



**PRYSM
PRYSM YOUNG ARTISTS
Philadelphia Region Youth String Music**

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PERSONNEL POLICY - 2014-2015 Season
PYO Office -- 215.545.0502 -- info@pyos.org -- www.pyos.org

MEMBERSHIP (AGE REQUIREMENTS)

- 6 years of age through 17 years of age. Placement in PRYSM or PRYSM YA is at the discretion of the Directors.
- Younger or older musicians may be admitted at the discretion of the artistic staff based on the musical needs of the ensemble.

TUITION

1. Tuition for the 2014-2015 season is \$1,490.00 for PRYSM & PRYSM YA. A deposit in the amount of \$450.00 is due at the time of registration. The deposit will be credited towards final tuition payment. Final tuition payment is due on or before the first rehearsal of the season.
2. TUITION DEPOSIT and ANNUAL TUITION ARE NON-REFUNDABLE.
3. Tuition remission/ financial aid is available and is based on financial need of the applicant. The PYO organization's policy is to provide tuition remission to any student accepted into the orchestra's program who demonstrates financial need. A student's acceptance into the orchestra's program is need-blind, and is based on the student's ability, talent and accomplishment. Annual tuition is never to be a barrier towards participation in the orchestra's program. Therefore, it is part of the PYO organization's mission to assist those accepted students that demonstrate financial need and require financial assistance towards tuition. The applicant must complete an application to be reviewed by the PYO Tuition Remission/Financial Aid Committee. All decisions made by the Committee regarding a student's eligibility for financial assistance, and the amounts awarded are final. Please contact the office to receive an application. All applications and tuition remission/financial aid awards are kept strictly confidential. Applications will be reviewed in the order in which they are received.

REHEARSALS

All rehearsals, except where noted on the master calendar, are located in Taylor Hall of Bryn Mawr College, 101N. Merion Avenue, Bryn Mawr, PA 19010.

1. PRYSM & PRYSM YA: Fridays from 6:30 p.m. until 8:30 p.m.
2. Rehearsals begin promptly. Please arrive early enough to check in with the coaches for tuning.
3. You will be notified of changes or cancellations by email, phone, or by notice distributed the prior week.
4. You are expected to practice all parts and come to rehearsal prepared to play to the satisfaction of the conductor and/or artistic staff.

ATTENDANCE

1. Regular attendance at full rehearsals, sectionals and master classes (when scheduled) is required.
2. Attendance at every dress rehearsal and concert is mandatory.
3. It is important that you sign-in at each rehearsal or you will be charged with an unexcused absence.

4. Requests to be excused from attendance at rehearsals or for anticipated lateness must be made in writing in advance. At least one week in advance, sign the absence sheet with date and reason. If you have not signed the absence notification form, you must email or call the personnel manager with your name, instrument, and reason for the absence before rehearsal.
5. All emergency notifications should be called in to Ms. Bowman (610.416.2957). Only illness or family emergencies will be considered an excused absence if the notification is less than one week before rehearsal.
6. Absences from rehearsals are excused for the following reasons ONLY: illness, examinations (e.g. SAT exams), family emergencies, auditions, or mandatory school events. Every effort should be made to reconcile conflicts with the orchestra schedule. For example, SAT exams should not be scheduled on a concert weekend.
7. A request for a leave of absence (more than two consecutive rehearsals) or for permission to miss a dress rehearsal or concert must be made in writing to the Conductor for approval at least six (6) weeks in advance.
8. A warning by the Conductor will be given after a student accumulates three absences (regardless of reason).
9. More than five accumulated absences (regardless of reason) may be considered grounds for dismissal.
10. Excessive absences or habitual lateness will result in dismissal (subject to the discretion of the conductors).

MUSIC

1. All music folders must not leave the orchestra center. Bring your individual practice parts to each rehearsal and sectional to mark any additions or changes instructed by the coaches or conductor.
2. Necessary markings and bowings must be made with a pencil. Never use ink or colored pencil!
3. You must carry a pencil in your folder at all times.

SEATING & SECTION LEADERS

1. Orchestra seating is at the discretion of the directors and may be changed at any time.
2. The conductor appoints section leaders.
3. Section leaders will be arranged on a rotation basis at the discretion of the conductor.

FACILITIES

1. Everyone is expected to assist with rehearsal set-up and take-down. This includes instruments, stands, chairs and music. Additional assignments may be made as needed by the conductors, personnel managers and operations managers.
2. You may be asked to assist with loading and unloading for concerts, and with concert site set-up and tear-down.
3. Please clear the rehearsal area of your personal items and trash before you leave.

DISMISSAL (SUBJECT TO THE DISCRETION OF THE CONDUCTORS)

1. Absent from dress rehearsals or concerts without advance (six weeks) written notice to and written approval from the conductors.
2. Lack of adequate musical preparation or progress.
3. Conduct reflecting unfavorably on the orchestra program.
4. Excessive absences (for any reason) or habitual lateness.
5. Non-fulfillment of financial obligations.
6. Non-compliance with other aspects of the above policies.

CONCERT DRESS

- WOMEN: Plain, long (ankle-length) black skirt or dress pants, and white blouse with long (wrist-length) sleeves. All will wear black stockings and black leather shoes (closed toe), not sandals. No colorful accessories or glittery jewelry. No slit skirts, no deep v- or plunging necklines, no bare backs and no form-fitting clothes. No sheer, net, mesh or see-through material.
- MEN: Black dress pants, white (long-sleeve) collared shirt, black socks and black leather dress shoes.