



Musical Director: Adam Hope
www.hanoverchoir.org.uk

Welcome Pack and Handbook

Welcome to the Hanover Choir. We hope you enjoy singing with us. We have put together a set of guidelines to ensure that everybody gets the best out of being a member of the choir.

The key points are:

- Arrive on time
- Look after your music (and don't forget to bring it each week!)
- Make notes in pencil
- Get to know the music well enough to perform in the concert
- Pay your subs on time
- Enjoy yourself!

KEY CONTACTS

Website: www.hanoverchoir.org.uk Facebook: The Hanover Choir

Twitter: @hanoverchoir Instagram: @hanoverchoir

Chair:	Sophie Beckwith	membership@hanoverchoir.org.uk OR hanoverchoir1@gmail.com
Secretary:	Joanna Mercer	secretary@hanoverchoir.org.uk OR hanoverchoir1@gmail.com

Treasurer & Librarian: Ian Hunt

There is a Hanover Choir Whatsapp group – indicate your interest in the signup form.

The choir is funded entirely through subscription which has to cover the fees of our musical director, accompanist, the hire of the Voces8 Centre (St Anne & St Agnes), insurance and other sundries. It contributes to, but does not cover the costs of concerts for which we rely on members selling tickets. Selling tickets not only helps to fund our concerts, it is also much more rewarding to play to a full house.

By London standards our choir subscriptions are competitively priced and we want to keep them that way. The more members we have and the more tickets we sell the bigger and better our concerts, so please do spread the word if you know anyone who might be interested in singing with us.

REHEARSALS

Start Time

Rehearsals start at 6.45pm. The warm up is an essential part of the rehearsal as it contributes to your singing technique and to the way the choir sounds as a whole. As a courtesy to the Musical Director, the accompanist and the other choir members, please arrive on time, i.e. ready to warm up at 6.45pm. We realise that the vagaries of London Transport or work/study commitments will sometimes mean members are unavoidably late: please contact Joanna if you know you are going to be delayed and, when you arrive, please wait for an appropriate opportunity to take a seat.

Interval

Unless mentioned otherwise, the interval lasts for 10 minutes. Choir notices will be announced prior to the interval. Tea and coffee is available for a donation of 50p.

Listening

Learning how to listen is just as important as singing the right notes. There will be times when an individual section of the choir may be working on a particular passage of music. What is being rehearsed impacts upon the whole choir's performance, so for everybody's sake, as well as a courtesy to your fellow singers and the Musical Director, please keep talking to an absolute minimum during rehearsals.

Absence

If you know you are going to miss a choir rehearsal please tell the Secretary in advance by emailing hanoverchoir1@gmail.com. This helps the Musical Director plan the rehearsal accordingly. If you are unexpectedly unable to make a rehearsal on the day, please inform the Secretary by text on 07951 378669.

We understand that sometimes it is not possible to attend all rehearsals. However, it is important for you to be at rehearsals not just for your own benefit, but for all the choir members and to help make the choir sound as good as it can be. If you have missed more than three rehearsals during the term, it will be at the Musical Director's discretion whether you are able to sing in the concert. Individual study can help make up what you've missed, and an email will be sent out each week highlighting what was practised at the previous rehearsal and what we may be working on at the next. Should the Musical Director ask you not to sing in the concert, subscription fees will not be refunded.

Learning Resources

If you know you are going to miss rehearsal and want to catch up, or just want to carry on learning outside rehearsal time, there are various resources available to help you. Listening to recordings of the music on:

- Spotify
- YouTube
- Cyber Bass
- Choral Line

The Musical Director and committee will provide details where these can be sourced.

After Choir

We go to the pub after rehearsals, and all are welcome. The pub chosen varies, but is never less than a 10 minute walk from the Voces8 Centre (St Anne and St Agnes). This will typically be announced either at the break or at the end of the rehearsal. We also celebrate in the pub after each concert. The pub chosen will be announced during the rehearsal on the day of the concert.

CONCERTS

The assumption is that choir members will be singing at the end of term concert. Please advise the Secretary as soon as possible if you won't be singing in the concert.

Part of the aim of the choir is to expand your musical skills, appreciation and technique. Even if you cannot sing in the concert we would still like you to attend rehearsals and sing with us.

We usually wear black for our concerts. Further details will be given nearer the time.

We rely on members to assist in the sale of tickets for our concerts, so please encourage friends and family to attend, and share publicity materials when they are provided.

SUBSCRIPTIONS

Subscription fees can be paid termly, or alternatively can be paid monthly if you commit to the full year. For waged and retired members, a slight discount is available for those who make this commitment.

	Per term	Monthly, if you commit to the full year	Annual cost if you opt for the monthly option
Waged	£85	£20	£240 (£80 per term)
Unwaged	£50	£12.50	£150 (£50 per term)

Financial Difficulty: If you are finding it difficult to pay the above amount or have any queries, please contact the treasurer, by email or in person, as it may be possible to make alternative arrangements.

Payment may be made:

- By cheque payable to "Hanover Choir"
- By standing order/bank transfer

Name of Account: HANOVER CHOIR

Sort Code: 40 03 33

Account Number: 61459988

- In Cash

Payment Date: All members are expected to pay their subs by the fourth rehearsal of each term. Failure to pay may result in you being denied the opportunity to sing in the concert.

Subscription fees are non-refundable.

GIFT AID

The Hanover Choir is a registered charity and, therefore, can claim Gift Aid on subscription payments from the taxman. This is an important income benefit to the choir. If you are a UK taxpayer please complete a Gift Aid form (available from the Secretary or Treasurer).

MUSIC

The choir does have its own music library, but most often we hire it from the UK Music Library System or, in certain circumstances, obtain it direct from the publisher. The music has to be returned in the same condition as we received it. The choir is obligated to replace any missing copies. Members will be responsible for the full cost of replacing lost or damaged scores.

Your Responsibilities:

- Please check the condition of your music when you receive it and let the librarian know if it is damaged in any way
- Please look after the music
- Do not mark it with anything other than in pencil
- If possible, remove any markings before return (if you are singing in the concert this may not be feasible).
- Members returning damaged music (markings made in ink, torn, lost, etc.) will be required to replace it. Subscriptions do not cover this cost.

If you do lose your music please let the Librarian know as soon as possible.

JOINING

Prospective members may attend up to two rehearsals on a trial basis to decide if the choir is right for them. You will be expected to return loaned music at the end of each rehearsal until you have signed up, after which you may take music home with you until the end of term.

The Musical Director may ask you to do an informal audition or singing test to determine the best voice part for you, but this is not an auditioned choir.

Please note that as a member of the choir, we reserve the right to use images including your image for promotional purposes.

Once you've decided you'd like to join, there are just a couple of steps to get you signed up:

1. Complete the form on the next page and return it to a committee member. We'll then sign you up to the choir email list so you receive weekly updates about what has been covered in rehearsal.
2. Pay your subscription fee.
3. The Musical Director may then be in touch about an informal audition/singing test.

Welcome! We look forward to making music with you!

If you have any worries, queries, suggestions or complaints please feel free to speak to any member of the committee.

NEW MEMBER FORM

We need a few details in order to sign you up. (The form can also be completed [online](#) if you prefer.)

Personal details

First Name: _____

Surname: _____

Voice part: _____

Contact details

Email address: _____

By providing an email address, you consent to receiving important information from the choir about rehearsals and concerts. You can opt out on the occasion of leaving the choir.

Please tick here if you are happy to receive updates about our concerts and events.

Mobile: _____

Please tick here if you would like to be added to the Hanover Choir Whatsapp group.

Payment

Indicate below whether you're committing to the year, or are paying for this term only:

- Yearly commitment – full price £240 (£80 per term/£20 per month)
- This term only – full price £85

How did you hear about us?

- Google or other search engine
- Facebook
- Twitter
- Instagram
- Leaflet/Poster (if yes, please indicate where: _____)
- Word of mouth/brought by a friend