Choreography is designed with a realization of the varied abilities of our members. All members are expected to participate in the staging and movement of the performance, except as provided in the "Choreography Policy".

### **Can I perform in organizations other than CGMC during a season?**

You can perform with any other group during a concert cycle and still perform with CGMC, provided you adhere to the "Attendance Policy" for rehearsals and performances described later.

### **How much rehearsal time will there be?**

We rehearse every Sunday starting promptly at 6:30 PM and ending at 9:30 PM. There may be additional rehearsals, but they will be announced in advance. Anytime you know that you will not be able to attend a rehearsal, please contact your Section Leader or the Membership Director.

### **Do I need to pay dues to belong to CGMC?**

As CGMC believes itself to be first and foremost a community arts organization and not a club or fraternal organization, dues are not required to participate. Performing members will incur expenses as they relate to performance attire and costuming. From time to time, additional expenses may arise when various optional social events are scheduled for the members. As a non-profit organization, we hope you will consider a donation to the Chorus in lieu of dues. Ticket sales only support approximately 40% of our operating budget. Supporting the Chorus financially is supporting YOUR Chorus. We hope that as you embrace and participate in our mission, you will be able to give at a level that is meaningful to you.

### **How much will being a member of the Chorus cost?**

Generally most new members will need to obtain a tuxedo for all performances. Specifications are outlined in "Required Concert Attire". The Membership Director will offer suggested vendors to make purchase arrangements. Tie and cummerbund are purchased directly through the Chorus. At present, it is estimated that you will spend a minimum of \$120 for tuxedo and chorus purchased items. Anticipate more for appropriate tux shirt and shoes purchase.

Members will also be responsible for purchasing a CGMC polo shirt for use at optional singing events beyond our concert season at an estimated cost of \$30. Additionally, for some concerts, additional costume accessories may be required by the Artistic Staff. These personal items are the member's responsibility to purchase.

Lastly, the Chorus conducts an annual retreat (Butch Kamp) in which you will be encouraged to participate. It is safe to estimate that \$70-\$100 will be required to register for the retreat.

### **What if I have a problem or question?**

In general, most of your questions and concerns about music production are best handled by your Section Leader. Concerns about the organization are best handled by the Membership Director, as that director administers most membership issues and serves as your liaison to the Board of Directors.

## Expectations

### **What You Should Expect From the Chorus**

Joining CGMC provides you with the following opportunities:

- To perform with others (primarily gay men) for a variety of audiences in Central Ohio
- To rehearse vocal selections and choreography under the direction of a competent and prepared Artistic Staff
- To be provided a schedule and resources to individually prepare and perform quality musical entertainment
- To socialize in a positive and productive environment
- To make a difference in the Central Ohio GLBT and broader community

Although there are many reasons people join CGMC, our primary focus is music and musical productions. Though many have found life-long friends and partners here, if your reasons to join are purely social, this probably isn't the right group for you.

As a gay men's chorus, we have a unique opportunity to represent the gay community. Music touches hearts in ways words alone never will. By being a part of CGMC, you set yourself apart as a proud example to others who may not have positive gay role models and show the broader Columbus community that it's okay to be gay. Above all, expect to have fun!

### **What the Chorus Expects From You**

You will be asked to sign the Membership Agreement, copies of which are distributed when you join or annually renew. In addition you are expected to:

- Be on time and prepared (vocally and physically) for all rehearsals and performances as directed by the Artistic Staff
- Promote our mission and vision for musical excellence
- Respect fellow singing and non-singing chorus members and staff of CGMC
- Represent CGMC in a positive, professional manner
- Perform with pride and have fun

## Membership Agreement

As a Columbus Gay Men's Chorus (CGMC) member, you will acknowledge in writing to:

**Attend all scheduled rehearsals and performances associated with a particular concert.**

Each member is important to the sound, quality, and progress of the Chorus. When you miss rehearsal you take away from the rest of the membership and their experience. Members with excessive absences from rehearsal may not be eligible to perform.

**Adhere to the Performance Dress Code established for each performance**

Members unable to adhere to the assigned dress code may not be eligible to perform.

**Maintain and return all sheet music distributed to you as identified on the Sheet Music Agreement**

**Acknowledge receipt of current Operating Bylaws and Membership Handbook**

**Keep current all financial responsibilities with the Columbus Gay Men's Chorus**

**Provide Emergency Contact Information**

**Provide Public Appearance Release**

CGMC performs publicly as part of its mission to reach out to the community at large. We often use the media for announcements, reviews, and publicity. Audio and/or video recorded footage of the Chorus may appear in local media outlets, with or without permission. As a member, you agree to allow CGMC to use your name or likeness publicly in connection with the Chorus. If public association with an openly gay organization might affect you adversely, please consider those consequences before making a commitment.

**Release of Claim of Liability or Compensation**

As a non-profit arts organization we create our musical entertainment for the enjoyment of our audiences and our performers. Performers assume all risk in participating in this activity and understand that they are in no way anticipating compensation for their participation.

**Make a good faith effort to support the Columbus Gay Men's Chorus beyond performing**

As a non-profit organization, CGMC relies on its members and volunteers to support the Chorus in many ways beyond merely performing. You will be asked to:

- Sell concert tickets
- Promote concerts in whatever manner is available to you (i.e. word-of-mouth, mailings and emails)
- Promote special events and activities of CGMC
- Encourage individuals to participate, donate and attend our performances
- Consider becoming a donor to the organization
- Consider serving on a Chorus committee or Board of Directors

## Sheet Music Agreement

CGMC maintains an ASCAP/BMI license, thus purchasing the rights to perform music at no cost to its members. To maintain a reasonable cost associated with purchasing these rights, sheet music is distributed on a per-concert basis with members signing a Sheet Music Agreement acknowledging receipt of all concert music. At the end of a concert cycle, please return your music in good condition, without excessive wear and tear or permanent markings (highlighter, pens, etc.). Unreturned music will be invoiced for its value.

Rehearsal aids are also provided to enhance member practicing and memorization outside of scheduled rehearsals. In receiving these rehearsal aids, members should not copy or distribute additional copies of these rehearsal aids. Any additional copies may constitute infringement of copyright laws. Copies distributed to members must be returned upon the request of the CGMC Board or Artistic Staff.

## Required Concert Attire

A Chorus production is inherently designed to capture the collective whole of a group's vocal and visual performance and not to be a display of any individual members. Thus, a consistent and uniform appearance is an integral part of our organization's esprit de corps. It is important that all members adhere to the designated concert attire to achieve our desired effect. At certain times, the Artistic Staff may vary these requirements to enhance the concept of a given concert. Members will be required to adjust their attire to specific guidelines identified at such times.

### Concert Tuxedo

**Required** (New members as of 9/2005; Returning members as of 9/2006)

- Traditional standard single breasted tuxedo jacket (preferred types include 1-2 button and single notched lapel, also shawl lapels)
- Black tuxedo pants (with black silk stripe down the leg)
- Tuxedo Shirt – white, ¼ inch knife pleated shirt with wing collar and white buttons (prefer button cuffed)
- Socks- Black
- Shoes – Black traditional polished dress shoes (no athletic shoes or dress shoes with buckles or treaded soles)
- Purple Cummerbund and Bow Tie – purchased through Membership Director
- Chorus Pin and Red Ribbon – distributed by the Membership Director

### Optional Accessories and Suggestions

- Tuxedo Fabric – Natural wool blends are encouraged as they are less likely to discolor in varied lighting effects presented during a performance
- Jacket Lining – black is strongly recommended
- Studs – not permitted
- Cuff Links – discouraged, but permitted
- Suspenders – permitted but only white (preferred) or black and non-patterned
- Jewelry – none on the tuxedo; minimal and unobtrusive on hands, wrists and face
- White Undershirts – encouraged to minimize perspiration staining and translucence under performance lighting

*Note: The Membership Director will provide information on preferred outfitters and discount promotions arranged for the benefit of members.*

### Casual Concert Attire

- Khaki CGMC Polo Shirt – purchased through Membership Director
- Black Slacks/Trousers – (Jeans are discouraged)
- Khaki/Beige/White Shorts (for warm weather events)

### Illuminati

- Long Sleeved solid color dress shirt
- Dress or casual slacks – (Jeans are prohibited)
- Tie- unless otherwise informed

## Policies and Procedures

### **Nondiscrimination**

No one shall be afforded or denied membership within CGMC on the basis of vocal talent, musical abilities, race, gender, religion, age, physical abilities, sexual orientation or economic means.

### **Privacy Policy**

Personal information about CGMC members is private. CGMC members and staff shall protect member information from being used for non-CGMC purposes, unless advance permission is acquired from the affected member. What does this mean to you? Do not distribute names, addresses, email addresses or phone numbers from the CGMC Roster to anyone not a member of CGMC (even if it is for your favorite good cause).

### **Tax Deductible Expenses**

Some expenses incurred in connection with participation in CGMC, or travel to related events may be tax deductible. You should consult your tax advisor for specific advice as to what constitutes a tax-deductible expense. CGMC is a registered 501(c) (3) organization.

### **Code of Ethics Policy**

CGMC is a visible organization within the Central Ohio community. With such visibility comes a responsibility to our organization as well as the Columbus GLBT community. CGMC requests that all members, while representing our organization during rehearsals, performances and sanctioned Chorus functions, refrain from unlawful and illegal activity. This includes the possession or use of illegal drugs, excessive alcohol consumption, particularly leading to disruptive behavior and promotion of underage alcohol consumption. Members disregarding this policy may face actions including, but not limited to, termination of membership.

### **Organizational and Artist Concerns and Suggestion Procedure**

CGMC values the feedback and input of all members. Members are encouraged to first try to resolve any issues through effective and positive communication with someone who can make a difference.

Below are two procedures to be utilized when a formal concern or suggestion arises. Such issues are best identified in writing, when not time sensitive.

**Organization Concerns** (such as Board policies, finances, organizational structure)

**Member → Section Leader → Membership Director → Board President**

**Artistic Concerns** (such as attendance, staging, costuming and performance)

**Member → Membership Director → Artistic Staff**

## Chorus Membership

### **CGMC Membership**

Membership is open to all people and is achieved by either:

- Performing with the Chorus during its concert cycle. Such members will complete a successful performance audition and sign a Membership Agreement; or
- Working on behalf of the Chorus in a non-performing capacity. These non-performing members work behind-the-scenes, (e.g. House Manager, Stage Manager, concert production, data processing, marketing, development, etc.) helping CGMC to function in many areas. Non-

performing members are typically expected to provide 10 hours of service per concert cycle and sign a Membership Agreement.

### **Privileges of Active Members in Good Standing**

All members performing or working off-stage, or those on a Leave of Absence, will be considered active and in good standing and will have:

- Full voting rights in general meetings;
- Privilege to seek nominations to committee chairs and office on Board of Directors;
- Privilege to perform in all ensembles and seek audition-only singing opportunities;
- Admittance to social events throughout the year;
- Admittance to cast party after concerts.

### **Taking a Leave of Absence**

If you are unable to participate for a particular concert cycle(s), you may request a leave of absence for a period of up to three consecutive concerts of the full Chorus. During a leave of absence, you will retain all rights and privileges that active members in good standing have and will not be required to re-audition. An absence of more than three consecutive concerts will automatically change your status to inactive and require you to re-interview to perform when you return. Such requests should be made in writing and addressed to the Membership Director.

### **Stepping Down/Inactive Status**

If you wish to obtain inactive status from the Chorus, please inform the Membership Director. You will be asked to fill out an Exit Survey and return any CGMC property and music loaned to you. Failure to return CGMC property will result in an invoice for the value of the property. Whatever your reasons are for leaving the Chorus, we hope you will be able to return in the future and continue to support CGMC.

### **Volunteers**

Volunteers are a vital part of the CGMC family, offering assistance on an as-needed basis. Volunteers can fill many of the roles in the Chorus including but not limited to:

- Setting up and striking sets/risers
- Backstage Assistants/Ushers
- Ticket/CD sales and Concert Promotions
- Serving on Chorus Committees
- Assistance in marketing or membership activities
- Participation/organizing special events and promotions

If you know anyone who might be interested in volunteering with CGMC, please contact the Membership Director or any Board member.

## **Scholarships**

We understand that the commitment of being in CGMC can pose a financial challenge for some. Whether you are a student, living on a fixed income, or have other hardships, we do not want costs associated with creating a performance to prevent your participation in the Chorus. Accordingly, scholarships can be arranged based on financial needs.

Please see the Membership Director for assistance. Recipients will be asked to offset their scholarships by volunteering in chorus committees and fund-raising activities. All scholarship requests are confidential.

## **Additional Chorus Ensembles**

## **Vox Alterna**

Founded in 1991, *Vox Alterna* ("Other Voices") has established its reputation as an advanced vocal ensemble, performing challenging literature, featuring complex vocal harmonies and accapella arrangements. *Vox* is typically limited to a 16-member, four-part harmony ensemble. In addition to performing with the Chorus, *Vox Alterna* often performs at numerous events outside of the performance schedule of the Chorus.

Auditions for *Vox* are traditionally conducted in September of each season. It is understood that placement in *Vox Alterna* requires year-long participation in both the ensemble and Chorus and adherence to all of the policies attributed to a member in good standing of CGMC.

## **Illuminati**

Referring to the Latin phrase "the Enlightened Ones", *Illuminati* was created in 1999 to respond to the Columbus community's expressed desire that the Chorus increase performances of a sacred or spiritual context. The Board supports the mission of *Illuminati* to increase our outreach performances, particularly to religious organizations, while respecting the members' time demands and spiritual beliefs.

*Illuminati* is a volunteer (non-auditioned) ensemble that rehearses as needed for preparation of performances. Participation in *Illuminati* is open to all members in good standing and requires joint participation in the full Chorus.

## **Chorus Committees**

As an organization, CGMC relies on contributions from its members. There are many aspects of the Chorus's operation needing assistance. All members are asked to consider volunteering time for a committee. Committees are created by the Board of Directors. Chairpersons are typically appointed on an annual basis by the Board prior to the start of the concert season. Brief committee descriptions are described below:

- **Audit Committee** – Assists the Treasurer by performing an internal audit of CGMC's financial records, enabling CGMC to reduce outside auditing expenses by up to 50%. The Audit Committee Chairperson reports to the Vice President.
- **Development Committee** – Assists the Development Director (Chair) in preparing donor solicitations and grant proposals. The Development Director chairs this committee.
- **Chorus History Committee** – Assists the Chorus Historian in archiving relevant history of CGMC. Chorus Historian reports to the Vice President.
- **Finance Committee** – Assists the Treasurer (Chair) with bookkeeping procedures as well as balancing the bank financial records each month. This committee also consists of the Development Director and one member-at-large from the Chorus.
- **GALA Committee** – Assist the GALA Chair in all logistics, coordination, financial reporting and communications surrounding annual GALA conferences and the GALA International Music Festival held every 4 years. The GALA Chairperson reports to the Vice President.
- **Marketing Committee** – Assists the Marketing Director (Chair) in executing marketing strategies designed to enhance the CGMC brand and motivate the community to attend CGMC performances. The Marketing Director chairs this committee.
- **Membership Committee** - Assists the Membership Director (Chair) in programming membership events, such as Butch Kamp and Cast Parties and provides service to member needs and serves as feedback for member issues and concerns. The Membership Director chairs this committee.
- **Music Advisory Committee** – Assists the Artistic Director and Marketing Director to review and suggest future musical programming, a minimum of 2 concerts out, that may be included in a concert theme proposed by the Artistic Director. The Artistic Director maintains final decisions on

all themes and content for a show. The MAC Chairperson reports to the Vice President and typically conducts committee meetings monthly. Members include at least the Section Leaders.

- **Special Events Committee** – Assists the Special Events Director (Chair) to create and implement activities and events that promote the Chorus and raise additional funds for performance programming.

## Chorus Awards

### **Golden Pump Award**

This award is presented after each concert cycle by the Membership Director to a member who it is believed to have gone above and beyond the call of duty for the current concert.

### **Chorus Member (Girl) of the Year Award**

This award is presented annually by the Membership Director to the member who has given freely to the organization without desire for praise or reward throughout the course of the year. This individual is one who best exemplifies the spirit of camaraderie and helps to cement the cohesiveness of CGMC.

### **Brian Fertig Memorial Award**

This award is made through nominations by the members and selected by the Membership Committee. The award is presented to an individual who is felt to best embody the mission and vision of CGMC; Someone who breathes renewed life into CGMC through one's love of the organization, one's willingness to perform nearly any task, one's display of respect for our fellow members and one's willingness to extend the hand of camaraderie.

### **Circle of Distinction Award**

This award is presented intermittently by a select committee of past recipients and is given to an individual who over the years has demonstrated one's commitment to the organization. Various criteria are used to determine recipients, but in all cases, the individual will have contributed to CGMC overtime in a myriad of ways, musically and otherwise, thus proving to be a steadfast and stalwart member of our organization.

### **President's Award**

This award is presented annually in June by the President of the Board of Directors to a board member who has contributed selflessly to the organization through the course of the previous year. It is intended to recognize the extraordinary efforts of an individual board member.

## Communication

## Contact Information

Columbus Gay Men's Chorus  
P.O. Box 2495  
Columbus, OH 43216-2495  
(614) 228-CGMC (2462) (voice mail)

### Board Member Email Addresses

[President@cgmc.com](mailto:President@cgmc.com)

[VicePresident@cgmc.com](mailto:VicePresident@cgmc.com)

[Secretary@cgmc.com](mailto:Secretary@cgmc.com)

[Treasurer@cgmc.com](mailto:Treasurer@cgmc.com)

[Development@cgmc.com](mailto:Development@cgmc.com)

[Marketing@cgmc.com](mailto:Marketing@cgmc.com)

[Membership@cgmc.com](mailto:Membership@cgmc.com)

[Events@cgmc.com](mailto:Events@cgmc.com)

**[www.cgmc.com](http://www.cgmc.com)**

Web Site

This site contains information of interest to our audience and the generic public, such as concert schedules, audition information, history and upcoming special events. Please refer people interested in auditioning or attending our events to this website.

Within the [www.cgmc.com](http://www.cgmc.com) website, there will be a section titled "**For Our Eyes Only**" This page will host general information for members, including membership roster, forms, by-laws, committee information, pictures, digital rehearsal files and other pertinent 'static' information. To receive your login ID and password for the member-only web page, or if you have forgotten, send an email to [marketing@cgmc.com](mailto:marketing@cgmc.com).

### **Yahoo Group Mailing Lists**

CGMC primarily communicates to members utilizing a group email distribution service through Yahoo!. This site will be used to alert members to upcoming events and other important information, including announcements from the Artistic Director. A calendar of all CGMC activities will be updated there as well. To sign up for the Chorus email service, or view posted materials, visit [www.groups.yahoo.com/group/cgmc](http://www.groups.yahoo.com/group/cgmc) and click the "join this group" link. You will need to set up a Yahoo! ID and password. You may review the calendar or view posted materials by visiting [www.groups.yahoo.com/group/cgmc](http://www.groups.yahoo.com/group/cgmc). It is your responsibility to check these resources on a regular basis. Contact the Membership Director if you have any further questions.

### **Members Without Internet Access**

Members without internet access will be provided important forms and letters at rehearsals. It is your responsibility to check these resources on a regular basis. Please inform the Membership Director if you do not maintain an email account.

## Rehearsals

### When, Where, Why & How

#### **Location**

CGMC rehearse every Sunday night from 6:30pm – 9:30 pm during the regular concert season at the Columbus Dance Theater, 592 E. Main Street, (at the intersection of Main and I-71). Typically, a concert cycle lasts about 10 weeks, followed by a 2-3 week break. The Chorus typically does not rehearse during the summer. You should prepare to arrive early and take care of any chorus business (e.g. registrations, processing ticket requests, etc.). Be in your seat and ready to warm up at 6:30pm.

*Vox Alterna* rehearses on Wednesday nights, same location typically at 7:00 pm.

*Illuminati* rehearses on an as-needed basis, but anticipate either 1 hour prior to Chorus rehearsals, immediately after Chorus rehearsals, or Wednesday nights at 8:00 pm.

If you are going to be late, please contact your Section Leader, Membership Director or leave a message at 228-CGMC. When you arrive, take your seat quietly and join the activity in progress.

#### **What You Need to Know**

- You will be issued a nametag. Make sure to bring and wear it every week so the members get to know you. The Membership Director may arrange to store nametags at the rehearsal site.
- Bring a pencil to every rehearsal to make notes in your music.
- Water or other beverages brought to rehearsal should be contained in closeable containers to avoid spills and messes. Food should be eaten in the lobby area or outside.
- Avoid using cologne and heavy scented lotion and deodorant, which can be irritating to others when singing.

- Please give your full attention to the director during rehearsals. Because we only have one rehearsal per week, we need to make sure it is as productive as possible.

## Attendance Policy

For the Chorus to achieve its goal of high quality musical productions, commitment to attending rehearsals is required.

- Excused Rehearsal Absences – Members will be permitted no more than 3 excused absences from vocal rehearsals per concert and 2 excused absences to choreography rehearsals per concert prior to production week. Missing ½ or more of two separate rehearsals constitutes an absence.
- Production Week Rehearsals – No absences are permitted
- Concert Performance – No absences are permitted
- Notifying CGMC of Excused Absence- Absences will be counted as excused if notification is made prior to the time of rehearsal by contacting your Section Leader, Membership Director, or the Chorus office phone at 228-CGMC. Please DO NOT contact the Artistic Staff. You are encouraged to notify these individuals as soon as you are aware of an impending absence.
- Excessive Absence/Missing Tech Week Rehearsals and Concert Performances – Any member exceeding any of the above requirements should assume that they WILL NOT perform in the pending production. An exception may only be granted when presented through the Membership Director to the Artistic Director at the time the member is first aware of the conflict with this attendance policy. The Artistic Director may consider exceptions to the attendance policy, reviewing such circumstances as when absences occurred in the rehearsal cycle, member's attendance in optional rehearsals, and member's ability to demonstrate proficiency in vocal performance, memorization, and choreography. A member should not anticipate being granted an exception to this policy. The decision to grant an exception shall be with the Artistic Director and all decisions shall be final.

## Choreography Policy

CGMC has achieved a distinctive style of music and movement among men's choruses. As such, staging and choreography are significant elements in our productions. All members are expected to participate to the fullest extent in all aspects of each performance.

CGMC's Board and Artistic Staff recognize that not all members have the ability to perform the staging envisioned for a concert. However, the Artistic Staff must be able to anticipate each member's ability to perform in a show. Exceptions to participating in all choreographed movement will only be made when a written excuse, signed by an appropriate medical professional, is provided to the Membership Director no later than five weeks prior to a concert. Unforeseen injuries will be granted exception with excuse, up until one week prior to the production dates. Such excuse will be good for an entire season or throughout a member's tenure if a permanent condition. Such excuse may be waived for future productions by the member when the medical condition is no longer present. The granted exception will be all-encompassing, meaning a member will not participate in any choreographed routines produced during a performance. The Artistic Staff will make its best efforts to stage non-dancing members as appropriate in a given performance, but there may be times members may temporarily be off-stage.

## Sectional Rehearsals

Typically once per-performance and approximately halfway through a concert rehearsal cycle, a sectional rehearsal may be called at the request of the Section Leader. This will typically be on a Wednesday evening and will be utilized to review rhythms and pitch with section members. Attendance at such is recommended but not required nor will an absence count toward your total absences permitted per concert.

## Choreography Rehearsals

When choreography is an integral part of a show, choreography rehearsals will be conducted within the weekly rehearsal and noted as such on the rehearsal calendar. Limited time is available to teach and review choreography so it is recommended that members take time to rehearse choreography outside of scheduled rehearsals.

At times, optional rehearsals will be called by the Artistic Staff or Dance Captain. These rehearsals are for the member's benefit and an absence will not count toward your total absences permitted per concert, but will be given consideration as make-up rehearsals when scheduled rehearsals are missed.

## Announcements & Breaks

The chorus breaks for 10 to 15 minutes halfway through each rehearsal. Prior to the break, the Board will make any necessary announcements. Please pay close attention – this is when you will find out about special performances, changes in rehearsal schedules, committee and special event information, dress requirements for performances, summary of decisions made at board meetings, GALA information, etc.

As a reminder, if you miss a rehearsal, you are still responsible for the information provided during announcements. Please make sure to contact your Section Leader or check the CGMC website and emails to review any announcements you may have missed.

Refreshments at break will be limited so plan accordingly. Use this time to hydrate yourself, socialize, take care of chorus business, etc. Be ready to rehearse when the break is over. Please help clean up before leaving and take home any leftovers.

## Retreats & Member Activities

### Fall Retreat

#### **Registration and Payment**

CGMC typically coordinates a fall retreat at the members' expense. The purpose of the retreat is to provide a series of focused rehearsals and social fellowship for the members. Attendance is recommended but not required. Retreat costs will be identified at least one month prior to the event. (Typically no greater than \$100). Payment is due prior to attending unless arrangements are made with the Membership Director/Treasurer for a deposit prior to the event.

The Membership Director manages all aspects of the retreat, including accommodations, meals, car pooling, and financing. Chorus members are required to fill out the Retreat Registration Form and make financial arrangements prior to attending. The information provided will aid the planning process and serve as confirmation of your attendance.

#### **Accommodations**

Although accommodations vary by retreat location, generally there is a main area for relaxing, a dining hall, rehearsal hall, and individual/bunk bed sleeping arrangements. This event is intended to be a rehearsal/team building event primarily for members, though non-member partners are welcome, if requested and registered prior to the event.

Although travel arrangements are your responsibility, please notify the Membership Director if you need assistance finding a ride. Carpooling announcements are made prior to the retreat. Please indicate on your registration form if you can provide a ride.

### **What To Bring**

- Pillow, sheets, blankets or sleeping bag
- Towel and toiletries
- Suitable Outdoor Gear for anticipated weather
- Flashlight
- Umbrella
- Alarm clock
- Music and pencil
- Snacks and refreshments

### **Meals**

Generally, meals are provided all day Saturday and breakfast on Sunday morning. No meal is provided on Friday night, so plan to dine en route. Please indicate on your registration form any special dietary needs, and we will make every effort to accommodate you. Everyone is invited to bring extra beverages and snacks.

### **Rehearsals**

Rehearsals and group activities take place all day Saturday and Sunday morning. A schedule will be distributed prior to the retreat. It is important to be on time to each rehearsal. These focused sessions are extremely beneficial and require your complete attention. Don't forget your music and pencil!

## **No Talent Show**

Saturday night is reserved for the No Talent Show. Bring your songbooks, instruments, special talent, and costumes! Everyone is welcome to perform. A Show Coordinator/Sound Man will be designated and will ask that you provide information about your 'act' prior to the beginning of the retreat. An electric piano and audio equipment will typically be available, though you must arrange for an accompanist to play for you. Special audio needs should be addressed with the Show Coordinator prior to attending.

On occasion, the Membership Director may organize additional No Talent Shows, as a means to encourage member camaraderie, at other times of the year at a non-retreat location. Such events will be organized similarly to the retreat show.

## **Cast Parties**

Traditionally, after each concert, a Cast Party is held to thank members for their efforts in producing a show. These are typically a dinner function with food and refreshments provided, along with an awards presentation and opportunity to review a video presentation of the latest concert.

All members in good standing may attend this event. Inactive members and guests of active members are welcome to attend, though they will be asked to RSVP prior to the event and may be asked to contribute to the cost of their dinner.

## **Concert Production**

### **Ticket Sales/Concert Promotion**

Member discount ticket sales constitute about 45% of all concert sales. All members are asked to assist with this effort. Member sales traditionally begin no later than halfway through a concert cycle and close the Sunday prior to the first concert. Typically, member-purchased tickets are discounted and unlike TicketMaster, no service fees are charged. CGMC accepts most forms of payment (cash, check, Visa, MasterCard, Discover, American Express). The House Manager or Marketing Director will give specific sales instructions for each concert. You may also refer people to [www.cgmc.com](http://www.cgmc.com) or 228-CGMC to order tickets.

Members will typically receive promotional materials (posters, postcards, personalized emails, etc.) which they may use to generate ticket sales. Any information you may have for locations to promote our events should be referred to the Marketing Director.

## Tech / Dress Rehearsals

Technical rehearsals are generally 2-3 nights prior to the concert. These rehearsals are used to specifically work out any technical issues with the performance such as lighting, sound, singing with the orchestra, setting/staging of songs, transitions between songs, etc. Anticipate two technical rehearsals when choreography is involved.

The dress rehearsal is generally the night before the first concert performance. This is the last chance to go through the music and rehearse any staging. Anticipate bringing all concert attire so that you may practice costume changes.

## Performances / Performance Attire

Typically, the Chorus performs each concert twice, once on Friday night and once on Saturday night. Holiday concerts typically also include a Thursday night and Saturday matinee. Most concerts commence at 8:00 p.m., and performers should anticipate arriving for a call-time no later than 90 minutes before the curtain rises.

Performance attire varies for each concert. You should be prepared to have the required tuxedo and other costumes as directed by the Artistic Staff.

## Concert Etiquette

### Performance Calls

- "Call time" is the time members are to be ready to sing. Being in place on time is necessary so that members can hear important announcements.
- Before each concert, members are given a list of the call times, dates, and specific venue information for the performances.
- Valuables, excess money, expensive clothing, etc., should not be brought to performance calls or left in the dressing rooms. Neither CGMC nor the performance venue will be responsible for lost items.

### Stage Etiquette

Proper stage etiquette requires each member singing during a concert to:

- Smile and have fun!
- Stay focused on the conductor through each number until the final cut-off.
- Refrain from talking and pay attention to directions.
- Abide by the attire requirements provided before each concert -- a member may not sing unless he is properly attired.

- Refrain from wearing cologne, but wear lightly scented deodorant and brush your teeth.
- Refrain from eating, drinking, chewing gum, or smoking on stage.
- Do not wear sparkling, large or distracting watches, jewelry, glitter, earrings, or cuff links.
- Leave cell phones, watches with alarms, and pagers in the dressing rooms.
- Use of makeup (stage or otherwise) to a minimum unless requested by Artistic Staff.
- Acknowledge the audience during applause, join the applause only when directed.
- Do not draw attention to any mistake made during the performance.
- Do not go out into the lobby or other public areas of the concert venue for any reason (including intermission) until after the performance is over. We encourage greeting family and friends in the lobby.
- While in concert attire, you are a **VISIBLE** member of CGMC. Therefore, please resist using offensive and vulgar language while in uniform.

### **Personal Care**

In order to ensure that members maintain their stamina and vocal integrity during concert performances, each member should:

- Rest vocally and physically.
- Eat a light meal before rehearsals and performance.
- Drink lots of water before, during, and after the shows.
- Avoid excessive tobacco, alcohol, or caffeine usage as they are detrimental to the voice.
- Without exception, anyone under the influence of alcohol or illegal drugs will not be allowed to perform.

## Development

CGMC relies on donations for more than 50% of its annual income. Selling tickets is one way members can help support CGMC; however, it is impossible to produce concerts/performances of this caliber without these additional resources.

### Fundraising Activities/Special Events

Members will be informed of special events that are aimed at promoting CGMC and encouraging participation from our members, donors and supporters. Such events have included our Restaurant Caravan, auctions, Columbus Idol karaoke competitions, and non-chorus sponsored events such as "The Ho Show". Your attendance and particularly your promotion of these events, greatly enhances our ability to produce our performances throughout the year.

### Private Donations and Corporate Matching Gifts

Individuals are encouraged to make donations to the Chorus. Since we are a non-profit organization, all donations may be tax-deductible. In addition, many companies will match part or all of donations made by their employees to such organizations. Please contact your Human Resources Department to determine if your company will match your donation to CGMC.

### Corporate Sponsorships

CGMC is actively searching for business partners to help defray part or all of the cost of concert production, advertising, and operating expenses. The benefits of corporate sponsorship may include cross-advertising or branding, as well as free concert tickets and/or special performances at the corporate sponsor's workplace. Please ask a Board Member for more information.

### Grants

As a 501(c)(3) organization, CGMC is eligible for grants from other organizations such as the National Endowment for the Arts, Ohio Arts Council, the Columbus Foundation, Nationwide Foundation, and other governmental and private foundation grants. If you know of any organization that supports arts or gay-oriented groups with grants, please inform our Development Director.

## Booking the Chorus

The Chorus, Vox Alterna, and Illuminati often perform for special events through Central Ohio. These performances usually receive donations and are an excellent way to raise money. Although singers are asked to volunteer for such performances, occasionally the entire Chorus will be asked to participate. If you are aware of events that would be suitable to performances by one of our ensembles, please contact our Vice President.

## GALA Choruses

### A Note from GALA

*Inspiring and strengthening our associate choruses to change their worlds through song.*

GALA Choruses, the Gay and Lesbian Association of Choruses, Inc., is the world's only association committed to serving the GLBT choral movement. Its 200-plus member choruses and 10,000 singers look to GALA to provide support and helping its choruses to be strong--artistically and professionally.

GALA fosters the artistic and organizational development of member choruses through a wide variety of programs and services. It produces choral festivals, educational conferences and publications, provide grants for the commissioning of new choral works and serves as a resource center for choruses and individual members.

GALA was formed in 1982 by 14 choruses. Today, GALA choruses range in size from five to more than 250 singers and are located throughout North America, Europe and Australia. GALA is a 501(c)(3) not-for-profit corporation with tax-exempt status in the United States. As a member organization, CGMC members may participate in activities sponsored by GALA.

GALA Choruses, Inc.  
P.O. Box 65084  
Washington, D.C. 20035  
202-467-5830  
Fax: 202-467-5831  
[www.galachoruses.org](http://www.galachoruses.org)  
[info@galachoruses.org](mailto:info@galachoruses.org)

## GALA Festival 2008

CGMC is proud to be a member of GALA Choruses and has participated in GALA Festivals 1992, 1996, and 2000. In July, 2004, at the International GALA Festival in Montréal, Quebec Canada, CGMC debuted *Illuminati*, which performed as one of the few sacred music ensemble in attendance. The Chorus also presented *Vox Alterna*, along with a 60-member version of the full Chorus, which received noteworthy accolades for its lively performance.

As the planning stages begin for GALA Festival 2008, scheduled for July 12-19, 2008 in Miami, we will begin planning fundraisers to help alleviate the cost for members to participate in the festival and inform members of pending commitments and details of the festival. Please stay tuned for further information.