



PRINCE GEORGE
SYMPHONY
ORCHESTRA



VOLUNTEER HANDBOOK
September, 2010

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WELCOME

A Message from Our Music Director

"The real heroes behind every organization are its volunteers. These are the individuals who give selflessly of their time, energy and talents in order to serve their community. We at the PGSO are lucky to have you and your commitment to us is appreciated in ways that you often cannot imagine. We are deeply indebted to you and we offer you our gratitude for all you have done. We hope that you feel rewarded by the work we have done together and we look forward to the new season with much anticipation."

-Leslie Dala.

A Message from our General Manager

Thank you for your interest in volunteering with the Prince George Symphony Orchestra! Your reasons for volunteering to serve with the symphony may be because you enjoy socializing with other people, you want to develop professional contacts, you want to gain experience or because you enjoy symphonic music and have some ties to our orchestra. Whatever your reason, the PGSO is grateful for your contribution.

This handbook is intended to provide a glimpse into the workings of the orchestra, its history, organization and operation. It is hoped that you will achieve familiarity with the Prince George Symphony Orchestra and discover areas where your skills and ability will be best suited.

As a volunteer, you have the same responsibility as our staff to complete whatever tasks you have agreed to do in a timely, accurate and thorough manner.

As a volunteer, you recognize that you are the orchestra's representative in the community. You are in a unique position to advance the orchestra's interests with friends and business associates. Just as importantly, you have expectations for yourself. You expect appropriate training for the task in which you are engaged and exposure to a variety of interesting and enjoyable experiences. You want and deserve appreciation and recognition for the services you provide.

The orchestra could not survive without volunteer leadership and the countless hours of service you provide. We hope you find the experience rewarding and encourage you to commit for the entire concert season, but we understand the need to be flexible. The time commitments expressed throughout this handbook are very rough estimates and can vary widely according to the type of concert. Wherever possible, we will accommodate particular needs.

And, someplace in this, there must be room for fun. Enjoyment of what you do is a prime reason for why you are here! Thank you for considering the PGSO and we look forward to seeing you often during the concert season!

- Ruth Langner

Benefits of Volunteering

Volunteering with the Prince George Symphony Orchestra provides a critical role in ensuring that high quality classical music is available to the people of northern BC and has a meaningful, positive impact on our community. Did you know that it can have many benefits for you too? Here are some reasons to volunteer:

- Volunteering is the perfect vehicle to discover something you are really good at and to develop a new skill.
- Volunteers often feel a sense of achievement and motivation, which is ultimately generated from your desire and enthusiasm to help.
- Volunteering helps with interpersonal skills such as understanding people and communicating ideas.
- Volunteering provides an opportunity to acquire job-related skills and improve job opportunities. The PGSO may be able to provide a reference.
- Volunteers who are students may be able to use their volunteer hours toward graduation requirements.
- Volunteering with the PGSO increases your knowledge about the workings of an orchestra and the process involved in producing a performance.
- Volunteering with the PGSO provides opportunities of getting to know the musicians and the conductor.
- Volunteering provides an exciting opportunity for networking with many people from different walks of life.
- Volunteers may enjoy some of the concerts and receive an invitation to certain special events.
- Volunteering reflects and supports a complete picture of who you are!

The Prince George Symphony Orchestra is the only professional or semi-professional orchestra of its kind, presenting live classical music to the residents of Prince George and the many communities which encompass Northern British Columbia.

The Prince George Symphony Orchestra grew out of a small group of amateur musicians gathered for the purpose of accompanying the Prince George Cantata Singers in the 1969 performance of Handel's Messiah. In 1970, the group became the New Caledonia Chamber Orchestra under the direction of Canadian composer, Imant Ramanish. On June 11, 1971, the orchestra became incorporated under the "Societies Act," and changed its name to the New Caledonia Symphony Orchestra. The name was again changed on March 10, 1981 to the Prince George Symphony Orchestra Society.

Over the years, the orchestra changed from an amateur community orchestra to its current status as a semi-professional orchestra. Under the dynamic leadership of Music Director Leslie Dala, the PGSO has moved from strength to strength in recent years. Currently, there are pro-core of professional musicians, complimented by paid and non-paid community musicians, and who are supplemented when needed, by out-of-town musicians or 'imports'.

The PGSO also performs and commissions original works. Gordon Lucas, Concert Master for 19 years, discovered his first passion of composing some time ago. The PGSO has presented and premiered eleven of his symphonic works since he began his term as Concert Master in 1983.

The PGSO reaches into the heart of our community performing to an audience of over 11,000 people annually. We currently produce a full season of Main Stage concerts at either Vanier Hall or the Prince George Playhouse, as well as Family Concerts and a Sunday Serenade series of chamber music and recitals.

The PGSO is proudly sponsored by the City of Prince George, BC Arts Council, Canada Council for the Arts, BC Lottery Corporation and all the great businesses and citizens of northern British Columbia.

The mission of the PGSO is to enrich the cultural life of the residents of Prince George and the northern interior of BC by providing symphonic music in a way that is financially responsible and provides its performers with just compensation, consistent with its artistic direction.

Board of Directors

The Board consists of a maximum of 15 members. The Executive of the Board is made up of a Chair, Vice-Chair, Secretary and Treasurer.

Members of the Board serve for a two year term for a maximum of three consecutive terms. New Board members are elected at the Annual General Meeting held in September. The Executive is decided at the first regular Board meeting after the Annual General Meeting. The Board meets once a month and again as needed. Committees meet regularly and separately. Anyone with an interest in the PGSO is invited to attend, however guests are not eligible to vote.

The primary purpose of the Board is to set policy and governance. Decisions are made to fit the strategic plan. While the official voice of the PGSO is the General Manager, members of the Board are well connected in the community and have a role to play in securing financial sustainability.

2010 / 2011 Board of Directors

Executive:

Chair	Jim Caldwell
Treasurer	Harv Smerychynski
Secretary	Susan Kelly-Easton

Directors:

Robert Guy
Dr. Albert Koehler
Gail MacLaren
Ronald Prochot
Teresa Saunders
Roy Spooner

Non-Voting Members:

General Manager & Artistic Director

The Orchestra

Music Director / Conductor: Leslie Dala

The Music Director is the primary conductor and artistic leader of the orchestra. The Music Director is in charge of the overall musical performance, including ensuring that the players know the music thoroughly, interpreting the performance and conducting the orchestra. What music the orchestra will perform and special appearances are controlled by the Music Director.

Leslie is steadily in demand across the country. He has recently been appointed Chorus Director and Assistant Conductor with Vancouver Opera where he has worked on over 30 main stage productions. He has adapted numerous operas for the Vancouver Opera Touring Ensemble and, in addition, he is the Artistic Director of The Little Chamber Music Series that Could in residence at the Vancouver East Cultural Centre. He has an impressive record of conducting highlights and as a soloist he has appeared with the PGSO, Vancouver Philharmonic Orchestra and the Fraser Valley Symphony.

Leslie Dala is the longest serving Music Director of the PGSO. He is married to Rosalind Beale-Dala and together they have two boys, Christopher and Andreas.

Concert Master: Position Vacant

The Concert Master is the leader of the first violin section of an orchestra. In most cases, any violin solo piece will be played by the Concert Master. The Concert Master makes decisions regarding bowing and other technical details of violin playing and is in charge of tuning before concerts and rehearsals. He may, on occasion, serve as Conductor of the orchestra.

The Concert Master will come onto the stage individually prior to performing, take a bow, and receive applause on behalf of the orchestra.

Principals:

Among the instrument groups and within each group of instruments, there is a generally accepted hierarchy. Every instrumental group (or section) has a '*principal*' or '*first chair*' that is generally responsible for leading the group and playing orchestral solos. The violins are divided into two groups, first violin and second violin, each with its principal.

The principal horn is considered the leader of the low brass section, while the principal trumpet is generally considered the leader of the entire brass section. Similarly, the principal oboe is considered the leader of the woodwind section, and is the player to whom all others tune. The horn, while technically a brass instrument, often acts in the role of both woodwind and brass.

Principal Bassoon:	Lynn Giesbrecht
Principal Cello:	Sebastian Ostertag
Principal Clarinet:	Simon Cole
Principal Flute:	Don Bond
Principal Horn:	Laszlo Klein
Principal Oboe:	Erica Skowron
Principal Viola:	Vacant
Principal Violin:	Concert Master

Acting Principal:

Trumpet:	Greg Prosser
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For a biography of our core members of the orchestra, please refer to our website:

www.pgso.com

Community Members:

The PGSO relies on musicians in the community who devote endless hours to the Orchestra in addition to their regular careers. These include:

Flute:	Ariane Nelles	Anna Scarpino
Clarinet:	Grace Waddell	
Oboe:	Libby Hart	Fabiola Toyata
Bassoon:	Nil Rommell	
Horn:	Metin Toyata	
Trombone:	Sam Nelles	Rob Hannigan

Violin:	Anne Harris	Sean Robinson
	Johan Oosthuizen	Bob Brooks
Viola:	Carolyn McGhee	
Cello:	David Dahlstrom	Katriana Collins
	Bonnie Greer	
Bass:	A.J. Mittendorf	Susan Easton
	Morris Scarpino	
Percussion:	Pamela Liu	Susan Klein
Piano / Keyboard:	Maureen Nielson	Lori Elder

“Imports” and Guests:

Depending on the complexity of the music and the number of instruments required, the PGSO will contract with professional musicians from outside Prince George. On a per-concert basis, “import” musicians come to Prince George and play with the PGSO to fill the needs of the particular orchestral arrangement.

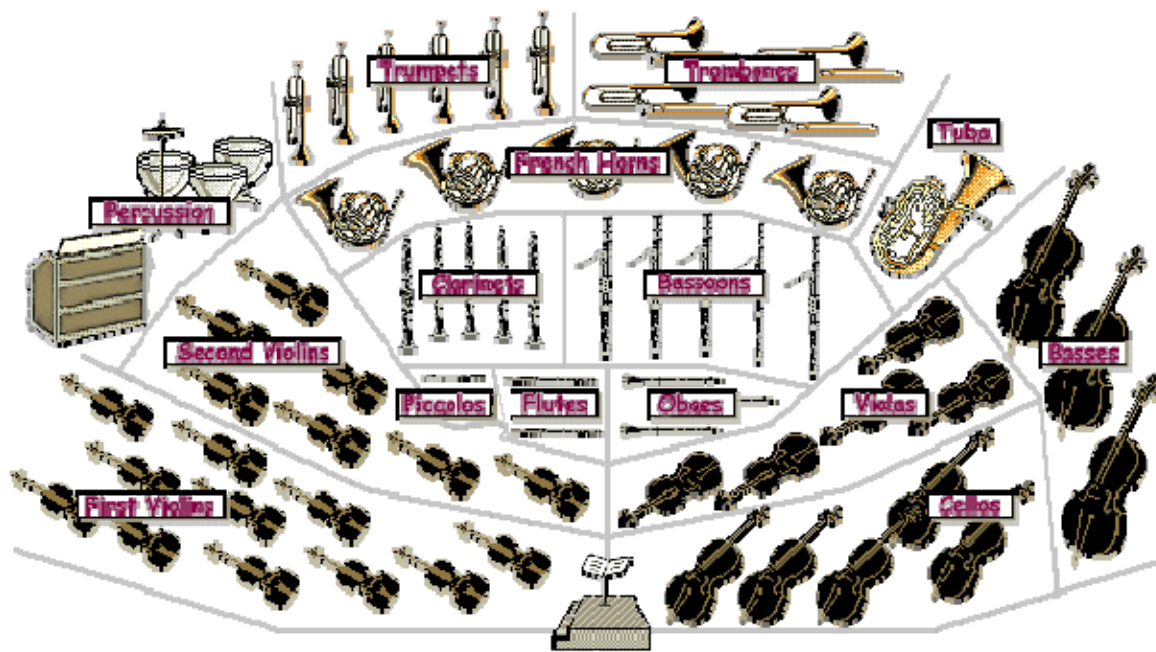


Figure 1 Typical Orchestra Seating Arrangement

Musical Groupings

A musical ensemble is a group of two or more musicians who perform instrumental or vocal music. The size and composition of different ensembles varies for the repertoire performed. Trios and quartets may be composed of a blend of piano, strings and wind instruments, or from the same instrument family such as strings and wind ensembles.

Chamber music is a form of classical music written for a small group of instruments which traditionally could be accommodated in a palace chamber. More broadly, the term includes music performed by a small number of performers but does not include solo instrument performances. These groups can range in size from two to nine musicians.

A String Quartet is an ensemble consisting of four string instruments: usually two violins, a viola and a cello. Another common grouping is the Wind Quintet. This ensemble most often includes a flute, oboe, clarinet, horn and bassoon. Classical chamber ensembles of more than six musicians are occasionally used, however once the group is fifteen to thirty members in size, it is called a Chamber Orchestra.¹

A Sinfonietta usually denotes a somewhat smaller orchestra, though not a Chamber Orchestra.

A full-size orchestra, consisting of string, woodwind, brass and sometimes percussion, is called a Symphony Orchestra or Philharmonic Orchestra. The prefixes Symphony or Philharmonic do not necessarily indicate any strict difference in either the instrumental constitution or role of the orchestra, but can be useful to distinguish different orchestras based in the same city. The term *orchestra* derives from the name for the area in front of an ancient Greek stage reserved for the Greek chorus. The actual number of musicians employed in a particular performance may vary according to the work being played and the size of the venue.²

¹ Definitions accessed from Wikipedia, Musical Ensembles, http://en.wikipedia.org/wiki/Musical_ensemble#Classical_chamber_music and

² <http://en.wikipedia.org/wiki/Orchestra> (accessed August, 2009)

Our Team

Music Director & Conductor:
Leslie Dala

General Manager:
Ruth Langner

Administration

Personnel, Education & Outreach Coordinator
Jennifer Grant

Archivist:
Anne Rowe

Archival Recording:
Michael Heim and Don Bond

Rehearsals

A typical concert week may look like this:

Thursday: Music Director, Leslie Dala conducts a rehearsal that is generally held elsewhere from the concert venue from 7:30 pm to 10 pm. Attendance at this rehearsal typically consists only of the local Prince George musicians. Transportation of musical equipment, setup and take down is usually required.

Friday: The 'Import' musicians and out-of-town soloists arrive and usually require pick up at the airport, and transportation to and from their host families or hotels.

An evening rehearsal is usually held at the concert venue from 7:30 pm to 10 pm. This rehearsal usually requires full set up and can often be left setup overnight.

Saturday: There is a full dress rehearsal (though in casual clothes) in the morning at the concert venue. Fine tuning of any set up issues is dealt with at this time.

All musicians are expected to arrive to the concert venue ½ hour prior to commencement of the performance at 7:30 pm.

After the performance, visiting musicians and guests are transported to their billets or hotel. The stage is deconstructed and all instruments and equipment are moved to storage.

Production Assistants

Production Assistants set up and tear down stage equipment for each performance. In some cases, we are required to pick up instruments from another venue which may involve driving a large cube truck.

Production Assistants are reliable and able-bodied volunteers who are comfortable following directions, working with a team and lifting and moving sometimes large and/or heavy objects. The job involves lifting and moving musical instruments, music stands, chairs, acoustical shell and the conductor's podium.

Lighting not associated with the in house technician such as lighting for music stands is the responsibility of the PGSO. This involves laying and securing a significant number of cables on stage, requires some expertise, and can be somewhat time consuming.

Time Commitment: Shifts may be 1- 3 hours for each set up and take down required
Volunteers Required: 0 - 5.

Transportation

Volunteer Drivers keep everyone moving! They ensure that guest artists and soloists are met at the airport and taken to designated host locations as prescribed in the transportation schedule developed by PGSO staff.

Performance companions provide transportation and added safety for our senior audience. Our Front of House (FOH) Volunteer Coordinator maintains a list of senior ticket holders who are unable to attend a concert without assistance. We will contact you with the name and phone number of a senior ticket holder, and provide details about the pick-up, the event, and any special needs the senior may have. As a volunteer driver, you will bring our guest to the concert and ensure a safe return.

Members of the Transportation Corp are friendly, courteous and, of course, good drivers. A high level of professionalism and responsibility is required. Drivers may be called upon from 6 am to midnight during the concert run. Volunteers must possess a valid driver's license, safe driving record and have an excellent knowledge of Prince George and area. Flexibility, punctuality and reliability at all times are imperatives.

Time Commitment: Shifts may be 1 – 2 hour per event.
Volunteers Required: 4 – 5 Drivers

Refreshments

Light refreshments for musicians and technical persons are provided at each rehearsal and concert. Healthy snacks consisting of fruits and vegetables are encouraged and a kitchen with a microwave is available at Vanier Hall for food preparation and assembly. Proper food handling and hygiene is expected as well as kitchen cleanup.

A budget will be provided by the general manager and a shopping list for ingredients must be mindful of adhering to this budget. Shopping local wherever possible is highly encouraged. Home baking for sweets is definitely well received.

Water is particularly important for all musicians and is often taken on stage. At the present time, we are providing bottled water, but as the PGSO looks at ways to Go Green, other options will be explored.

Time Commitment: 1 - 3 hours for each rehearsal and concert.

Volunteers Required: 2 - 4

Role of Team:

The role of the FOH team is to:

- Ensure safety is maintained at all times
- Ensure that all aspects of the event run smoothly
- Ensure our patrons are happy
- Deal with problems swiftly and in a low key manner
- Tidy up afterwards

Start of Evening

The FOH team reports to the FOH Manager who is a full-time member of the PGSO staff. The FOH team should assemble at least 1 hour before the start time and attend a briefing by the FOH Manager who will assign duties for each member of the FOH team.

By the end of the briefing every member of the FOH team shall be clear about their primary responsibility, and those of the rest of the team throughout the performance.

Welcome

All guests should be given a friendly welcome and be treated courteously at all times by everyone on duty at the event. Patrons should be given help with directions to toilets, parking and similar issues. Assistance shall be offered to the elderly and disabled.

Safety

Safety of the Audience and Players is of paramount importance. Any safety concerns that arise, for example exit signs not illuminated, loose electrical cables, should be brought to the attention of the venue management immediately. The FOH Manager and team must be familiar with the posted safety and evacuation instructions for the venue in the event that an evacuation is needed.

Dress Code

A dress code is designed to facilitate the ease with which patrons can identify volunteer staff. In order to maintain a consistent and professional appearance, we ask that you wear all black or "Sunday Best" when working Front of House. A PGSO Volunteer tag will be available at the venue for you to wear during your shift.

Concession

Refreshments and snacks are available by donation at the concession stand prior to the concert and during the intermission. If you choose to work with the Front of House Concession, you will be responsible for setting up the display and repacking after the intermission.

Coffee service is generously provided by The Second Cup. It is essential that we coordinate timely and secure pickup of coffee carafes to ensure coffee is fresh and hot. Appropriate cleanup is required.

Beverages and goodies will be purchased by the office staff and made available at the venue. At the present time, we are providing bottled water, but as the PGSO looks at ways to Go Green, other options will be explored.

A float will be provided by the office staff. Volunteers will be responsible for reconciling the concession cash after the intermission and reporting to the on duty office staff member or Front of House Manager.

(no food or beverages are allowed inside the venue during Symphony Concerts)

Coat Check

Coat Check Attendants will operate the coat check center located in the lobby of the venue. They will collect, store, and return items dropped off by patrons. They will have the opportunity to work directly with patrons, and provide friendly, prompt and accurate customer service before, during, and after each performance.

Publicity

Posters for the concert and future events shall be prominently displayed in several places in the Foyer and all exit doors. At least one poster shall be displayed outside the venue. The FOH Manager will ensure that an adequate supply of cello tape, blu-tak and drawing pins are available.

If a member of the Press arrives, a Board member or the General Manager should be notified and introduced. Frequently, a photographer may arrive during the performance and every effort should be extended to allow entry at the next appropriate time.

If members of the Audience offer comments on the performance these should be listened to attentively, good or bad. A guest offering comments should be invited to put them in writing

and any volunteer receiving such comments should also record them and the source, if available and forward to the General Manager.

Ticket Sales

A ticket sales assistant oversees ticket sales for each performance on the night of the concert. There are a number of activities around ticket sales and processing that can cause congestion. Many concert goers who have not purchased their ticket prior to the concert queue up to purchase shortly before the concert is scheduled to begin. Others have made arrangements to pick up their tickets at the concert venue or a complimentary ticket has been left in their name. It is important that we make every effort to accommodate our audience's requests efficiently.

It is necessary that each volunteer understand the subscriber exchange policy, refund handling process, lost or forgotten ticket resolution and the tax credit for donated tickets. Each of these will be specifically discussed with the volunteer who wishes to work in this area.

Volunteers will coordinate with a staff member to help patrons choose their seat, locate the 'will call' or 'complimentary' ticket envelope, and process credit card payments.

Ticket Takers

The main role of the ticket taker is to collect tickets from those who wish to attend the concert and to ensure that everyone entering the performance hall has a valid ticket for that event.

After tearing the stubs and turning the box over to the House Manager, the ticket takers work is done.

Greeters

Doors to the auditorium open 20 minutes prior to the start of the concert. Greeters are positioned at the entrance to the auditorium and offer our patrons a program.

Usher

Located just inside the venue doors, ushers provide the primary level of guest assistance. It is important that you are familiar with the concert venue and seating layout so that you are able to direct our guests correctly and quickly. Ushers maintain a watchful presence always ready to assist elderly and disabled guests to their seats.

Ushers will be on constant lookout throughout the concert and ensure the doors are opened quietly without disruption and have the responsibility for safety within the auditorium. Should

one of our guests need to leave the auditorium during the concert, an Usher will be available in **designated seating** to ensure the door is opened and closed softly.

Our queue to close the doors is when the venue lights go down.

Late Arrivals

A member of the FOH team will be positioned outside the auditorium to deal with late arrivals and ensure they do not disrupt the performance. Late arrivals and those who need to leave temporarily during the concert will be requested to wait until the break between pieces before being allowed to enter the auditorium.

Intermission

FOH team should assume their assigned positions during the intermission, particularly the concession, merchandising and coat check volunteers. Ushers and Greeters will maintain their roles within the auditorium and others will be available to assist wherever needed and as directed by the FOH Manager.

The lights will dim in the foyer about 3 minutes before the concert resumes and patrons are encouraged to return to their seats

After the Performance

A member of FOH team should be situated next to all the exits to ensure all the audience leaves the venue safely, with a “thank you” and an invitation to attend another concert.

After the show, the FOH team shall:

- Return all monies to the designated member of the PGSO,
- Secure all merchandise and other valuables, and return them to the designated member of the PGSO,
- Remove temporary posters and other publicity material
- Assist with the take down of temporary equipment
- Ensure the premises are left clean and tidy.
- Collect programs from auditorium seats and left at the door.

Time Commitment: 3 - 4 hours per concert.(including enjoyment of the concert) *Volunteers may rotate duties for variety.*

Volunteers Required: 12 - 14

Clerical

Administration / Office volunteers support full time administrative staff on a variety of tasks: handling the telephone; answering questions, assist with bulk mailings, assemble sponsor ticket packages; filing, photocopying; ticket analysis; and miscellaneous errands or shopping. The office has frequent daytime needs for data entry support; help with mail merges for thank you letters and pre event solicitation letters; filing; or maintenance of press clippings.

At the present time, the office requirement is for one or two individuals who can provide a total of 10 hours per week for office related functions. We will work with you to establish a mutually agreeable schedule. Familiarity with MS Word and Excel is an asset.

Time Commitment: 10 hours weekly. Can be split between two individuals. Work must be performed during office hours in the PGSO office.

Going Green

The PGSO's office initiative is to recycle whenever possible. Just about any kind of paper you would encounter in an office, including fax paper, envelopes, and junk mail, can be recycled. But recycling requires extra effort to deliver collected material to the appropriate depot.

It would be very helpful if, on a weekly basis, all recycling is removed from the office.

The PGSO is looking into a variety of environmental initiatives around bottled water and refreshments.

Time Commitment: 1 hour weekly. Stop by office and collect material. Can be combined with other tasks.

Poster Distribution

Two to three weeks before each concert, posters are delivered to local businesses and bulletin boards. The distribution route is divided into three areas: Hart Highway, Downtown and College Heights.

Although the PGSO maintains a list of businesses where PGSO posters are accepted, always ask permission. In some cases, the business will place the poster while others will direct you where to place the poster. As always, remain polite and courteous and remember to carry tape and pins with you!

Leftover posters need to be returned to the PGSO office.

Time Commitment: *Approximately 4 hours for each main stage concert. . Time can be flexible but postering must be completed within a few days of issuance. Can be divided into areas for more than one volunteer*

Volunteers Required: 2.

Special events are an important source of additional funds as well as a means of gaining positive visibility and attracting potential patrons. They deserve serious attention as part of a comprehensive resource development plan.

The Fund Development Committee develops a strategy for raising funds throughout the season and has a number of exciting opportunities for volunteer participation. Activities proposed include a major raffle, gala event, pre or post concert receptions, auction, golf tournament and dinner parties.

These events will not be possible without a team of committed volunteers. We are looking for enthusiastic individuals to assist in the planning, support and delivery of these events.

You will be working with and under the direction of the Fund Development arm of the PGSO. Examples of tasks may include raffle ticket sales, decorating a venue, assisting on the day of the event, publicity of event, communicating with supporters or assisting with mailings.

You may decide to choose to participate on one special event or several but it is important that once you become involved with a project, you attend committee meetings regularly to keep informed of the progress. The frequency of the meetings may increase prior to the event, but flexibility of meeting times can be adjusted based on volunteer availability.

Performer Billeting

Billeting can be a very exciting and rewarding experience. As a host family you play a very important role. By opening your home to the musicians you provide them with a stable and secure home away from home. There are many long lasting friendships that develop between musicians and their billet.

Performers usually arrive two days before the concert and leave the day after the concert. Hosting a musician involves ensuring your guest is delivered to rehearsals, providing breakfast and other meals as arranged, accommodation usually for two nights and, in some cases, pick up and drop off at the airport.

The PGSO billeting program is managed by the Personnel Manager. Initially, you will be asked to complete an application that will enable us to match you with the best suited visiting performer. We will maintain a record of your availability, however we will contact you prior to each concert and let you know the details of the rehearsals and performance.

In return for your hospitality, you will receive two tickets to the concert so you can see your guest artist perform!

This is a great way to help the symphony and meet some very wonderful musicians!



Billet Host Application

Contact Information						
First Name		Last Name:				
Preferred Name:						
Street Address						
City / Postal Code						
Home Phone		Work Phone:				
Cell Phone						
E-Mail Address						
Other Occupants:						
Spouse:		Children:				
Pets:						
Accommodation:						
<input type="checkbox"/> Bedroom with Private bath		<input type="checkbox"/> Number of Guests:				
<input type="checkbox"/> Bedroom with Shared bath		<input type="checkbox"/> Other:				
<input type="checkbox"/> Non-Smoking environment						
Meals						
<input type="checkbox"/> Will provide meals	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner			
<input type="checkbox"/> Kitchen available	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Dietary restrictions	<input type="checkbox"/>	<input type="checkbox"/> Other				
Transportation availability:						
<input type="checkbox"/> To and from rehearsals and concert			<input type="checkbox"/> Pick up and drop off at airport			
<input type="checkbox"/> Mornings	(Please circle)	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/> Afternoons	(Please circle)	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/> Evenings	(Please circle)	Wed	Thu	Fri	Sat	Sun
Other Comments:						
Date and Signature						
Name (printed)		Date:				
Signature						
Thank you for completing this application form and for your interest in hosting our guests!						

Volunteer Coordinator

A Volunteer Coordinator for the PGSO will work collaboratively with the General Manager and other office staff to develop a comprehensive volunteer needs assessment for the orchestra's activities. Once this has been established, it is necessary that the development and implementation of an electronic database system be created to track all volunteers, their contact information, their skills, performance and availability.

Recruitment and retention of volunteers is vital to maintaining continuity of services. This may be achieved through educational institutions, other non-profit organizations, media, our website or word-of-mouth. New volunteers will be properly informed about the orchestra and their duties through orientation meetings or group sessions. Organizing an annual volunteer appreciation function will provide an opportunity to motivate volunteers to stay involved.

With an assistant, the Volunteer Coordinator will schedule volunteers and ensure there is adequate representation for all tasks in the various categories including contacting volunteers to confirm their shifts' start and end times.

If you have good organizational, communication and people skills, a motivated, self-starter and able to work without supervision, please let us know. Any previous experience in this or a similar field as well as computer familiarity with MS Word, Excel and data entry are definite assets

Some of the work may be able to be done at home.

Time Commitment: Up to 8 hours per week. Hours of work can be flexible, and attendance at each performance is highly encouraged.

Assistant Volunteer Coordinator

Reporting to the Volunteer Coordinator, the Assistant will be responsible for assisting the Volunteer Coordinator in planning and delivering projects including organizing opportunities for volunteer development, assisting with the recruitment, orientation and development of a team of volunteers and maintaining accurate and up-to-date records of volunteers.

Time Commitment: As determined between the Volunteer Coordinator and Assistant.



Volunteer Application

Contact Information				Select the boxes that best identifies you!				
First Name		Last Name:		<input type="checkbox"/>	High School Student			
Street Address				<input type="checkbox"/>	College/Univ. Student			
City / Postal Code				<input type="checkbox"/>	Full Time Employed			
Home Phone		Work Phone:		<input type="checkbox"/>	Part Time Employed			
Cell Phone				<input type="checkbox"/>	Not Employed			
E-Mail Address				<input type="checkbox"/>	Retired			
				<input type="checkbox"/>	Senior (60+)			
Emergency Contact Information:								
Full Name			Contact Phone:					
Relationship:								
What interests you about volunteering for the PGSO?								
<input type="checkbox"/> To get involved in my community		<input type="checkbox"/> To support the orchestra						
<input type="checkbox"/> To gain experience for work or school		<input type="checkbox"/> Other:						
<input type="checkbox"/> To earn community volunteer hours								
In which areas are you interested in volunteering? (Feel free to add detail)								
<input type="checkbox"/> Concert Support	<input type="checkbox"/> Front of House	<input type="checkbox"/> Volunteer Coordinator						
<input type="checkbox"/> Office Support	<input type="checkbox"/> Performer Billeting	<input type="checkbox"/> Volunteer Assistant						
<input type="checkbox"/> Poster Distribution	<input type="checkbox"/> Special Events/Fundraising	<input type="checkbox"/> Other						
Availability								
During which days are you available for volunteering?								
<input type="checkbox"/> Mornings	(Please circle)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/> Afternoons	(Please circle)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/> Evenings	(Please circle)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
How many hours / week / month are you available for volunteering?								
Experience, Special Skills & Qualifications								
Summarize experience, special skills, and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.								
Date and Signature								
Name (printed)				Date:				
Signature								
Thank you for completing this application form and for your interest in volunteering with us!								