

Eugene Vocal Arts Attendance Policy

Dear Eugene Vocal Arts Singers,

Jennifer Love will be your EVA attendance correspondent. This means that if you need to miss a rehearsal, or arrive late or leave early, you are asked to please contact Jennifer. I will also be tracking the attendance of members. Please copy me as well on your messages to Jennifer.

Specifically, please do the following things if you need to miss a rehearsal or arrive after our scheduled start time or leave early:

1. Please email Jennifer at lovejm@lanecc.edu (or call her at 541.302.6189).
2. Please copy Diane Retallack on your message, at diane@eugeneconcertchoir.org.
3. Please let us know the reason for the absence/late arrival. If the reason is confidential, you may email or call Diane alone.

I ask for your committed attendance out of respect for your fellow singers, your director, your audience and the music.

We have an official attendance policy, and I would also like to add a few things:

- If you anticipate missing more than three rehearsals in a performance cycle, even if they are excused absences, please check in with me regarding these absences as it may affect the preparation necessary for a specific concert.
- Please do not make me or Jennifer have to ask why you were or are going to be absent. The attendance policy indicates the types of reasons that are excused. “Out of town” is not an adequate reason for missing a rehearsal. Shopping at the Woodburn Mall would constitute “out of town,” and I wouldn’t consider that excused. Why were you out of town? Family commitment, professional conference, vacation – these are actual reasons. I understand that, as adults participating in a community ensemble, you have family and professional lives. For vacations, as the attendance policy states, I would expect that you make every effort to schedule vacations around our performance weeks. Your reasons for missing rehearsals indicate to me your level of commitment to the ensemble. For the most part, the reasons members have had to be absent reveal a greater rather than lesser level of commitment, and give me an appreciation for how much all of you have to juggle in your busy lives in order to participate in the Vocal Arts ensemble.
- The attendance policy allows for three unexcused absences during the season. This is because I also recognize that there are things or events that may not fit within the “excused” reasons for missing a rehearsal, but are of great importance personally to you.
- Do not assume that extended absences will necessarily exclude you from participation in the group. Please just give me your expected dates of absence and reasons for missing rehearsals and let me decide what is best for the choir. I realize that there are extenuating circumstances.

The attendance policy as it appears in our Choir Member Handbook is printed on the back of this sheet and is also on our website in the Member News section.

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.

Thank you for your commitment to the Eugene Vocal Arts ensemble.

Diane Retallack