

# Lake Braddock Orchestra Boosters

Lake Braddock Secondary School  
9200 Burke Lake Road  
Burke, VA 22015



August 1, 2014

Dear Orchestra Parents,

Welcome to another exciting year with the Lake Braddock Orchestras! We have a great year of concert and events planned for our musicians and their families. To insure your student has the most successful experience possible in the Lake Braddock Orchestras; please read carefully these new changes carefully:

- **Back to School Orchestra Party**

**Wednesday, August 27<sup>th</sup> from 6:30-9:00 pm- Lake Braddock Cafeteria**

All students and family members are invited to a night of fun activity games, door prizes, and yummy food and drinks provided to all. Tradition requires our first Booster meeting to be at this time so we can get acquainted and re-acquainted amidst the students' party. Please RSVP to the party by emailing Michelle [REDACTED], coordinator, at: [REDACTED]

- **Bruin Blast Orchestra Registration**

**Thursday, August 28<sup>th</sup> - ALL students MUST attend.**

The Orchestra room, P-121, will be open from 11:00 a.m. until 7 p.m. for all middle and high school students to be fitted for your Orchestra uniform, turn in forms, and pay beginning of the year fees. If you have pre-ordered electronically via Google docs (find this link in the attached uniform information) please plan on 10-15 minutes to be fitted and handle the paperwork. (HS Girls, if you have HS dress that fits from past years you can turn in forms and fees the first week of school). PLEASE READ the uniform information insert CAREFULLY as there are changes from last year. Please bring payment to Bruin Blast (checks to LBOB, Inc.) will be accepted at this time.

**BONUS**- Free LBOB Coffee Mug if you arrive BEFORE 2 p.m. to be fitted for your uniform!

- **Join the Lake Braddock Orchestra Boosters**

Your membership fee helps supplement the expense of paying for clinicians, judges, subsidize student travel, scholarships, sheet music, instruments, equipment, technology, instrument repairs, social events, district events, and hospitality. **Fairfax County School system only provides \$6 per student for the entire school year, not even enough to pay for music for one concert! Every child in the Orchestra benefits from you becoming a booster member!**

Booster membership also entitles your entire family to priority seating before the concert and your family will be honored with a listing in all the concert programs. New this year- **There will be two lines for concert admissions. Booster members will be seated first and non-members will be seated during general admission.**

- **Volunteer your time**

Spending even 1 hour volunteering to help the orchestra will show your student that you support their orchestra experience and help all our student musicians. You can do anything a small commitment, such as in transporting instruments, baking for the Election Day bake sale, helping with concerts and checking uniforms. You can choose to more involvement such as, helping with a fundraiser, working on the banquet or chaperoning a trip. Most jobs are a commitment of only a few hours, but they are vital to the well-being of the orchestra and our volunteers have a lot of fun! Be on the lookout for email blasts and sign-ups to help volunteer. If you have any special interests in helping please contact Janette Regnier at: [janetteregnier@yahoo.com](mailto:janetteregnier@yahoo.com)

- **Attend the Concerts**

The students work so hard and want you to hear the finished product. Please come enjoy the music in the Lake Braddock Theatre and bring family and friends!

The Orchestra booster membership form and uniform information are attached for your convenience; however, please visit the Orchestra website ([www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com)) to download the appropriate forms & submit forms for uniforms online and pay for membership via PayPal. Forms and payment must be returned to Ms. Reed or Mr. Allen as soon as possible via the website or postal mail. We hope you have had a great summer and look forward to seeing you before the rush of school begins.

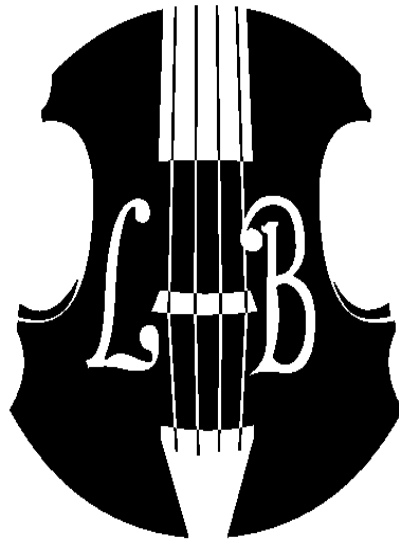
Thank you,

Jennifer [REDACTED]  
President LBOB

Beth Reed & Clayton Allen  
Directors of Orchestras  
(703) 426-1074 or [EAReed@fcps.edu](mailto:EAReed@fcps.edu) or [CRAllen1@fcps.edu](mailto:CRAllen1@fcps.edu)

*The Lake Braddock Orchestra Boosters, Inc. (LBOB) is a non-profit public charity (501(c)(3) incorporated in the Commonwealth of Virginia. LBOB's mission is to enhance the musical experience of the students who participate in the orchestra, as well as to assist the Orchestra Directors, and to promote interest and support for the orchestra program in the local community. The Lake Braddock Orchestra Program is comprised of seven orchestras involving 300 middle and high school students: Beginning, Middle and High School Concert, Middle and High School String Ensemble, Chamber, and Symphony orchestra.*

# **Lake Braddock Orchestra**



**High School  
Handbook  
2014-2015**



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# Message from the Directors

Welcome back to one of the most exciting and rewarding educational ventures that Lake Braddock Secondary School has to offer -**Orchestra!!!**

Mr. Allen and I, as always, have many new and exciting things planned for this school year and look forward to your growth in playing your string instrument. I am joining you for my tenth year and Mr. Allen is looking forward to his first year with our Orchestras. Since we have chosen careers in the field of music we have found many rewards, which may not be obvious when one first considers, *Why Should I Be In Orchestra?*:

Recent statistics prove that young people who participate in music are among the academically strongest in their schools. Their adult lives are filled with the success which is a direct result of their Orchestra experience: self-discipline, group cooperation, high self-esteem, understanding teamwork, developing a sense of persistence and performance confidence. Orchestra can provide this foundation for you. As you progress in your understanding and command of the instrument, you will see how this same desire for excellence applies to every subject in school and serves as a training ground for dealing with many aspects of adult life.

The opportunity to enjoy a new level of communication and self-expression is the goal for every young musician. *Creativity is within all of us, and the language of music serves as a perfect vehicle to allow this personal growth and development.*

Parents, for you, the chance to become involved with your child's music education is a bonus. We all know the importance of supporting our children in whatever they choose in life. You are encouraged to work with your child in this exciting learning process. Much can be said with music that is impossible to say with words.

Changes and revisions have been made to this handbook; please look over it carefully! The handbook will be gone over in class and you can always find it on Blackboard and on our website. Below is the contact information for Mr. Allen and myself. Please feel free to e-mail or call if you have any questions or concerns about the upcoming year. Check out our web site at: [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com). It is our joy and privilege to work with you all. We look forward to a great year of learning, creating and performing!

Cheers,

Beth Reed and Clayton Allen

Directors of Orchestras

[EAReed@fcps.edu](mailto:EAReed@fcps.edu) and [CRAllen1@fcps.edu](mailto:CRAllen1@fcps.edu)

703-426-1074

## TO DO LIST for ORCHESTRA

- READ & UNDERSTAND the grading policy. Everyone should receive an "A" if you work hard & practice.
- Practice Logs begin on September 8 (the 2nd week of school). We will go over this in class, but you must make sure you can log into Charms (information below) or DOWNLOAD THE NEW APP for electronic devices.
- **Sign the commitment form on the last page after reading through the material and return with Orchestra fees made out to LBOB by Friday, September 5th.**
- NOTE the dates on the Orchestra calendar and place in a location that will be useful for remembering the dates. We will send out email reminder dates each week. There is also a google calendar on the website at [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com). You can add it to your electronic calendar.
- If you never get calendar reminder updates, it means I do not have your correct email address. Please update your email on Charms (See next bullet and specific details on the next page).
- **Register and update your student information at <https://www.charmsoffice.com/> Click Enter and Login: LBSOrchestra**
- **Student ID: the capital first and last initial of your name with the last four digits of your student id (Caps matter)**
- **Download the APP at: <https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=624145958&mt=8>**
- For Private Teacher Lists see Ms. Reed or Mr. Allen. The more people taking private lessons, the better the orchestra.
- Extra help with Orchestra music and make-up tests is available during assigned **Bruin Block days**.
- Mark your calendars now for senior district events (grades 9-12), senior regional (grades 9-12) and All-State auditions (see the list of important dates that has been provided for each student). You must be in Senior Regional to be eligible for All-State Auditions. If you do not make Senior Regional you can still audition for Senior District but cannot do both.

## PURCHASES for ORCHESTRA

- Strings and bow-rehairing should be done yearly.
- All violin & viola players should own a shoulder rest and use it each time he/she plays. Email for suggested brands.
- All cello & bass players should own a rock stops and use it each time he/she plays on a non carpeted surface.
- All students should own and use a metronome and a stand to practice at home.

**“TO DO” List**  
**Please Detach and Return the following forms to your Director**  
**by Friday, Sept. 5th**

**NOTE: Your first test grade will be on the handbook information. The test will be given the 2nd week of classes-  
MAKE SURE YOU HAVE READ THIS INFORMATION for an EASY “A”**

**1) Commitment Form (p. 15)**

**2) Medical Form (Separate Hand-out & on Charms)**

Please note that this medical form will be used on all field trips. If anything changes medically during the year you will need to provide a new form for any/all scheduled trips.

**3) Uniform and locker fee check.**

My uniform/locker fee is : \$ \_\_\_\_\_ (checks made out to LBOB, Inc.)

My instrument rental fee\*: \$ \_\_\_\_\_ (checks made out to LBSS)

\*This is for students (mostly cellists and bassists) that received a county instrumental rental form from Ms. Reed or Mr. Allen.

**4) Contact information (via Charms Office)**

My student id is: \_\_\_\_\_

Students/Parents **MUST** update this information as part of the forms & turn in electronically. (If for some reason you do not have access to the internet at home please have your student talk to the director to update in class. )

**To do this please follow the instructions:**

1. On your home computer go to the following website: [www.charmsoffice.com](http://www.charmsoffice.com)
2. Click ENTER (right hand side of the screen)
3. Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
4. Login to your using the School Code: **LBSOrchestra**
5. You will be asked to enter your case sensitive student password:  
**First Initial/Last Initial/Last 4 digits of your student ID (Caps matter)**  
Ex: Beth Bruin (student ID 12345678) would be BB5678
6. Click **“UPDATE INFO”**
7. Check your name/address/phone #, etc. Make any changes necessary.
8. Enter your personal email address in the space provided.
9. Click on **“Adult’s Information”** tab at bottom of screen.
  - a. Enter information for parent 1 if applicable.
  - b. Enter information for parent 2 if applicable.
10. Click the green **“UPDATE” button in upper right hand corner to save your info.**
11. Exit or look at other information on Charms such as Practice Logs, locker info, and the calendar.
12. Download the APP for Apple Products (Droid versions are also available) on your phone.  
<https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=624145958&mt=8>

# Instrument Lockers

Each orchestra student will be issued an instrument locker, a combination lock, and an instrument luggage tag. There will be a **\$5 fee** for these items. Checks or cash are accepted and you may combine this fee with your uniform fee. **Please make all checks payable to LBOB, Inc.** Your filled out instrument luggage tag must be on your instrument at all times. If you are a cellist or bass player and use a school instrument, please place your tag on your home instrument. Please keep your lockers locked at all times, including during rehearsals to deter theft. **Bookbags will be stored in the instrument storage room. Only instruments, music, folders, assignments, and pencils are needed in the Orchestra room.**

## Instrument Rental

The school instruments are designed for those students that have difficulty transporting an instrument to school (e.g. cello & bass) and for those students on free or reduced lunches. If students are using two different instruments they **MUST** be the same size because playing on two different-sized instruments requires constant adjustment and can impede technique. Instruments for celli and basses will be rented to you for a nominal fee (see schedule below). Students will be **REQUIRED**, however, to have an instrument at home for daily practicing. All students should have an instrument & other required materials by Friday, September 5th. School instrument rental contracts will be filled on a first-come, first-serve basis. If an instrument is damaged the school cannot guarantee that it will be fixed in a timely fashion. If a student causes damage to the instrument that requires long-term repair, students must provide his/her own instrument for the rest of the year. **If Ms. Reed or Mr. Allen feel that a student is being abusive to an instrument, the privilege to use it will be revoked.** We do not have the funds to replace these instruments once they are destroyed, so please treat them with care. Students will be expected to clean off their instruments after each use as well as loosen the bows before storing them in the case. If a student neglects to do this chronically, the use of that instrument will be suspended. All contracts and fees should be returned no later than **Friday, September 5th.**

**All fees are good for the entire school year.**

The figures quoted below were issued from the FCPS music central office on August 20, 2014.

**Please make all instrument rental checks payable to LBSS-Lake Braddock Secondary School.**

CELLO & BASS - \$46 Yearly (in school use only)

VIOLIN, VIOLA, CELLO & BASS - \$92 Yearly (take home)

STUDENTS ON FREE OR REDUCED LUNCH - \$20 Yearly

## Music & Music Folders

Music folders with music and techniques will be required on a daily basis. **EVERYONE MUST HAVE THEIR OWN SET OF MUSIC IN CLASS EACH AND EVERY DAY SO THAT ALL BOWINGS, DYNAMICS, ETC. GET MARKED!!!!!!!** This will be checked on an ongoing basis as part of your rehearsal skills grade. Each student will be issued their own folder to keep music in. Do not fold music in half and store in your **music cubby (NEW THIS YEAR)**. If your folder becomes damaged or worn ask Ms. Reed or Mr. Allen to issue you a new one. Practice Logs, music technique pages, handbooks, music consumer projects, and other resources need to be kept in your music folder and brought to every class.

Extra copies are available on Blackboard.

## Section Leaders

If you are seated as first chair in any section you are the section leader. The section leaders duties shall include:

- ◆ Developing bowing for the section that will need to be approved by the director. You are not permitted to change bowing without the director's permission two weeks before any performance.
- ◆ Passing out or collecting music for your section.
- ◆ Setting up the chairs for your section each rehearsal.
- ◆ Helping the director in any way you can.

## Required Materials

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All students must purchase and utilize the following materials for class and home practice. Many of the materials can be purchased online for a reduced cost. Please contact Ms. Reed and Mr. Allen if you have difficulty locating these materials.

- All students must own and practice with a metronome daily. This can also be used as a pitch source to tune.
- All student must own a music stand for practice at home. Occasionally students may need to bring these stands to school or on the spring trip.
- All violin & viola players should own a shoulder rest and use it each time he/she plays.
- All cello & bass players should own a rock stop and use it each time he/she plays on a non carpeted surface . **Students are required to bring a rock stop to school every day on the week before each concert.**
- Students must have a cleaning cloth in his/her case or locker and use it after each practice session. Students must also loosen bows after each practice session.
- Students must bring rosin to each class and use it each time he/she plays.
- Student must have their bow re-haired every year. If you are unsure if your bow needs a re-hair or where to get it done, contact Ms. Reed .and Mr. Allen
- Students must replace their strings every year, or sooner. Strings may be untrue even if they have not broken. If you are unsure about the quality of your stings, contact Ms. Reed and Mr. Allen
- Students should have an extra set of strings in his/her case.
- Students should own a scale book and utilize it in their daily practice. Some resources will be available on Blackboard.

## After School Rehearsals/Sectionals

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All after school rehearsals & performances are mandatory for all students. We will hold as few after school rehearsals as possible. Please schedule other activities around these dates (doctor appointments, etc.) These dates are subject to change (changes occur mainly due to weather) and we will notify students and parents of these changes in writing each time they occur. We will also post all activities on our website calendar at: [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com) and also on Blackboard. It is the student's responsibility to inform parents of changes when they occur. Please make sure each handout I give you reaches your family. **Any student that misses all or part of rehearsal for any reason will be required to play for Ms. Reed or Mr. Allen individually to insure that they are competent on their parts during Bruin Block.** This must be done no later than two days after the missed rehearsal; we will not remind you to do so. If the student does not demonstrate competency on his/her parts the performance grade will be lowered. Failure to attend rehearsal for any reason can result in a lowered rehearsal skills grade and/or change in chair placement and/ or possible denial of participation in any orchestra activity. Calendars are issued with the handbook, on the website, and on Blackboard. I will send out a calendar reminders throughout the year via email. If you never get a calendar update, it means I do not have your correct email address. Please email me at [EAReed@fcps.edu](mailto:EAReed@fcps.edu) so I can email you information.

### HIGH SCHOOL CONCERT ORCHESTRA (PERIOD 6)

Orchestra members will rehearse **Mondays** after school from 2:30-3:15, when late buses arrive. These rehearsals will begin on Monday, October 20. Some of these rehearsals will be sectional rehearsals and some will be the entire orchestra. **CELLI BRING YOUR INSTRUMENTS FROM HOME FOR THESE REHEARSALS.** Other sectionals or make up tests may occur during your assigned **Bruin Block day which is on Purple Fridays.**

### HIGH SCHOOL STRING ENSEMBLE (PERIOD 3)

Orchestra members will rehearse on **scheduled Wednesdays or Friday Gold Days during Bruin Block.** A few rehearsals may be on Mondays, right before the concert. These dates are noted on the calendar and students will be reminded of these dates. Most of these rehearsals will be sectional rehearsals, however some will be the entire orchestra. Students are required to be at these rehearsals so they will need to make up work during another Bruin Block day if it's a Wednesday. These rehearsals will begin Wednesday, October 15.

### SYMPHONY ORCHESTRA (PERIOD 4)

Symphony will rehearse on **Mondays after school in the fall from 2:30- 4:30** (Sept.-Dec.) and on **Wednesdays after school** in the Winter and Spring (Jan.-June) from 2:45 until 4:45. Late Buses are not available so transportation will need to be arranged. **CELLI BRING YOUR INSTRUMENTS FROM HOME FOR THESE REHEARSALS.** These rehearsals will begin Monday, October 6. Other sectionals or make up tests will occur during your assigned **Bruin Block day which is on Purple Fridays.**



## Performance Dates

December 2	Tuesday	Winter Concert, 7:30 p.m.
December 16	Tuesday	Symphony/Choir Performance, 7:30 p.m.
January 15	Thursday	Symphony Burke Tour
March 17	Tuesday	Pre-Performance Assessment Concert, 7:30 p.m.
March 20-21	Specific date & time TBA	Orchestra Performance Assessment, Centreville HS
April 23-26	Thurs-Sun	Spring Trip
May 21	Thursday	Spring Concert, 7:30 p.m.



## Additional Performance Opportunities



Sept. 24	Wednesday	Tri M Music Honor Society Inductions during Bruin Block
Sept. 29	Monday	Senior Regional Orchestra Audition @ McLean HS
Nov. 13-15	Thurs PM, Fri & Sat	Senior Regional Orchestra Event @ Herndon HS
November 24	Mon	Senior District Orchestra Audition @ Irving MS
Jan. 8	Thursday	Senior Solo Competition
Jan. 16 & 17	Fri & Sat	Senior District Orchestra Event @ GMU
Jan. 21-25	Wed-Sun	Lake Braddock Musical
Feb. 28	Saturday	All State Orchestra Audition @ JMU
April 9-11	Thurs-Sat	All State Orchestra @ Christopher Newport
April 17	Friday	Solo & Ensemble Festival @ Frost MS

## Fundraiser Dates

Cookie and Coffee Sale	October 14-28	Cookies must be picked up in the Orchestra Room, P-121 on Nov.13 from 2:30-6 pm. <b>Students can earn funds for their individual spring trip account through this fundraiser.</b>
Election Day Bake Sale	November 4	Students can deliver baked goods to the school on Nov. 3 from 8:00 am –8 pm. This helps the Orchestra raise funds for music and equipment.
Scrip Orders Due	Sept. 10, Oct. 8, Nov. 12, Dec. 10, Jan 14, Feb 11, March 11, April 8, May 13, June 10	<b>Students can earn funds for their individual spring trip account</b> See <a href="http://www.lakebraddockorchestra.com">www.lakebraddockorchestra.com</a> for details.
Got Music Day	December 13	Students will conduct a community outreach campaign by performing in chamber groups in order to raise funds for Orchestra music and equipment.
Citrus Sale	TBD	Citrus must be picked up on these days. <b>Students can earn funds for their individual spring trip account through this fundraiser.</b>

## Senior Solos

Due to the overwhelming interest in each senior performing a solo on the spring concert we will hold a “Senior Solo Competition” each school year. I can no longer accommodate every student interested in soloing. The only fair way to do this is to have students compete for spots in the spring concert. In January we will hold a competition and each interested senior will perform his/her solo with an accompanist before a panel of judges in the Little Theatre. This performance will be open to the public and students are encouraged to invite their friends & family. The top two performers will be invited to play with the orchestra on the spring concert. Details on this process will follow. The deadline for applications to participate in the competition is December 4<sup>th</sup>. The competition will be held on January 8<sup>th</sup>.





# Concert Attire

Formal concert attire is subdued and sophisticated, following classic lines. It “dresses” the concert performance without distracting from the music itself. Please read the following guidelines carefully, as it includes changes from prior years. Failure to follow these guidelines will result in a lowered performance grade. **All checks for attire rental should be made out to Lake Braddock Orchestra Boosters (LBOB, Inc).** All attire fees should be paid by Friday, September 5th. If there are any financial issues please contact the directors via email or phone.

## High School Men

Required concert dress for all high school boys consists of a black tuxedo, white pleated tuxedo shirt with wing-tip collar, black cummerbund, black bow tie, black socks and black dress shoes. The tuxedo, cummerbund and bow tie are provided by the Orchestra Boosters for a rental fee of \$45 for the school year. Measuring for size will be done during class time. **Any required hemming of pants must be done by the student’s family. (No cutting, please.)** The shirt, socks and shoes will be also provided by the student’s family.

- ◇ It you have outgrown your tuxedo shirt you may purchase one though the boosters for \$20.
- ◇ Please make sure your undershirt is white with no writing. Socks must be black and above the ankle.
- ◇ Students should bring their tuxes home in November. Please try on your tux as soon as you receive it to ensure it fits.
- ◇ Tuxedos must be returned the evening of the final concert, May 22nd.

## High School Women

Required concert dress for all high school girls consists of a black floor-length dress or black floor-length skirt, black stockings, and black dress shoes. We will measure for size during class. An order form will be sent home with your student. **Please note that the garments will need hemming.** All high school women must choose one of the following options (you may view these items in the orchestra room during the first week of class or online at [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com) under Concert Attire).

- ◇ Geneva - Floor-length dress with a square neck and long sleeves. Purchase price: \$65
- ◇ Angelique - Scoop neckline long sleeve, full skirt dress suitable for cellists. Purchase price \$65
- ◇ Maltese - An empire-waist, floor-length dress with a scoop neck and long sleeves.  
(This dress is for violin/viola & bass only). Purchase price: \$65

Ladies are not permitted to wear shorts or pants under their skirts & they are not permitted to roll over the elastic of their skirt. Jewelry should be understated and anything in the hair should be white or black. **Hair should be tied back. Open toed or backless shoes are not appropriate or permitted.** If you are not sure if your shoes are appropriate show them to Ms. Reed or Mr. Allen.

# Tri-M Music Honor Society

The Tri-M Music Honor Society is the international music honor society for high school students in **grades 10-12** that motivates and recognizes musical achievement. Founded in 1936 by Alexander and Frances Harley, incorporated and renamed Modern Music Masters in 1952, and in 1983 recognized as the Tri-M Music Honor Society, a program of NAFME, Tri-M has helped young people provide years of service through music in thousands of schools throughout the world. Through more than 4,100 chartered chapters, thousands of students have received recognition for their efforts and honor for their musical accomplishments. There will be information for all students interested in participating in Tri-M available during their assigned Bruin Block time on the first week of school; your director will explain the membership process as well as how to apply via Google docs by Friday, September 12th. All Tri M dates are included on the calendar in this handbook.

There are three requirements to maintain your membership in the Tri-M Music Honor Society:

- 1) Maintain Your GPA. All members must maintain a 3.0 overall GPA and a 3.5 or higher in music.
- 2) Complete the Service Hours requirements: Each member must complete three service hours per nine-week grading period. These service hours can include any of the following (if you have any questions about what is an appropriate service project, ask Ms. Reed)
  - Assist any Music Teacher
  - Tutor a student in music
  - Assist at a music concert
  - Participate in an instrument petting zoo
- 3) Attend all Tri-M Meetings. ALL MEETINGS ARE MANDATORY!

**The first Tri M Meeting is Wednesday, September 17th in the HS Choir Room, P-133 during Bruin Block**  
**All students who are new or returning members must attend.**



## Etiquette for Musicians

- ◆ Performers in concert dress should remain with their orchestra until the conclusion of the concert.
- ◆ Musicians should never talk to audience members from the edge of the stage.
- ◆ DO NOT GO ON STAGE WITH CHEWING GUM or a CELL PHONE.
- ◆ Once on stage, musicians should warm up and get comfortable, until the concertmaster begins the tuning process.
- ◆ At the concertmaster's signal, musicians will begin tuning. Winds tune before strings in a symphonic orchestra. Musicians should be silent during and after tuning.
- ◆ When the conductor steps onto the stage, the principal cellist stands. The rest of the orchestra should stand, watch the principal cellist, and sit when he/she does.
- ◆ There should be NO TALKING during the performance.
- ◆ If a mistake is made, by yourself or others, do not draw attention to it by making faces or laughing.
- ◆ At the end of each piece, soloists should stand at the conductor's request. When a conductor shakes the hand of a principal player at the end of a concert, he/she is congratulating the entire section.
- ◆ When the audience is applauding, SMILE! The audience is congratulating you -- feel proud of your performance!

## Etiquette for Audience Members

- ◆ Turn off cell phones, tablets, watch alarms and any other sound-emitting devices.
- ◆ Please do not text or email during a performance.
- ◆ Unwrap candy and cough drops before the performance begins.
- ◆ Please do not talk, hum, sing, tap fingers or feet, or jangle jewelry.
- ◆ Wait until a pause or intermission before rifling through a purse or backpack.
- ◆ Try to finish reading the program before the music starts so that you can devote your attention to the music.
- ◆ Try not to rustle your program.
- ◆ Be conservative with the perfume and cologne - some people are allergic.
- ◆ PLEASE STAY FOR THE ENTIRE PERFORMANCE. Let's face it - we are all here to hear our children play. To arrive late or leave early in order to avoid sitting through the 'other' class performances, or to get out of the parking lot a little earlier than everyone else, is unfair to the students. They have worked for months to prepare this performance for our enjoyment. Can't we find a few extra minutes in our schedules to give them our attention?





# 2014~2015 Grading Guidelines

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Each student's grade consists of 3 parts:

I.	Assessments	50%
II.	Rehearsal Skills	25%
III.	Assessment Preparation	25%

## Assessments

Assessment grades will be given for **performances, playing tests, projects, and any other written tests**. They will count as 50% of your overall grade.

## Playing Tests

Grades will be given for playing tests. These tests will be on specific parts of the music, which have been assigned for practice.

- Playing tests grades will be broken into rhythm, pitch, bowing and tone production. Playing tests must first be done in the class but may be retaken during Bruin Block on Wednesdays or Fridays. An improved grade can be given during Bruin Block, but chair placement will not be changed. If a student is absent during a playing test, that student must make up this test within two days after returning to school. It is the student's responsibility to arrange to make up work. **Assistance in preparing for playing tests and retaking tests are available during assigned Bruin Block days or on Wednesday Bruin Blocks by appointment.**
- Playing tests will be given two or more times per quarter for most classes.
- Chair placement within a section will be determined by playing tests scores NOT BY ABILITY.
- Seating is at the discretion of the director and are the culmination of many factors, not just ability. Any concerns regarding placement within the ensemble can be directed to Ms. Reed or Mr. Allen at an appropriate time.
- The purpose of playing tests is two-fold: to evaluate a student's progress and to improve the overall group.
- Grades may also be given for occasional "Pop Quizzes" which are unannounced tests of music or exercises currently being worked on (in the folder). They will be graded the same as playing tests.
- Each performance counts as a performance test grade. Students are expected to be at all performances unless there is an emergency. Parents must contact the directors as soon as possible if there are any conflicts with performance dates.

## Service Learning Project \*Updated\*

In an effort to advocate for music in the community, in addition to improving your level of musicianship, help others improve their playing, and contribute to the Orchestra, we are instituting a service learning project. The project information is provided on Blackboard, the website (under handbook) and will be handed out and discussed in class. Students will be required to complete a service learning option each **semester** for a test grade. Options include performing in the community (students are required to choose this option at least once), mentoring, self-improvement, and contributing to the Orchestra. Pre-service forms will be filled out 1st and 3rd quarter to make sure students have a plan of action, a contact adult, and are aware of their time frame. Students will be given a test grade for their pre-service forms. Students must keep all pre-assignments, documentation of the assignments, and grade sheets throughout the entire year. Students may turn in assignments electronically or by hard copy before or on the due date.

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## Tardy Policy

- ◆ For every 2 unexcused tardies students will receive after school detention.
- ◆ For every three unexcused tardies, students must receive a referral and parents will be notified. Continued tardies will be handled by the joint efforts of an administrator, teacher, student & parent.
- ◆ Unexcused absences can & will adversely affect a student's grade. Please really help the students by calling in promptly to clear absences so they don't get "caught" when they were truly excusable.

# Rehearsal Skills



25% of each student's grade will be composed of weekly rehearsal skills. Since orchestra is active participation, there is no real way to make up missed orchestra rehearsals. Consistent participation and attendance are very important to rehearsal skills. All students will begin each week with 100 points in this category.

## REQUIREMENTS FOR 100 POINTS IN REHEARSAL SKILLS

- ⇒ **Attendance**- ALL rehearsals, sectionals, and at ALL scheduled events and performances is mandatory, unless excused prior to the event by the director.
- ⇒ **Correct Posture** - sitting with feet on the floor, backs away from the back of the chair, and maintenance of correct instrument playing position.
- ⇒ **Attention to Instruction** - Always knowing where we are rehearsing in a piece of music, listening to instructions and attempting to implement them, marking your part when asked (must have pencil in class daily). Having a pencil on the stand will be "checked" from time to time for a letter grade.
- ⇒ **Self-discipline** - Causing no unnecessary disturbance to the group, not playing or talking unless directed to do so, not wearing hats during rehearsals, not chewing gum in class, and no food or drink into the classroom unless approved by the teacher.
- ⇒ **Shoulder Rests and Rock Stops** - All violinists and violists are required to use a shoulder rest at each rehearsal and performance. I will not provide them for students who have forgotten them. When we are not rehearsing in the orchestra room, cellists and bassists are required to provide their own rock stops.
- ⇒ **Instruments & Music** - Instruments are to be in class DAILY unless written explanation is provided by the parent. If a student does not have an instrument in class, he/she must bring a signed note from a parent/guardian on the day of the missing instrument.
- ⇒ **Instrument Care**- Students must **rosin** his/her bow at the start of each class period and clean his/her instrument with a **cleaning cloth** and the end of each class. Rosin and cleaning cloths must be provided by the student.
- ⇒ **SHEET MUSIC- VERY IMPORTANT!!!** - MUSIC IS TO BE IN CLASS DAILY SO THAT ALL PARTS CAN BE FINGERED, BOWED, ETC. FOR HOME PRACTICE. DO NOT RELY ON YOUR STAND PARTNER TO PROVIDE YOUR STAND'S MUSIC! THIS WILL BE CHECKED FOR A GRADE ON A REGULAR BASIS!!!
- ⇒ **Personal Care**- Students must keep his/her fingernails trimmed so as not to impede playing. **Long false or acrylic nails cannot be worn for they impede playing.**

While the goal is to have all students keep their allotted 100 points per week,  
The following provisions are in place to deduct points as warranted.

DEDUCT THE FOLLOWING NUMBER OF POINTS FOR:		CODE:
• CHEWING GUM IN CLASS	5 PTS.	G
• LONG FINGER NAILS	10 PTS.	N
• NO PENCIL IN CLASS	10 PTS.	P
• NOT MARKING MUSIC WHEN ASKED	5 PTS.	MM
• TALKING DURING THE REHEARSAL	5 PTS.	T
• SLOPPY PLAYING POSTURE	5 PTS.	SP
• MUSIC NOT IN CLASS OR ON MUSIC STAND (REQUIRED DAILY)	10 PTS.	M
• INSTRUMENT NOT IN CLASS (REQUIRED DAILY)	10 PTS.	IN
• FAILURE TO BRING SHOULDER REST (FOR VIOLINS/VIOLAS)	10 PTS.	SR
OR ROCK STOPS (FOR CELLO/BASS)	10 PTS.	RS
• CAUSING A DISRUPTION DURING CLASS	10 PTS.	D
• FAILURE TO USE ROSIN (REQUIRED DAILY)	10 PTS.	R
• UNEXCUSED ABSENCE FROM A REHEARSAL	100 PTS.	UR
• UNEXCUSED ABSENCE FROM A PERFORMANCE	100 PTS.	UP
• TARDY for CLASS, REHEARSAL, PERFORMANCE	20 PTS.	UT



# Practice Logs

Practice logs and checks are a way for all of us (teacher, parent, and student) to help direct & focus a student's practice time. They also provide information based on specific areas of need and can help student's establish a regular practice routine. The final 25% of a student's grade will be based on practice logs and checks. These will be required for all classes in order to maintain and improve musical performance.

Practice logs will be given out every 2 weeks with specific skills and assignments. At the end of the 2 week period students will turn in logs for a grade and be required to record, in the Charms database or class recording device, one of the assignments given over that period of time. Students will receive a grade based on their recording. Please note that extra practice for other music and techniques above and beyond the assignment will receive extra credit and are expected.

**Practice Amounts: A specific daily time is no longer required, only certain skills for the 2-week period. Here is a break-down of suggested minutes per day.**

Period 6	Concert Orchestra	30 min. each day
Period 3	String Ensemble	45 min each day
Period 4	Symphony	60 min. each day

## Practice Log Recordings

Bi-monthly you will be asked to record specific techniques or excerpts from your music. This assignment will count as a formative assessment; a way to prepare for your playing tests in class. Assignments will be given in class and via email. You can record at home using your computer (it must have an internal microphone) via Charms or the App on Apple Products. Click on Recording Studio, Click the red button to record excerpt, Say your name, what you are playing, record, Stop when finished, Check to Save as Assignment #. It will be submitted, and once it has been reviewed the items you will receive a grade and feedback online. You can also record as an MP3 file and then save it via Charms. If you do not have a way to record at home you can schedule a time during Bruin Block or before school to use our recording equipment. School recordings must be done BEFORE the due date of the assignment. Recording devices will also be checked out, in advance, for a one day rental the week prior to the due date. If you lose the recording device you must pay for a new one. Late recordings will result in 10 points off for every day they are late.

A review of logging in to Charms:

1. On your home computer go to the following website: [www.charmsoffice.com](http://www.charmsoffice.com)
2. Click ENTER (right hand side of the screen)
3. Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
4. Login to your using the School Code: **LBSOrchestra**
5. You will be asked to enter your case sensitive student password:  
**First Initial/Last Initial/Last 4 digits of your student ID**  
 Ex: Beth Bruin (student ID 12345678) would be BB5678

6. Click the Practice Log button or Recording Studio Button for assignments.

## DAILY ROUTINE

It is important to establish a daily routine for home practice. Since this time will be very valuable it is important to set reachable goals. **A time must be set aside daily for home practice.** Listed below are some techniques, which will be helpful:

- 1) Decide what you are going to accomplish (goal).
- 2) Warm-up slowly playing long tones. Listen to determine if it sounds good.
- 3) Spend some time in your method book with exercises to develop articulation, rhythm, and note skills.
- 4) **WORK SLOW TO FAST, SPEED COMES AFTER ACCURACY.**
- 5) Keep an even tempo or speed as you play through the exercise to find the places where you consistently have trouble.
- 6) Go back and circle the trouble spots. Work out the trouble spot very slowly and then gradually increase the speed to the level you desire to Play the entire exercise.
- 7) Consider your concert music as potential exercise music. Work through difficult spots in the same manner as #5.

**THE RESULTS OF DILIGENT HOME PRACTICE ARE OBVIOUS IN GOOD ORCHESTRAS AS THIS  
 ALLOWS THE DIRECTOR TO CONCENTRATE ON THE MUSICAL ASPECTS OF A PIECE  
 RATHER THAN BASIC NOTES, RHYTHM, AND ARTICULATION...  
 IT ALSO ALLOWS THE STUDENT TO ENJOY THEIR INSTRUMENT AND ITS CAPABILITIES TO  
 THE FULLEST...  
 THEN ORCHESTRA BECOMES A LOT MORE FUN.**



## Strings

All students should own an extra set of strings in addition to the strings currently on his/her instrument. This allows the students to immediately replace a broken string so that practice time will not be disrupted. Just because a string has not yet broken does not mean the string is still good. Strings rarely can last longer than a year. It is imperative that your strings are of good sound quality so that your tone & pitch will not be impeded. If you do not remember the last time you changed your strings, then it's time to change your strings. Ms. Reed and Mr. Allen will be happy to assist you with this.

## Bow Repair

Bows should be re-haired as least once a year or sooner if need be. Bow hair loses its elasticity and ability to adhere to the string over time. You will need to go to a string instrument repair shop to get your bow re-haired. If you are unsure if your bow needs re-hairing consult Ms. Reed and Mr. Allen.



## Obtaining an Instrument

The quality of the musical instrument you select for your child will have a direct impact on their success in playing it, but with the wealth of opportunities available to you, it is challenging to know where to begin. As with every major purchase, low cost is not the only factor in a good bargain. Learning the answers to the following questions will help you discover whether or not you are being offered a good deal.

**Does the store specialize in string instruments?** A store that specializes in string instruments will be your first line of defense in the case of improperly working instruments. They will also be your resource for accessories such as strings, shoulder rests, rockstops, and rosin.

**Does the store have a string repair facility on site?**

Even in the hands of the most careful child, most instruments will require a visit to the repair shop. A store that has local repair facility will be able to return the instrument more rapidly than if the instrument needs to be "sent away".

**Will the store provide a loaner instrument while one is being repaired?**

Remember that while your child's instrument is out of commission for repair, they will be unable to practice and complete their assignments unless they are able to borrow another.

**What is the rental/purchase price of this exact instrument at another store?**

Be sure you are comparing the same thing when price shopping – just like cars, all instruments are *not* created equal.

The only way to determine whether or not a used instrument is in good working order is to play it. If you are shopping yard sales or responding to classified ads in person, take someone with you who knows how to play the instrument. If you are unable to determine the quality of the instrument, get something in writing from the seller stating that the final sale is pending inspection and estimate from an instrumental repair person. Most used instruments (especially if they've been stored in an attic for a number of years) will require some work to be returned to peak condition. Sometimes, that can be achieved at a minimal expense, but more often, an "overhaul" may cost you more than the purchase price of the instrument. Be sure the instrument is in good condition before sending your child to class with it.

## CARING FOR YOUR INSTRUMENT AND BOW

### The Pegs

The pegs are shaped so that their taper exactly fits that of the peg hole. They should turn smoothly and hold without undo forcing. If they stick, you can use peg dope to lubricate them but do so sparingly, for too much will make the pegs slip. If the pegs are slipping, they need to be looked at. Don't try to jam them in to make them hold, or knock them free if they are stuck; you risk splitting the peg box.

### Humidity

Changes in humidity can be quite damaging to your instrument or bow. Wood and horsehair shrink when it gets dry, and glue softens when the air is excessively hot and damp. You can't eliminate the problem, but you can mitigate it. Air conditioning helps reduce excessive humidity. As for dryness, room humidifiers can help, as well as commercial products like "Dampits." Always loosen the hair on your bow; the weather can turn dry enough overnight to shorten the hair so much that it can pop the head off the stick. Occasionally a part of the top or back will come unglued from the sides. If you do get an opening, take it to a shop: attempting to glue it yourself can cause real damage.



# Keeping Your Instrument Clean

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When done playing, use a soft cloth to wipe off any perspiration or rosin. If there seems to be a lot of rosin then you are using too much of it, for rosin works best when used sparingly. Instrument varnish is quite susceptible to wear and perspiration, which can be extremely corrosive. Avoid using commercial cleaners and polishes, for they leave a residue that absorbs dirt and rosin to create an unpleasant second layer of varnish. Instead use polish designed specifically for string instruments. You might have to have the instrument professionally cleaned once a year or so.

## Keeping Them Safe

If properly cared for, instruments and bows can last forever- instruments made before 1600 are still being played on. Even though remarkably durable, they require maintenance to stay in their optimum playing condition, and can easily suffer damage if you're not careful. Always keep in mind that damage is what reduces value. The most important thing you can do is not to take either the instrument or bow for granted. By far, the greatest part of the repairs that go to the shop stem from inattention or carelessness. Much of it is during rehearsals. A violin left on a chair is vulnerable to being knocked to the floor, while a cello left on its edges is asking to be kicked over. Never, ever leave a bow on a music stand, or a violin dangling from it by its scroll. The best course is to put them back in the case when you're not using them. When you do, be sure to put them in properly; a violin or bow can be severely damaged just by the lid of the case falling, or the restraining neck strap of a cello case that has been left standing up coming undone and the instrument tumbling out. Fasten the latches, too; aside from the fact that you might forget they aren't completely secured and pick up the case, it is the best way to foil theft. Keep your case out of the direct sun and away from heaters and vents. And under no circumstances put a case in the trunk of your car. Not being insulated, the trunk can get extremely hot or cold very quickly.

## The Bridge and Sound Post

The bridge and sound post are custom made for your instrument. They are not glued on; it's pressure that keeps them in place. The strings keep the bridge from moving. The back of the bridge should be perpendicular to the plane of the top; ask to be shown if you're not sure about this. It's important to keep it straight, because once out of place it can easily warp. When you change the strings, do so one at a time. Use a soft pencil to put some graphite in the notch on the top of the bridge and the groove in the top nut (at the upper end of the fingerboard) -- the lubrication will help reduce the tendency to pull or fray. While you're doing this leave the other three strings at full pitch, and then bring the new one up slowly. Allow it to stretch completely with most strings, a few hours is enough time before moving on to the next. Never loosen all the strings at once, or change them all in one sitting. The sound post is wedged between the top and the back, just behind the treble foot of the bridge. It is adjusted to find the balance, focus, and response of the strings that suits you the best. Don't try to move it yourself because you can easily do irreversible damage to the top or the back, aside from having the post fall down. Adjusting a sound post takes years of practice and experience to know how to do it properly. Sometimes after an abrupt change in the weather, particularly in the fall, you will open your case and discover that all the strings have come loose. If the bridge or sound post have moved, or if they have fallen down, put a soft cloth between the tailpiece and the top, take off the bridge, and bring the instrument to Ms. Reed or Mr. Allen to set it back up. If the bridge does break (it almost never happens), but if it does do not glue it back together. There is no glue that can hold against the pressure exerted on it. Bring it to a shop, and they will make a new one.

## Buzzes

Your instrument, put simply, is an amplifier: the whole reason its there is to make the vibrating strings audible. The problem is that in doing so it amplifies all vibrations and with over one hundred twenty separate parts, there is a lot on a violin to vibrate. If your instrument has developed a buzz, check the usual suspects: an open bout, the tuner, a loose chinrest; and also make sure that it isn't a button on your shirt or an earring (more common than you might think). If you can't find it, ask your director to take a look.

## The Bow

When done playing, always wipe the rosin from the stick and loosen the hair completely before putting the bow away. Avoid touching the hair, as the oil on your fingers will reduce its ability to grab the strings. And use the bow only for playing: tapping the stand with it, as a way of applauding the conductor is a good way to pop the head off. How often you need to re-hair will vary. The average is around every 12 months, but it can be more frequently if you've been playing a lot. You know you need new hair if the bow doesn't seem to grab the strings as it once did. The hair might also stretch, as the weather turns warm and humid; if so, get it shortened. Keep an eye on the leather grip by the frog; if it has worn through, bring it to a shop so it can be replaced, for your thumb will soon wear a hole in the stick. You should also keep a close eye on the ivory faceplate on the head of the bow. A wedge inserted in the head underneath the hair is what holds it in place, and the ivory is crucial in reinforcing the head. If a crack goes unprepared, the head might split.

## Commitment Form

Name \_\_\_\_\_

Class Period \_\_\_\_\_

Grade \_\_\_\_\_

Student's e-mail address \_\_\_\_\_ (please register on Charms)

Please list 3 specific personal goals you have for Orchestra this year (not just "get better"):

1)

2)

3)

Do you have a computer at home? (Circle)    Yes            No

Do you have internet access at home? (Circle)    Yes            No

### Student Commitment

I have read and understand the expectations and grading policies which govern membership in the Lake Braddock Orchestra Program, and I am confident that I have the ability and sense of responsibility to carry out what is required in order to become a fine musician and a contributing member of the group.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent Commitment

We have read and understand the expectations and grading policies that govern membership in the Lake Braddock Orchestra Program. We are aware of the importance of the responsibility required as a member of the Lake Braddock Orchestra Program and we will help our student to meet his/her obligations to the group. We will also communicate any problems or circumstances that may arise that would in some way hinder our student and their success in the orchestra program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### REMINDER:

**Fees, Medical form, and Instrument Rental Forms (mainly for cello/basses) are due with this form by Friday, September 5th.**

**A quiz will be given on the 2nd week of school to make sure you understand and read all the materials in this handbook.**

**Happy Reading!**





# Lake Braddock Orchestra



## Middle School Concert Attire Information

### Boys Attire-

- One (1) tuxedo shirt (*must be purchased through LBOB*)
- **One (1) pair of tuxedo pants (*must be rented through LBOB*)**
- One (1) pair of black dress shoes (*no sneakers or mixed colors – supplied by self*)
- One (1) pair of knee high black socks (*supplied by self*)
- **One (1) black satin cummerbund and one (1) black satin black bow tie (*must be rented through LBOB*)**

### Appearance for Boys-

- Undershirts (*provided by self*) need to be white with no written words or drawings on them.
- Tuxedo shirts and pants need to be kept in good appearance (i.e., if it needs pressing, please do so prior to any performance)
- Tuxedo pants need to be hemmed (DO NOT cut fabric) just below the ankle.
- Don't forget that your black socks need to be knee highs.

### Girls Attire-

- One (1) female  $\frac{3}{4}$  sleeve knit blouse (*must be purchased through LBOB*)-**NEW THIS YEAR!!!**
- **One (1) long skirt (*palazzo pants for cellists*) (*must be rented through LBOB*)**
- One (1) pair of black stockings or knee highs (*supplied by self*)
- One (1) pair of black dress shoes (*must be closed toe & heel, no mixed colors, and flats – supplied by self*)

### Appearance for Girls-

- Undershirts/camisoles (*provided by self*) need to be white with no written words or drawings on them.
- If your hair is long, please pull it back with a clip, rubber band, bow (white or black), etc. (we want people to see your beautiful faces!)
- Jewelry should be limited to small items for ears or neck (nothing flashy or big – we're here to hear your beautiful music not watch your "bling").
- Don't forget that your black socks or stockings need to be at least knee high.
- Don't forget – NO open toed or heel, no mixed colors, and flat shoes.



# Lake Braddock Orchestra



## High School Concert Attire Information

### Boys Attire-

- One (1) tuxedo shirt (*must be purchased through LBOB*)
- **One (1) tuxedo pants and jacket (*must be rented through LBOB*)**
- One (1) pair of black dress shoes (*no sneakers – supplied by self*)
- One (1) pair of knee high black socks (*supplied by self*)
- **One (1) black satin cummerbund and one (1) black satin bow tie (*rented through LBSS*)**

### Appearance for Boys-

- Undershirts (*provided by self*) need to be white with no written words or drawings on them.
- Tuxedo shirts and pants need to be kept in good appearance (i.e., if it needs pressing, please do so prior to any performance)
- Tuxedo pants need to be hemmed (DO NOT cut fabric) just below the ankle.
- Don't forget that your black socks need to be knee highs.

### Girls Attire-

- One (1) black floor length dress or skirt with black long sleeve shirt (*must be purchased through LBOB*)  
Multiple choices available- see <http://www.lakebraddockorchestra.com/image-galleries/concert-attire> for images); you only purchase this once for your entire HS Orchestra time.
- One (1) pair of black stockings or knee highs (*supplied by self*)
- One (1) pair of black dress shoes (*must be closed toe & heel, no mixed colors, and flats – supplied by self*)

### Appearance for Girls-

- If your hair is long, please pull it back with a clip, rubber band, bow (white or black), etc. (we want people to see your beautiful faces!)
- Jewelry should be limited to small items for ears or neck (nothing flashy or big – we're here to hear your beautiful music not watch your "bling").
- Don't forget that stockings or knee highs need to be black (with no patterns or mixed colors).
- Don't forget – NO open toed or heel, no mixed colors, and flat shoes.

# Purchasing/Renting Concert Attire

## Middle and High School Students

How do I purchase and or rent my concert attire?

*Preorder your orchestra uniform NOW! Don't wait...*

### Important Uniform Dates:

- **Wednesday, August 20<sup>th</sup>: Complete Attire Form Electronically** via the google doc at [https://docs.google.com/forms/d/10XUYjs90PcKljbW\\_EDaYhz5aDHRP6eij\\_8vg1F0B6u8/viewform](https://docs.google.com/forms/d/10XUYjs90PcKljbW_EDaYhz5aDHRP6eij_8vg1F0B6u8/viewform)
- **Thursday, August 28<sup>th</sup>: Pay via check (LBOB, Inc.)/cash** on Bruin Blast (Thursday, August 28<sup>th</sup> is Bruin Blast!)
- **Thursday, August 28<sup>th</sup>: Pick-up uniform** any time from 11 a.m.-7 p.m. in the Orchestra Room P-121.
- **If you Pre-Order via google docs (link above and at [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com)):** Plan on spending 10-15 minutes of your time completing the paperwork and trying on your uniform.
- **CAUTION!** If you DO NOT pre-order plan on spending at least 30-45 minutes completing paperwork and trying on uniforms. We may then have to order your uniform.
- If you are out of town on the uniform pick-up day you will need to email Ms. Reed ([eareed@fcps.edu](mailto:eareed@fcps.edu)). **We will NOT fit uniforms during class time, as there are not enough volunteers and it disrupts your students' learning.**

# 2014-2015 Middle School Girls Attire Order Form

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

*All items are required to be purchased or rented from LBSS Orchestra*

**PLEASE NOTE:** *If you have any financial concerns regarding this rental fee please contact Ms. Reed or Mr. Allen to discuss any issues. We want all students to be able to have the opportunity to play in Orchestra.*

ITEM	SIZE	COST	TOTAL
¾ White Knit Blouse (purchased) <i>*ALL middle school girls need a new shirt this year as we have changed to ¾ white knit blouses.</i>		\$35.00	
Floor-length Skirt (rented)		\$25.00	
Palazzo Pants ( <i>*Cellist only/rented</i> )		(*\$25.00)	
Orchestra Equipment Fee ( <i>so you don't have to write another check!</i> )	-----	\$5.00	
<b>TOTAL COST</b>	-----	-----	

For Office Use

Amount paid \$	Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PayPal	Check #	Name on Check:
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Use the following size chart to determine appropriate **shirt** size:

Bust	31-32	33-34	35	36	37	38	39	40-41	42	43-44	45-46	47-48
<b>Order Size</b>	0	2	4	6	8	10	12	14	16	18	20	22

Use the following size chart to determine appropriate **skirt/pant** size:

Waist	24	25	26	27	29	31	33.5	36	38	40	42.5	45	47
Hips	32	34	36	37	39	41	43.5	46	48	50	52	54	56
Skirt Length	45	45	46	46	47	47	48	48	48	48	48	48	48
<b>Order Size</b>	0	2	4	6	8	10	12	14	16	18	20	22	24

# 2014-2015 Middle School Boys Attire Order Form

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

*All items are required to be purchased or rented from LBSS Orchestra*

**PLEASE NOTE:** *If you have any financial concerns regarding this rental fee please contact Ms. Reed or Mr. Allen to discuss any issues. We want all students to be able to have the opportunity to play in Orchestra.*

ITEM	SIZE	COST	TOTAL
Tuxedo Shirt (purchased) *shirts only need to be purchased if you are an entering 7th grader, new student, or you have outgrown your previously purchased LBSS Orchestra shirt.		\$20.00	
Pants (rented)		\$30.00	
Cummerbund (rented)	-----	\$5.00	
Bow tie (rented)	-----	\$5.00	
Orchestra Equipment Fee ( <i>so you don't have to write another check!</i> )	-----	\$5.00	
<b>TOTAL COST</b>	-----	-----	

For Office Use

Amount paid \$	Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PayPal	Check #	Name on Check:
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Use the following size chart to determine appropriate **shirt** size:

Neck	13.5	14.25	15.5	16.5	17.5	18.5	19.5
Sleeve 30-31	<b>XS-1</b>	<b>S-1</b>	<b>M-1</b>	<b>L-1</b>			
32-33	<b>XS-3</b>	<b>S-3</b>	<b>M-3</b>	<b>L-3</b>	<b>XL-3</b>	<b>XXL-3</b>	<b>XXXL-3</b>
34-35		<b>S-5</b>	<b>M-5</b>	<b>L-5</b>	<b>XL-5</b>	<b>XXL-5</b>	<b>XXXL-5</b>
36-37			<b>M-7</b>	<b>L-7</b>	<b>XL-7</b>	<b>XXL-7</b>	<b>XXXL-7</b>
38-39				<b>L-9</b>	<b>XL-9</b>	<b>XXL-9</b>	<b>XXXL-9</b>

Use the following size chart to determine appropriate **pant** size:

<b>Size</b>	<b>26</b>	<b>28</b>	<b>31</b>	<b>34</b>	<b>37</b>	<b>40</b>	<b>43</b>	<b>46</b>	<b>49</b>	<b>52</b>	<b>55</b>
<b>Waist</b>	25-27	27-29	30-32	33-35	36-38	39-41	42-44	45-47	48-50	51-53	54-56

# 2014-2015 High School Girls Attire Order Form

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

*Pictures and a description of each listed item can be found at*

<http://www.lakebraddockorchestra.com/image-galleries/concert-attire>

**PLEASE NOTE:** *If you have any financial concerns regarding this rental fee please contact Ms. Reed or Mr. Allen to discuss any issues. We want all students to be able to have the opportunity to play in Orchestra.*

ITEM	SIZE	COST	TOTAL
Option A - Maltese		\$65.00	
Option B - Geneva		\$65.00	
Option C - Angelique		\$65.00	
Orchestra Equipment Fee <i>(so you don't have to write another check!)</i>	-----	\$5.00	
<b>TOTAL COST</b>	-----	-----	

For Office Use			
Amount paid \$	Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PayPal	Check #	Name on Check:

Use the following size chart to determine appropriate **dress** size:

Bust	28	30	32	34	36	38	40	42	44	46	48	50
Waist	24	25	26	27	29	31	33.5	36	38	40	42.5	45
Hips	32	34	36	37	39	41	43.5	46	48	50	52	54
Skirt Length	45	45	46	46	47	47	48	48	48	48	48	48
<b>Order Size</b>	0	2	4	6	8	10	12	14	16	18	20	22

# 2014-2015 High School Boys Attire Order Form

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

*All items are required to be purchased or rented from LBSS Orchestra*

**PLEASE NOTE:** *If you have any financial concerns regarding this rental fee please contact Ms. Reed or Mr. Allen to discuss any issues. We want all students to be able to have the opportunity to play in Orchestra.*

ITEM	SIZE	COST	TOTAL
Tuxedo Shirt (purchased) <small>*shirts only need to be purchased if you have outgrown your previously purchased LBSS Orchestra shirt.</small>		\$20.00	
Tuxedo Jacket and Pants (rented)		\$35.00	
Cummerbund (rented)	-----	\$5.00	
Bow tie (rented)	-----	\$5.00	
Orchestra Equipment Fee <i>(so you don't have to write another check!)</i>	-----	\$5.00	
<b>TOTAL COST</b>	-----	-----	

For Office Use

Amount paid \$	Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PayPal	Check #	Name on Check:
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Use the following size chart to determine appropriate **shirt** size:

Neck	13.5	14.25	15.5	16.5	17.5	18.5	19.5
Sleeve 30-31	<b>XS-1</b>	<b>S-1</b>	<b>M-1</b>	<b>L-1</b>			
32-33	<b>XS-3</b>	<b>S-3</b>	<b>M-3</b>	<b>L-3</b>	<b>XL-3</b>	<b>XXL-3</b>	<b>XXXL-3</b>
34-35		<b>S-5</b>	<b>M-5</b>	<b>L-5</b>	<b>XL-5</b>	<b>XXL-5</b>	<b>XXXL-5</b>
36-37			<b>M-7</b>	<b>L-7</b>	<b>XL-7</b>	<b>XXL-7</b>	<b>XXXL-7</b>
38-39				<b>L-9</b>	<b>XL-9</b>	<b>XXL-9</b>	<b>XXXL-9</b>

Use the following size chart to determine appropriate **pant** size:

<b>Size</b>	<b>26</b>	<b>28</b>	<b>31</b>	<b>34</b>	<b>37</b>	<b>40</b>	<b>43</b>	<b>46</b>	<b>49</b>	<b>52</b>	<b>55</b>
Waist	25-27	27-29	30-32	33-35	36-38	39-41	42-44	45-47	48-50	51-53	54-56

Use the following size chart to determine your appropriate **jacket** size:

(specify Short (5'3"-5'7"), Regular (5'7"-5'11"), Long (5'11"-6'2"), X-L (6'3"+))

<b>Size</b>	<b>34</b>	<b>36</b>	<b>38</b>	<b>40</b>	<b>42</b>	<b>44</b>	<b>46</b>	<b>48</b>	<b>50</b>	<b>52</b>	<b>54</b>	<b>56</b>
Chest	33	35	37	39	41	43	45	47	49	51	53	55
Waist	28	30	32	34	36	38	40	42	44	46	48	50



# ORCHESTRA BOOSTER MEMBERSHIP FORM 2014-2015

Clinicians, judges, subsidizing student travel, scholarships, sheet music, instruments, equipment, technology, instrument repairs, social events, district events, and hospitality are just some of the things the Lake Braddock Orchestra Boosters (LBOB) help with each year! ALL students benefit from your membership and we encourage all parents to join and support your students in their orchestral activities. Membership dues supplement the majority of the orchestra's expenses which total around \$30,000 every year for middle and high school. If EVERY family joins at the \$35 Booster Level we will meet our budget for the year. Thank you for supporting your LBSS Orchestra students.

Please complete the form below and include a check payable to **LBOB**

OR pay online via PayPal at [www.lakebraddockorchestra.com](http://www.lakebraddockorchestra.com) (this form still needs to be submitted).

Membership Cards and Vouchers will be sent out via snail mail before the first concert or they can be picked up at the Fall concert.

### Membership Level (select one)

**Booster level and above entitles your family to priority seating before general admission.**

**Contributions over the first \$35 are tax deductible.**

- Booster \$35
- Friend \$50 + Free Magnet
- Patron \$100 + Free LBOB Spiritwear t-shirt voucher
- Benefactor \$200 + One Free Orchestra Concert CD voucher
- Sponsor \$300 + Free LBOB Spiritwear sweatshirt voucher
- Philanthropist \$500 or more + Free Magnet, One Free LBOB Spiritwear t-shirt, Orchestra Concert CD, and Spiritwear sweatshirt voucher

### Name(s) of Parent/Guardian/Adult

1) \_\_\_\_\_ Phone \_\_\_\_\_  
 First Last Email

2) \_\_\_\_\_  
 First Last Email

### Name of Student:

1) \_\_\_\_\_  
 First Last Grade

### Program Listing (select one)

Members will be listed in all concert programs. Please specify how you wish your name to appear.

- The \_\_\_\_\_ Family
- The Family of \_\_\_\_\_ (student's name)
- Mr. & Mrs. \_\_\_\_\_

For Office Use			
Amount paid \$ _____	Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PayPal	Check # _____	Name on Check _____