

Attendance Policy - Eugene Concert Choir

Dear Choir Members,

There are a lot of you! Sometimes I find it hard to keep track of your comings and goings, and I hate it when someone falls through the cracks or I forget that I have excused someone from a performance and have to reshuffle a seating chart. In general, here are a few guidelines:

- Contact your section leader for all absences. It is only necessary to contact me to request to miss a dress rehearsal or performance.
- Please don't relate absence requests to me at rehearsal, unless you also send me an email. If it isn't written down, I won't keep track of it.
- I am no longer using the paper absence request form. Please email all inquiries to me at the following address: diane@eugeneconcertchoir.org. Copy your section leader on absence requests that are sent to me, unless it is for a confidential reason. In that case, you are welcome to email or call me directly.
- Please don't make your section leader or me have to ask why you will be absent. There are specific reasons indicated in our attendance policy that an absence would be excused.
- If you may have an extensive number of absences, please check in with me even if the absences are for excused reasons. I want to be aware of the level of preparation of all singers.
- I understand that some things may be very important to you, even if the policy doesn't consider them excused reasons to be absent. For this reason, I have built into the policy an allowance for three unexcused absences. Talk with me or email me. I am reasonable, and I want to keep all of you dedicated choir members, even if there are times that present challenges.

Below is the Attendance Policy as it appears in our Member Handbook, which will also be posted on our website. Please be familiar with it. Thank you for helping us coordinate membership records smoothly!

Sincerely,
Diane

Attendance Policy – Performances and Dress Rehearsals

The Artistic Director, Diane Retallack, must be given advance written notice if a member will be absent from a **performance** or **dress rehearsal**. Preferably, notice is given by email to: diane@eugeneconcertchoir.org. If you are unable to send a notice by email, please contact our General Manager, Angela Egremont, by phone at the Concert Choir office (541) 687-6865. (In cases of emergency, the Artistic Director must be notified as soon as possible.) Membership may be discontinued by the Artistic Director after a single unexcused absence from a performance or dress rehearsal. Examples of excused absences from a performance or dress rehearsal are a debilitating illness, a personal or family crisis, or an important event which the choir member does not schedule (i.e., professional conference, wedding, funeral, or graduation ceremony). It is expected that work and vacations will be scheduled around performances and dress rehearsals; such absences will not be considered excused.

Dress Rehearsals are defined as the last rehearsal or set of rehearsals in the concert venue prior to the performance, and do not necessarily indicate “concert dress” apparel. Dress rehearsals are often the only opportunity to rehearse with all musical forces in the performance venue. Failure to attend a dress rehearsal may jeopardize your participation in a performance.

Attendance Policy – Regular Rehearsals

Members are expected to attend every rehearsal. Membership may be discontinued by the Artistic Director after three (3) unexcused absences from rehearsals. Examples of **excused** absences from rehearsals are illness, work conflict, family commitment, vacation conflict, or performance commitment. An **unexcused** absence is defined as any absence without explanation or reasonable cause.

It is the choir member's responsibility to inform his or her section leader of any absence or tardy arrival, *in advance whenever possible*. Please keep the phone number or e-mail address of your section leader handy.