

## Shepherd Preparatory Orchestra Policies and Guidelines

- Members are expected to attend all rehearsals. *If you must be absent please call 304-876-5555 or email [amunro@shepherd.edu](mailto:amunro@shepherd.edu) prior to the start of the rehearsal.* Please note: more than two rehearsals will result in dismissal from the orchestra without a tuition refund. In case of inclement weather check the Shepherd University Website at [www.shepherd.edu](http://www.shepherd.edu) or call 304-876-5555 to listen to messages posted on the music department concert/information line. If Shepherd is closed rehearsal is canceled. Also, please keep your email address changes updated with Ms. Anne Munro. She will notify you via email should rehearsal need to be canceled. If you have no email address please let her know so that she can contact you by telephone.
  
- Members should arrive early (no later than 15 minutes prior to rehearsal) and should be set up and ready to rehearse at the designated rehearsal time.
  
- Members are expected to practice their music at home on a regular basis and be prepared for all rehearsals.
  
- Members should keep their instruments in good playing condition and make sure that they have needed extras such as strings and rosin.
  
- BRING A PENCIL TO ALL REHEARSALS!
  
- Members are expected to have all tuition fees paid by the last Wednesday of September for the first semester and by the last Wednesday of January for the second semester. Please contact Ms. Munro if other payment arrangements need to be made. *Tuition is \$125 per semester and includes 2 FREE family tickets to each performance.*
  
- Concert attire: Clothing should be formal but comfortable
  - Ladies-           White blouse/sweater (no sleeveless or spaghetti straps)
  - Calf or Full length Black skirts/dress slacks
  - Black shoes and stockings or trouser socks (no open-toed shoes, sandals, or flip-flops)
  - Gentlemen-      White shirt with a long tie
  - Black dress slacks
  - Black shoes and socksCollege students will wear their formal concert attire.

**Anne Munro, coordinator**  
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**Preparatory Division**  
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