



WELCOME PACK AND HANDBOOK

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

The key points are:

- Arrive on time
- Be ready to work as part of a team during rehearsal
- Stick to the choir's rehearsal and concert attendance policies
- Prepare as needed to give of your best during the termly concert
- Look after your music (and don't forget to bring it each week!)
- Pay your subs on time
- Enjoy yourself!

KEY CONTACTS

Website: www.hanoverchoir.org.uk

Facebook: The Hanover Choir

Instagram: @hanoverchoir

Chair: Sophie Beckwith - info@hanoverchoir.org.uk

Secretary: Joanna Mercer - updates@hanoverchoir.org.uk

Treasurer: Edward Fletcher - updates@hanoverchoir.org.uk

There is a Hanover Choir WhatsApp group: please speak to the Secretary if you wish to be added to this. This group is primarily for social purposes rather than for choir 'business', so members should check their emails for official updates on rehearsals and concerts.

Our rehearsals are funded by members' termly fees, which cover the costs of our Musical Director, music hire, hire of the rehearsal venue, insurance, refreshments and other sundries. Concerts are funded by ticket sales.

We want to keep our choir subscriptions competitive and our concerts high quality and well-attended, so please sell plenty of tickets at concert time and share details of the choir with any prospective new singers!

REHEARSALS

Rehearsals start at 6.45pm and take place at St. Olave's Hart Street church. As a courtesy to the Musical Director and other choir members, please arrive promptly.

We recognise that lateness is sometimes unavoidable. Please contact the Secretary via updates@hanoverchoir.org.uk if you know you are going to be delayed. In the event of a last-minute delay, you may wish to WhatsApp the Secretary directly, but please don't message the entire group. If you do arrive late, please join the rehearsal discreetly at a suitable moment.

Rehearsals include a break of around 15 minutes. Choir notices will be given prior to this.

A concert programme and a schedule of which music will be covered at each rehearsal is published by the Musical Director at the beginning of each term. Many members choose to familiarise themselves with the music in advance of each rehearsal. Any member who misses a rehearsal should do their best to catch up on music missed. Personal work can often be supported by learning resources found on Spotify, YouTube, Cyber Bass and Choral Line. Please speak to the Musical Director for more information on this.

We want rehearsals to run as efficiently as possible, and for all members to benefit from them. Even when your section is not singing, talking during rehearsals should be avoided. Trying to resolve an issue with neighbours is usually counterproductive, as it generally leads to missed instructions and disruption for other choir members. If you have a question or wish to go over something, please don't be shy to raise your hand and ask.

Apologies for absence should always be given: please do so by emailing the Secretary directly via updates@hanoverchoir.org.uk. Apologies for absence should not be passed on through other choir members. Please also avoid sharing apologies for absence via the WhatsApp group, as this often serves to discourage other singers.

CONCERTS

All terms lead towards a final, public concert. It is our assumption that all choir members will take part in this.

We usually wear black for our concerts. Full details of dress code will be sent out by email in advance of each concert.

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.

If a choir member misses more than three rehearsals in a term, their participation in the concert will be at the discretion of the Musical Director. Choir members in this position should speak to the Musical Director as soon as possible, who can be contacted via the Secretary. The Musical Director will always be understanding of illness, emergency or unavoidable commitments, but clear, early communication is vital to the good running of the group.

If a choir member is unable, or would prefer not, to sing in a particular concert, they should let the Secretary know by the third rehearsal of the term. If a choir member does not provide this notice, their participation in the following term of rehearsals will be at the discretion of the Musical Director, which will always allow for genuine illness or emergency.

Choir members not participating in the concert, either by choice or due to missed rehearsals, should not attend the final three rehearsals of the term. No refunds can be offered in respect of this.

SERVICES AT ST. OLAVE'S

Once per term, the Hanover Choir sings at the 11am Communion Service at St. Olave's. Participation in this is optional but strongly encouraged: it is excellent sight-reading practice and secures a discount for the choir! Attendance at these is usually surveyed each term by the Chair.

In addition, the choir occasionally holds Come-and-Sing performances and Away Weekends.

SUBSCRIPTIONS

Subscription fees are usually paid termly by BACS and are set as follows:

£95 - Waged members

£60 - Unwaged members, students and under-30's for their first term

Members who pay termly are expected to do so by the fourth rehearsal of each term as a condition of membership.

Alternatively, fees can be paid monthly by Standing Order if you commit to the full year. The monthly payments are £23.75 for waged members, £15 for unwaged members etc.

If you are experiencing financial difficulty and are unable to pay the amounts above, please contact the Treasurer by email or in person, as it may be possible to make alternative arrangements.

Payments should be made to:

THE HANOVER CHOIR

Sort: 08-92-99

Account: 67529388

The Hanover Choir is a registered charity and, therefore, can claim Gift Aid on subscription payments. 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

Music is sourced from the choir's own library, hire from the UK Music Library System or obtained directly from music publishers. It is your responsibility to return the music in the same condition as you received it. Members will be invoiced for the full cost of any scores that are lost, damaged or marked indelibly.

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 and do not mark it with anything other than in pencil. If possible, please remove any markings before return.

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. You will not be able to take music home with you until you have decided to join the choir.

The choir is not auditioned, although a good singing voice and some ability to read music are both advantageous. The Musical Director may ask you to do a range test to determine which part you should sing.

As a member of the choir, you may be photographed during concerts for promotional purposes.

New members can join by completing the New Member Form on the next page or on our [website](#), and paying their first term's subscription fee.

Welcome! We are so glad you've joined us and 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.

In the event that a formal complaint needs to be made, our policy can be found on our website.

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 £285 (£23.75 per month)
- ☐ Yearly commitment – unwaged £180 (£15 per month)
- ☐ This term only – full price £95
- ☐ This term only – unwaged £60

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