



SPRINGFIELD SYMPHONY
ORCHESTRA

2016-2017 Season
MUSICIAN INFORMATION AND POLICY SHEET

I. CLARK STATE COMMUNITY COLLEGE POLICIES

The following policies have been set forth by Clark State Community College (CSCC).

Due to the signed lease agreement, the Springfield Symphony Orchestra (SSO) is obligated to honor these policies and when necessary, assist in their enforcement. Please adhere to the guidelines listed below:

A) Parking

1. The loading dock is available only for the loading and unloading of equipment and/or large instruments. No parking is permitted.
2. Parking is not permitted on the access drive or in the parking lot adjacent to the loading dock.
3. At all times, musicians are to utilize the Clark State Community College parking lot located on the east side of S. Limestone Street AND/OR the lot on Fountain Ave., south of the Clark County Public Library. Parking is also available along Monroe St. and in the grass lot south of Monroe St.
4. CSCC reserves the right to tow vehicles parked in violation of the above rules.

B. Miscellaneous

1. No food or drink is to be brought on stage, backstage or in the auditorium at any time. Food and drinks are allowed only in the dressing rooms and in the Green Room.
2. Smoking is not allowed anywhere INSIDE the Clark State Performing Arts Center (CSPAC).
3. Please enter and exit the Orchestra Shell only by using the doors provided on both the right and left wings of the shell.
4. Musicians are to enter the CSPAC through the backstage door located on Monroe St., between Fountain Ave. and Limestone St., adjacent to the loading dock.
5. During all rehearsals and concerts, the backstage and dressing room areas are to be used ONLY by performers and production personnel. Special consideration may be given during rehearsals in extenuating circumstances, but must be approved by the SSO Office PRIOR to the rehearsal (an example of this would be when a musician has a friend/family member who is planning to attend the Saturday evening concert but has nowhere to go for the afternoon rehearsal. In such a case, the friend/family member may sit in the auditorium during the rehearsal, or wait in the green room). The CSPAC restricts backstage area access to visitors who have been pre-approved prior to the concert. If you must have visitors accompany you to the backstage area, please contact the SSO office for clearance.

II. TICKET POLICY – Orchestra personnel may receive one (1) complimentary ticket per concert. Additional tickets may be purchased for 50% off the adult single ticket price. **This offer is valid until the day before the concert.** Tickets can be ordered in advance and picked up on the day of the concert at will call for the discounted price. Please do not wait until the last minute to request your tickets!

Tickets may be purchased by calling the CSPAC Ticket Office, 937-328-3874, Monday-Friday, 9 am to 5 pm.

III. ATTENDANCE POLICY

- A. As is noted in the Master Agreement, musicians are expected to be prepared and seated for all services to begin promptly at their scheduled times. If a musician is habitually tardy for services, the Association shall issue notice to that musician no less than 30 days after the last subscription concert and the musician has the potential to lose his or her Personal Service Agreement with the orchestra. The process is clearly defined in the Master Agreement Article VI Section B.
- B. If you find that you cannot honor the services you committed to in your Personal Service Agreement, please contact the Personnel Manager, **DAVE ZENG** at 708-214-0702. In order for Dave to find a replacement, such notification must be given no later than fourteen days prior to the contracted services. Unless instructed otherwise by the Personnel Manager, **DO NOT HIRE A SUBSTITUTE YOURSELF.**

- IV. CONCERT DRESS** - per Article XVI of the Master Agreement, musicians shall wear formal concert attire (tails, black shoes and socks, white shirt, white tie for men; black formal attire for women) for most subscription concerts. A less formal dress requirement will be designated for the Night Lights programs and Concerts for Young People.
- V. TRAVEL POLICY**
- A. Mileage pay is .21 cents per mile, with a cap of 250 miles (\$52.50 per round trip). Mileage is figured on a city to city basis for musicians that live outside of a 15 mile radius of Springfield.
 - B. A travel and hotel sheet will be posted at the first rehearsal and will be removed following the concert. If you do not sign the travel sheet, you will not receive mileage pay. Please be honest with your mileage submissions.
- VI. HOTEL POLICY**
- A. Out-of-town musicians whose drive is *at least* 50 miles one way, and who wish to stay overnight in Springfield between rehearsals and/or the performance, will be given a \$45 hotel stipend. Because of budget constraints, a limit has been placed on the number of hotel stays that may be reimbursed by the Orchestra. If a musician qualifies for the stipend, he/she will receive \$45, regardless of how many nights the stay is. *Musicians will be responsible for making their own room reservations and for paying their own bill upon checkout.* The SSO will reimburse the musician by adding \$45 to his/her travel pay. This must be requested on the travel sheet posted for each concert
 - B. Hotels offering SSO Musician Discounts: (rooms are based on availability)
 1. Quality Inn, located at 383 E. Leffel Ln (I-70 at exit 54), 937-323-8631: \$69/night plus tax. Ask for the "SSO Musician" rate.
 2. Courtyard by Marriott, located at 100 South Fountain Avenue, 937-322-3600: \$90/night plus tax. Ask for the "Springfield Symphony" rate.
 3. Comfort Suites, located at 121 Raydo Circle (I-70 at exit 54), 937-322-0707; \$79.99/night plus tax. Ask for the "Symphony Rate."
 4. Holiday Inn Express, located at 204 Raydo Circle, 937-505-1670; \$86/night plus tax, Ask for "Springfield Symphony" rate.
- VII. PAYROLL** - The Springfield Symphony is on a 24-week pay period, with checks issued the 15th and the last day of each month. Orchestra payroll will be submitted within the designated pay periods, provided all information is delivered to the office in a timely manner that fits into the pay schedule. Contract musicians may request direct deposit of checks.
- VIII. OTHER**
- A. There is a "Musician Only" webpage with employment policies, directions, items of interest, and concert-specific rehearsal schedules. Rehearsal schedules are typically posted 14 days prior to the concert date. Instructions for accessing the Musician Only page can be received by contacting Alek Peugh.
 - B. All musicians and their guests are encouraged to attend "It's a Wrap!" our season-ending party after the last concert on May 6th, held in the Turner Studio Theater.
 - C. On Friday, November 4th, we will hold a reception for donors and musicians in the Discovery Hall of the Heritage Center, beginning at 5:00pm.

If you have questions concerning the above policies, please do not hesitate to contact any member of the SSO staff.

ADMINISTRATIVE PERSONNEL

Lou Ross, Executive Director
 Alek Peugh, Operations & Education Director
 Dave Zeng, Personnel Manager
 Barbi Garrett, Librarian
 Nuggie Libecap, Office Manager

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