

## **Information Sheet - Choir Communication**

There are several ways we communicate within and outside the choir:

### **The Weekly Newsletter:**

This newsletter is your communication for current announcements from staff to choir and among one another within the choirs. Weekly printed newsletters are provided for choir members at the start of each rehearsal, and contain essential information about our rehearsals, performances and events. We are about singing, but we are also about being a community. You may also send items to have included in the newsletter. It's okay to use this choir communications system to advertise free kittens, a piano for sale, your need for a house sitter, or your role in a play, etc.. This way we minimize use of rehearsal time for announcements. Please send newsletter announcements by email to our general manager, Angela Egremont, [angela@eugeneconcertchoir.org](mailto:angela@eugeneconcertchoir.org), no later than Monday morning at 11:00 am for the current week. Newsletters are also posted on our website: [www.EugeneConcertChoir.org](http://www.EugeneConcertChoir.org)

### **ECC email Group:**

Choir members will be invited to opt in to the internal email group: [ecc@eugeneconcertchoir.org](mailto:ecc@eugeneconcertchoir.org). We use the email group sparingly. Please opt in to receive these emails, as this group is for important choir communication and emergencies from the staff such as "rehearsal is changed to a different location." Any messages sent by choir members are moderated and are only sent to the group if there is an urgent or universal reason. Generally, choir member announcements are deferred to the Weekly Newsletter

### **E-news Promotions:**

E-news announcements are created by our Marketing Staff to promote our concerts. We add you automatically to the e-news list when you join the choir. It's OK to opt out, but the e-mails are not very frequent and are a good source of information regarding our performances and events, and they can be shared or forwarded on to other groups and potential audiences.

### **Website: [www.EugeneConcertChoir.org](http://www.EugeneConcertChoir.org)**

Our website has information about our season, ticket sales, staff, auditions, activities, and so on. There is also an important section for Choir information. Go to Musicians – [For Choir Members](#), on the bottom of the homepage, for access to the Weekly Newsletters, schedules, and other choir information. Facebook members can easily share our web pages by clicking at the bottom of the page. We do not, as yet, tweet on Twitter.

### **Facebook**

“Like” us on Facebook to get the most up-to-date posts about our concerts and events. Be aware that there is a bogus Facebook icon for Eugene Concert Choir that does not lead to our Facebook account. Click on the icon on our website or our official communication.

***YOU are our link to our audience base. Talk up our concerts to your friends. This is where bragging is not only okay but encouraged!***