



**THE HARTT SCHOOL COMMUNITY
DIVISIONLARGE ENSEMBLE HANDBOOK**

200 Bloomfield Avenue, West Hartford, CT 06117
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860.768.4451

AUDITION PROCEDURE AND ENSEMBLE PLACEMENT

Auditions for Large Ensembles (Orchestras, Wind Ensembles, etc.) Chamber Music Groups, Hartt Preparatory Academy, and Jazz and Popular Music Institute Ensembles take place in June each year for the following school year.

- If a student is not available for the scheduled audition day, they should contact our office.
- In the event that in-person auditions are not possible, instructions about video auditions will be made available through our website.

When students sign up for an audition, they will be asked which type(s) of ensembles they are interested in auditioning for (Large Ensembles, Chamber Music, etc.). We don't have auditions for specific ensembles. Students audition for our program and are placed in the ensemble that the placement committee and adjudicators feel is the best fit for the student. This placement is based on the student's audition, as well as the needs of all the ensembles. Ensemble placements will be emailed out a few weeks after the auditions.

More information about our auditions can be found on our website.

ADMINISTRATION

Emmett Drake
Chair of Large Ensembles
Community School
drake@hartford.edu

Noa Michaud
Performance Coordinator
nomichaud@hartford.edu

FALL 2021 CALENDAR

September

Saturday, September 11: Rehearsals Begin

November

November 22-28: Thanksgiving Break (LE)

December

Wednesday, December 1: Capitol Symphonic Winds Winter Concert, 7:30 p.m.

Sunday, December 5: Greater Hartford Youth Wind Ensemble Winter Concert, 7:30 p.m.

Saturday, December 11: Harmony and Philharmonia Winds Winter Concert, 2 p.m.

Sunday, December 12: Suzuki Orchestra Winter Concert, 2 p.m.

Saturday, December 18: Suzuki Group Class Winter Concert (Guitar), 11:30 a.m.

Saturday, December 18: Suzuki Group Class Winter Concert (Violin, Viola, Cello), 3:30 p.m.

Sunday, December 19: Virtuosi, Sinfonia, Stringendo Winter Concert, 2 p.m.

Sunday, December 19: Connecticut Youth Symphony Winter Concert, 7:30 p.m.

SPRING 2022 CALENDAR

February

February 19–23: February Break

March

Friday–Sunday, March 18–20: HarttWorks Performances (Friday & Saturday, 7:30 p.m.; Sunday, 2 p.m.)

Saturday & Sunday, March 19 & 20: March Suzuki Workshop

April

April 11–17: Spring Break

May

Sunday, May 1: Greater Hartford Youth Wind Ensemble Spring Concert, 2 p.m.

Wednesday, May 4: Capitol Symphonic Winds Spring Concert, 7:30 p.m.

Saturday, May 7: Suzuki Group Class Spring Concerts, 10 a.m., 12 p.m., 4 p.m., 6 p.m.

Saturday, May 7: Virtuosi, Sinfonia, Stringendo Spring Concert, 2 p.m.

Sunday, May 8: Harmony and Philharmonia Winds Spring Concert, 2 p.m.

Sunday, May 8: Connecticut Youth Symphony Spring Concert, 7:30 p.m.

Saturday, May 21: Suzuki Orchestras, 2 p.m.

WIND ENSEMBLE AND ORCHESTRAS PERSONNEL

Ensemble	Personnel and Contact Information	Rehearsals and Concerts
Appoggiatura Orchestra	Emmett Drake, director Kristen Quintin, ensemble manager appogg@hartford.edu	Rehearsals: Wednesdays, 5:45-6:30 p.m. in UUC Concert dates: Sunday, Dec. 12, 2 p.m. in Lincoln Theater Saturday, May 21, 2 p.m., location TBA
Connecticut Youth Symphony (CYS)	Dr. Dan D'Addio, director Kristen Quintin, ensemble manager cys@hartford.edu	Rehearsals: Sundays from 1-4 p.m. Bliss Music Room Concert dates: Sunday, Dec. 19, 7:30 p.m. Lincoln Theater Sunday, May 8, 7:30 p.m. Lincoln Theater
Da Capo String Orchestra	Emmett Drake, director Selah Kwak, ensemble manager dacapo@hartford.edu	Rehearsals: Tuesdays, 6 -6:45 p.m. UUC Concert dates: Sunday, Dec. 12, 2 p.m. in Lincoln Theater Saturday, May 21, 2 p.m., location TBA

<p>Greater Hartford Youth Wind Ensemble (GHYWE)</p>	<p>Glen Adsit, director</p> <p>Chris Ramos and James Minnix, assistant directors and Hartt doctoral students in instrumental conducting ghywe@hartford.edu</p>	<p>Rehearsals: Sundays from 5:30-7:30 p.m. Bliss Music Room</p> <p>Concert dates: Sunday, Dec. 5, 7:30, Millard Auditorium Sunday, May 1, 2 p.m., Lincoln Theater</p>
<p>Harmony Winds</p>	<p>Alan Francis, director</p> <p>Taylor Hestvik, ensemble manager harmony@hartford.edu</p>	<p>Rehearsals: Saturdays from 9-10 a.m. (new as of 2021) Bliss Music Room</p> <p>Concert dates: Sunday, December 11 at 2:00 p.m., Lincoln Theater Sunday, May 8 at 2:00 p.m. Lincoln Theater</p>
<p>Intermezzo String Orchestra</p>	<p>Emmett Drake, director</p> <p>Selah Kwak, ensemble manager intermezz@hartford.edu</p>	<p>Rehearsals: Tuesdays, 5-6 p.m. in UUC</p> <p>Concert dates: Sunday, Dec. 12 at 2 p.m. Lincoln Theater Saturday, May 21 at 2 p.m., location TBA</p>
<p>Philharmonia Winds</p>	<p>Alan Francis, director Taylor Hestvik, ensemble manager philwinds@hartford.edu</p>	<p>Rehearsals: Saturdays, 10:15 a.m.-12:15 p.m. (new as of 2021) Bliss Music Room</p> <p>Concert dates: Sunday, Dec. 11, 2 p.m. Lincoln Theater Sunday, May 8 at 2 p.m. Lincoln Theater</p>
<p>Opus '89 Orchestra</p>	<p>Emmett Drake, director</p> <p>Kristen Quintin, ensemble manager opus@hartford.edu</p>	<p>Rehearsals: Saturdays, 12:30-2:30 p.m. Bliss Music Room</p> <p>Concert dates: Sunday, Dec. 12, 2 p.m. Lincoln Theater Saturday, May 21, 2 p.m., location TBA</p>
<p>Sinfonia String Orchestra</p>	<p>David Kramer, director</p> <p>Grace Cushing, ensemble manager sinfonia@hartford.edu</p>	<p>Rehearsals: Saturdays, 11:15 a.m.-12:15 p.m. Room 410 of the Fuller Music Building</p> <p>Concert dates: Sunday, Dec 19, 2 p.m. Lincoln Theater Saturday, May 7, 2 p.m. Millard Auditorium</p>
<p>Stringendo String Orchestra</p>	<p>David Kramer, director</p> <p>Grace Cushing, ensemble manager</p>	<p>Rehearsals: Saturdays, 10-11 a.m., Room 410, Fuller Music Building</p>

	stringend@hartford.edu	Concert dates: Sunday, Dec 19, at 2 p.m. Lincoln Theater Saturday, May 7 at 2 p.m. Millard Auditorium
Virtuosi String Orchestra	Dr. Paul Pierce, director Elise D’Addio, ensemble manager virtuosi@hartford.edu	Rehearsals: Saturdays, 9-11 a.m. Konover Great Room (Konover Campus Center, Parking Lot F) Concert dates: Sunday, Dec. 19, 2 p.m. Lincoln Theater Saturday, May 7, 2 p.m. Millard Auditorium
Vivace String Orchestra	Emmett Drake, director Elise D’Addio, ensemble manager vivace@hartford.edu	Rehearsals: Saturdays, 11:15 a.m.-12:15 p.m. in Konover Great Room (Konover Campus Center, Parking Lot F) Concert dates: Sunday, Dec. 12 at 2 p.m. Lincoln Theater Saturday, May 21 at 2 p.m., location TBA

POLICIES AND PROCEDURES

ATTENDANCE

Attendance and active full participation at rehearsals and classes is crucial to the success of any organization. It is expected that all members will demonstrate responsibility, punctuality, and dependability as part of their commitment to the ensemble. Students should e-mail the ensemble manager as soon as they know about the absence. In the case of illness, members are expected to email the manager to notify of their absence.

Students are allotted 3 absences per performance cycle. Excessive absence (more than three times per semester) is not acceptable and may result in dismissal without refund for tuition and fees. If students must exceed 3 absences per semester, they should contact the conductor directly and apply for an additional absence. Should this application be declined, the student must either attend the rehearsal or will be asked to resign from their place in the ensemble without refund for tuition and fees. All absences (either planned or unplanned) count towards the student’s absence count for the semester.

WITHDRAWAL

Please note: Absence does not constitute a withdrawal from any program. A signed registration form constitutes agreement to pay tuition in full, regardless of how much has actually been paid at the time of withdrawal.

All students register for an entire academic year (September through June) and tuition and fees are assessed for the full academic year. Tuition may be prorated for students who begin/become

members after the start of the academic year. Absence and/or verbal notice is not sufficient for withdrawal notification. All requests for withdrawal must be made in writing to the Registrar (hcdbills@hartford.edu). Withdrawal at any time is subject to the following program-specific penalties:

Timeframe	Penalty
Withdrawal prior to the 1st rehearsal	No penalty
Withdrawal prior to 4th rehearsal attended	Prorated tuition based on rehearsals attended
Withdrawal on or after 4th rehearsal attended	Full year tuition required*

*Please note: Students will be responsible for the full tuition after attending their 4th rehearsal, plus any applicable fees associated with their account. Please see our academic year 2019–2020 policies packet for more information regarding billing, medical withdrawals, and delinquent accounts.

PARTICIPATION EXPECTATIONS

Commitment

- Instrumentalists who have been accepted into a large ensemble must register online with appropriate deposit paid before the first rehearsal. The submission of an online registration form with deposit indicates agreement to the calendar and attendance policy listed in this handbook. It also indicates that the student and parents have read the handbook, looked at the yearly calendar, and are willing to make a commitment to the organization for the coming year. Students who do not fulfill their commitment to the organization may jeopardize current and future membership in the organization.

Rehearsal

- Instrumentalists must be seated and ready to begin with all the music and materials (instrument, tuner, pencil, etc.) at least 5 minutes before each rehearsal.
- Instrumentalists are responsible for preparing music (practicing) outside of rehearsal
- Food and beverages (except for water) may not be consumed during rehearsals.
- Folders should be kept neat and organized with a sharpened pencil.
- Phone use during rehearsal is not allowed. Phones should be left in cases.

Performance

- Concerts are mandatory. An unexcused concert absence may result in dismissal from the group.
- Instrumentalists must plan on being in place at the designated time.
- Instrumentalists are required to wear the designated performance attire at all performances. Members who do not dress appropriately may not be allowed to perform.

- Dress rehearsal is mandatory. Absence from the dress rehearsal may result in the student not being allowed to perform in the concert.

Percussionist Expectations

- Percussionists are expected to help set up and remove percussion equipment prior to and following every rehearsal and performance.
- Percussionists must arrive at least 20 minutes early and plan to stay at least 20 minutes after every rehearsal and performance to allot time for care of equipment.

Performance Attire (Mandatory)

- The faculty and staff of The Hartt School are supportive of whichever pronouns an individual chooses to use to self-identify. As such, any configuration of the following attire options is acceptable if it helps the individual identify authentically, so long as the attire is formal in nature:
 - Top: black blouse or black collared dress shirt with black tie (sleeves must come past the elbow or to the wrist)
 - Bottom: black sleeved dress or skirt (past the knees) or black pants (no leggings). Black socks and black dress shoes (closed-toed, formal shoes).
- Students performing in a Suzuki Orchestra should wear their Suzuki Group Class uniform as concert attire. Suzuki Group Class uniform details can be found on page 7 of the [Suzuki Handbook](#).

Concert Ticketing

- There is no admission charge for concerts (families will be notified of exceptions). Tickets may be reserved online or by calling the University Box Office at 860.768.4228. The Box Office, located in the lobby of Lincoln Theater, is open Tuesday through Friday from 10 a.m. to 5 p.m. Tickets may be purchased up to six weeks in advance and are also sold at the door beginning one hour prior to each event. All persons regardless of age require a ticket for entrance; this includes lap infants and toddlers. We recommend reserving tickets in advance to prevent disappointment.

CONDUCT

Our mission is to enrich lives through innovative and unparalleled arts education. Polite, respectful, and disciplined behavior is required and expected for all students. Our school respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. Any behavior, either verbal or physical, which disregards or demeans the self-esteem of others is unacceptable and will not be tolerated. Other examples of misconduct include, but are not limited to, theft; use of alcohol or tobacco products on the premises; physical or verbal aggression; possession, distribution, or use of illegal drugs; disrespectful behavior; or any other behavior deemed unacceptable by Hartt administration. All students, their families, and their affiliates are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable University policies and procedures as well as state, federal, and local law.

The Hartt School reserves the right to discontinue services to any student, at any time, up to and including expulsion from all Hartt activities. Services are subject to a pro-rated refund in accordance with Hartt Policies and as deemed appropriate by The Hartt School.

PROGRESSIVE DISCIPLINE

Please note: The Hartt School may bypass progressive disciplinary action based on the severity of the behavior or infraction.

1. A verbal warning is issued to the student
2. A written warning is sent home with the student and also filed with the department chairperson and/or administrative staff
3. If the issue continues, the chair of the department and/or administrative staff will request a meeting with the parent/guardian to discuss a strategy for improving behavior. If there is no improvement, the student will be asked to leave the program.