

BROADWAY YOUTH ENSEMBLE



2019-2020
HANDBOOK

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MISSION STATEMENT

Broadway Youth Ensemble was created with the purpose of encouraging, inspiring and nurturing the development of gifted young performers; to showcase these talented young artists; provide audiences with stimulating and rewarding performances, as well as performing for various benefits, charities, and prominent New York area events.

- Supporting children’s and theatre arts causes through performance.
- Providing safe, supportive and engaging learning environment for our members.
- Instilling the importance of contributing to the diverse communities around them by bringing the live performing arts to those whose situation may prevent them from being able to go out and enjoy them.

Please read and be sure to understand the information in this handbook. If you do not understand anything or have any questions, contact Broadway Youth Ensemble at broadwayyouthensemble@gmail.com. We require each parent and child sign the form at the end acknowledging that they have read, understand and agree to abide by the information and guidelines in this handbook.

STAFF

Joe Baker – Director
 Amelia DeMayo – Vocal Director
 Lindsay Wormser – Administrator/ Creative Assistant
 Chrissie Roberts – Administrative Assistant
 Danielle Colangelo – Creative Assistant
 Caitlin Donohue – Creative Assistant
 Ellis Gage – Creative Assistant

CONTACT INFORMATION

All contact regarding BYE business MUST be through the BYE email:

[**broadwayyouthensemble@gmail.com**](mailto:broadwayyouthensemble@gmail.com)

Texts or emails to the director or other members of the staff are NOT considered official and will not be accepted as methods of correspondence regarding absences or tardiness.

CALENDAR of REHEARSALS AND EVENTS

A calendar for rehearsals and events can be found on the BYE website in the “Members Only” section: <https://www.broadwayyouthensemble.com/bye-calendar.html> The password is **MembersbyE** (case sensitive!). It is strongly recommended members check this calendar weekly to keep abreast of activities and upcoming events.

REHEARSALS:

BYE has two different types of rehearsals: regular rehearsals and event rehearsals.

Regular Rehearsals:

- Our regular rehearsals are two per month on Sunday evenings from 5:30-8:30pm.
- Rehearsals are USUALLY held in Manhattan at 353 W 48th St, between 8th and 9th Avenues.
 - On occasion they will be moved to a location in the vicinity; members will be given as much notice prior to let them know of any changes.
- Use SignUp Genius exclusively to sign up for rehearsals.
- Attendance for each regular rehearsal is strongly recommended, but not mandatory.
- Be advised attendance is taken, and presence at rehearsals may reflect on being allowed to participate in events.
- Each member MUST BRING THESE EACH REHEARSAL:
 - Binder designated for BYE sheet music
 - Pencil and highlighter
 - Recording device (phone, iPod, voice recorder, etc.)
 - Water (no other beverages please)
 - Non-messy snack (we always have a snack break)

Event Rehearsals:

- For events, extra, MANDATORY rehearsals are scheduled. YOU MUST attend the indicated rehearsals to be able to perform in that event.
- Typically there are 2 to 3 rehearsals in addition to a dress rehearsal and sound check on the day of the performance.

ABSENCE/TARDY/ CANCELLATIONS:

- If you have signed up to attend a rehearsal or an event, but then need to cancel, please delete your sign up from the SignUp Genius as soon as possible, AND email at BYE at broadwayyouthensemble@gmail.com.
- If you know you will be tardy, please notify BYE staff as soon as possible.

- If you need to cancel for an event, you **MUST** give us 48-hours advance notice, or you will not be allowed to have a solo at the next event.

CARPOOLS

A SignUp Genius will be sent to all members regarding carpooling. A spreadsheet with members interested in carpooling, or able to provide rides to events will be generated and sent to all people on the SignUp Genius. It is incumbent upon the members to arrange for rides/carpools; staff will not make arrangements.

DUES

Dues are \$275.00 per season, or \$150.00 per semester. The Fall semester is September-December and the Spring semester is January- June.

- Payment is to be made by check (made out to Broadway Youth Ensemble) or by PayPal (to broadwayyouthensemble@gmail.com). *If cost is an issue for you, please contact us. No child will ever be denied membership due to fiscal difficulties.*

WINTER SEMESTER REPERTOIRE

These are the songs we will be working on during this winter semester:

- Alone/ It's Possible
- When You Believe
- Thank You Medley
- Frozen Medley
- Christmas Montage 2
- Animal Medley
- NYC Medley
- Star Spangled Banner
- Traditional Broadway Medley
- Tomorrow Arrangement
- Greatest Showman Medley

This is our core repertoire for this season, however more is added as necessary. You can access sheet music to these songs by going to our Members Only page on our website and clicking on **SHEET MUSIC**: <https://www.broadwayyouthensemble.com/sheet-music.html> While we provide hard copies at rehearsal, it is highly encouraged that you come to rehearsal with these songs already printed.

TUTORIALS/ PRACTICE

- Each member is required to continue private vocal instruction on a regular basis. Feel free to contact us if you need advice in this area.
- Since BYE does not have weekly rehearsals, it is imperative members practice at home with our tutorials and with their vocal instructor.
- Every member **MUST** be using the tutorials on our YouTube channel, which you should subscribe to here: <https://www.youtube.com/user/BwayYouthEnsemble/featured> On our channel, you will see we have made a playlist for each song that includes vocal

tutorials, choreography videos, and videos of BYE performances of those numbers. Members **MUST** review these tutorials before every rehearsal.

- When members come to rehearsals on Sundays they should already know their vocal parts and the corresponding choreography. The only time a member should be seeing material for the very first time at a rehearsal is if it is a new arrangement.

PERFORMANCES

BYE performs in two types of events. There are “High-profile” events and “Outreach” events. Each event will have rehearsals assigned to it in addition to regular BYE rehearsals.

HIGH PROFILE PERFORMANCES

- These events include: fundraisers, galas, public performances, and other significant events.
 - BYE is sometimes asked to perform at events where there are restrictions. These limitations are due to things like: the venue/ stage size, diversity, gender, or age.
- Members are required to have their musical parts and choreography rehearsed and memorized by the dress rehearsal of an event. The directors reserve the right to prohibit a member from a performance up to and including the dress rehearsal if they find a member does not know the material to their satisfaction.
- If you can no longer attend a high-profile event, you **MUST** cancel 48 hours in advance or you will not have a solo opportunity at your next BYE outreach event.
- Parents who are not chaperones are not always invited to attend and watch all performances. There are occasions where the event is an open fundraiser and parents may attend if a ticket is purchased and they can be in the audience. We will always let you know if this is the case.

OUTREACH PERFORMANCES

- Outreach performances comprise the majority of our performances during a season, and are always labeled as such on the sign ups.
- These are events where BYE performs for people young and old in their venues, i.e. children’s hospitals, hospitals, schools and nursing homes.
- Each member must participate in TWO outreach performances in each semester. They must complete this requirement to be in high-profile events such as Carnegie Hall in the winter and our showcase in the spring.
- Your child’s participation usually qualifies for community service requirements for your child’s school; if your child needs proof of participation, email BYE requesting a form and one will be brought to the event and signed.
- Outreach performances **ALSO OFFER SOLO** opportunities, please see below for more info.
- If you can no longer attend an outreach event, you **MUST** cancel 48 hours in advance or you will not have a solo opportunity at your next BYE outreach event.

SOLOS for OUTREACH EVENTS

Every member should have three to four songs of contrasting styles (i.e. slow, fast, traditional, contemporary) to be performed at outreach events. There must be three cuts of these songs: the full song, a 2-minute cut (typically 64 bars) and a 1-minute cut (typically 32 bars).

- The songs should be in your BYE binder in plastic, non-glare sheet protectors with your name on them, so that we can use them during the event and then easily put them back.

DRESS CODE

BYE has a standard dress code for all events. Occasionally some clients will request special dress, or provide us with shirts to wear, in those cases members will be notified as soon as possible before the event. Members are expected to come prepared as instructed; not adhering to the dress code can result in a member not being allowed to perform at an event.

Normally members are requested to come to an event in dress code with their hair (and makeup, if applicable) already done.

BOYS:

- HAIR: Neatly styled, off the face in a ponytail if long
- SHIRT: BYE T-Shirt
- PANTS: BLACK dress pants - NO JEANS OR CARGO PANTS
- SHOES: BLACK DRESS shoes - NO BOOTS or SNEAKERS/SPORT SHOES.

GIRLS:

- HAIR: Neatly styled, off the face. High ponytail, braids, half-up are all suitable.
- SHIRT: BYE T-Shirt
- BOTTOM: PLAIN BLACK skirt. Most of the girls wear a swing, skater style. As long as it is not more than two inches above your child's knees you should be fine. We advise common sense - no micro mini skirts or anything overly tight.
- TIGHTS: must wear black (not nude) tights under skirts
- SHOES: PLAIN BLACK character heels and dress flats (no glitter, sparkles sequins, etcetera). It is requested both styles of shoes are brought to the event in case your child's position in the group changes and their height needs to be adjusted). NO BOOTS, BOOTIES, UGGS, OR SNEAKERS/SPORT SHOES.
- ACCESSORIES: Ribbons, bows and headbands are encouraged. Black, gold, and white are acceptable colors.
- NO OVERLAYS, SPARKLES, SEQUINS OR DESIGNS on clothing or shoes. We are striving for a uniform look.
- NO LEGGINGS OR CAPRI STYLE PANTS under the skirts. (In cases of leg or foot splints/casts exceptions will be made).
- NO BARE SKIN on the legs should show. Your child must have black tights.

FOOD/ BEVERAGES/ WHAT TO BRING TO EVENTS

- Food/drinks are not always provided at events by the client. Members are requested to bring a packed lunch/ dinner, a snack, and water. Singing makes you hungry!
- In the case where a client does provide a meal for our members, food allergies cannot be taken into consideration. This is why we always ask parents to be responsible for providing their child with FOOD.
- *BE PREPARED.* It is highly recommended your child come with a "BYE Bag" which has their BYE binder, food, beverage, any hair products (hair spray, brush or comb, hair ties,

hair pins), their dress-code abiding BYE outfit, and activities if needed during down time (only for longer events) such as playing cards or a book.

CHAPERONES for EVENTS

BYE uses parent chaperones for events in addition to our staff. We will contact those parents whose children are signed up for an event. We will choose the chaperones from those who are available.

- Chaperones will be assigned several children and will be in contact with their parents, giving them necessary information and updates. Chaperones will be responsible for not only the child's safety, but their behavior as well, and for getting them to their parents at the end of an event.
 - Chaperones will create a group chat with the parents of the children in their group to communicate event details (dropoff, pickup, etc.).

BYE VIP

BYE VIPs are a group of established and dedicated BYE members that will be asked to do special events first and learn newer, more complicated material during some rehearsals. We will invite people to be a BYE VIP at the beginning of each semester based on the requirements below.

To be considered as a BYE VIP:

- a minimum of two years (four semesters) in BYE for outside members
- a minimum of one and a half years (three semesters) in BYE for center members
- must know the BYE repertory so well you can swing for other vocal parts
- very good attendance for rehearsals and outreaches
- know all of the BYE choreography well enough to help teach it
- performed in at least three high profile events
- strong musicianship skills
- professional behavior in rehearsals
- demonstrates leadership skills when within the group

The directors reserve the right to include a member in BYE VIP if we feel a member exhibits exemplary work. By the same token, BYE VIP status can be revoked if a member is missing too many rehearsals, events, or exhibiting poor behavior.

ASSESSMENTS

BYE Staff will periodically test members on our material. These evaluations are primarily done in order to assess each member's familiarity with our repertoire: musical parts, choreography, and presentation. We will be sharing their progress with parents/ guardians after each assessment. This will include information regarding improvements that may be needed to participate in future events. We have these assessments in order to maintain our high professional standards.

YEAR-END SHOWCASE

Each June, at the end of our performing season, BYE holds a showcase for friends and family. Often these showcases are attended by agents and other people in the industry. The BYE showcase this year will be on **JUNE 17th, 2019**.

To insure the highest quality, we will be evaluating each member in showcase rehearsals. Performing in this event is conditional upon the ability of each member to:

- Know and execute the choreography.
- Know their vocal parts well enough to be able to maintain their own vocal part while being evaluated in a small group setting.
- In addition, each member must have participated in at least TWO outreach events per semester to be allowed to participate in the showcase.

Your participation/attendance/and preparedness will be a factor in deciding the solos for the showcase. As always, the staff reserves the right to approve solos and are happy to suggest options.

SOCIAL MEDIA

BYE uses Facebook and Instagram for our social media. If you have pictures from a BYE rehearsal/ event or a professional announcement you'd like us to share, please email it to us with the subject SOCIAL MEDIA POST.

CODE OF CONDUCT/EXPECTATIONS

BYE sets high standards of behavior for our members. Self-discipline, courtesy, and organizational skills are part of the BYE program. We realize that members come to us at different levels of maturity. Thus, our Code of Conduct is designed to be simple and fair. The elements of our Code of Conduct are:

- **RESPECT:** BYE members are expected to be courteous to other members, staff, and chaperones.
 - Respect each other's belongings and to ask before using or borrowing something that isn't theirs.
 - Do not give fellow members notes or corrections during rehearsals, you should raise your hand or talk to a staff member if you have a concern
 - Socializing is only permitted during breaks, side conversations are not acceptable during rehearsal
- **TEAMWORK:** BYE members are expected to bring focused attention to rehearsals, to listen to directions given by staff, chaperones, or other adults in charge, and to work cooperatively when they meet as a group.
- **ORGANIZATION:** BYE members are expected to arrive on time for rehearsals and to be prepared with rehearsal items. Members should label all belongings with their name and should leave rehearsal areas clean and tidy.

The following disciplinary policy is in place for addressing problematic behavior:

- Step 1: BYE member will receive a verbal warning for inappropriate behavior, including excessive talking during rehearsal and/or other disruptive behavior.
- Step 2: If the disruptive behavior continues, the BYE member will be removed from the activity for a "timeout" period.
- Step 3: If serious behavior problems persist, parents will be notified.

We reserve the right to request a reaudition or evaluation conference from any member at the end of each semester if we feel that the BYE member should need one due to behavior or a lack of preparation.

HARRASMENT/ BULLYING:

BYE does not tolerate harassment or bullying of ANY KIND. The following conduct is unacceptable at any BYE function and will result in immediate disciplinary consequences:

- Physical or verbal harassment of another person, including making inappropriate comments, using foul language, or making threats.
- Refusal to comply with BYE rules or to accept directions or consequences from a BYE staff member or chaperone.
- Physical contact of any kind. This includes sitting on each other's laps, swinging each other around, picking each other up, etc.
- Any BYE member displaying such behavior will be immediately removed from the activity and a parent will be contacted. BYE reserves the right to suspend the membership of any member who displays consistent disruptive, aggressive or dangerous misbehavior.

REPORTING A CONCERN: If you or your child has a concern about his/her BYE experience, please let a staff member know straightaway in person or by email. The BYE staff promises to resolve the problem to the best our ability.

MEDICAL/ALLERGY INFORMATION

IMPORTANT: WE NEED TO KNOW ABOUT ALL MEDICAL CONDITIONS/ALLERGIES YOUR CHILD HAS. While the parent/guardian agrees not to hold us responsible for any allergic reactions or medical problems, the BYE staff would like to be proactive in maintaining a safe environment for the children. Therefore, please do email us regarding any allergies or important medical information.

PRIVACY and NONDISCRIMINATION POLICIES

BYE PRIVACY POLICY: BYE acknowledges the need to request certain information from its employees, independent contractors, present, prospective, and former members and their families, volunteers, donors, and third parties who interact with employees, such as customers, vendors, or other members of the public. This information may include, but is not limited to,

contact information, including address, phone, and email, family status, and income levels. This information is used by BYE for various aspects of operations, communications, and fundraising.

The policy of BYE is to respect the privacy of individuals. Information gathered by the employees, independent contractors, or others working on behalf of BYE shall not be shared with any other party unless specifically authorized by the individual whose information is involved or unless BYE is legally required to provide such information.

BYE NONDISCRIMINATION POLICY: It is the policy of this organization that participation in all aspects of BYE's programs be open to any and all. There shall be no discrimination based upon race, color, religion, sex/gender, national origin, age, disability/handicap, status or service as a veteran, marital status, sexual orientation, or any other status protected by applicable law.

This policy applies to all BYE employees, independent contractors, present, prospective, and former members and their families, volunteers, donors, or third parties who interact with employees, such as customers, vendors, or other members of the public.

IMPORTANT LINKS

Email: broadwayyouthensemble@gmail.com

Website: www.broadwayyouthensemble.com

Members Only Page: <https://www.broadwayyouthensemble.com/bye-calendar.html>

Subscribe and follow Broadway Youth Ensemble on:

YouTube: <https://www.youtube.com/user/BwayYouthEnsemble/featured>

Instagram: byesings <https://www.instagram.com/byesings/?hl=en>

Facebook: Broadway Youth Ensemble <https://www.facebook.com/broadwayyouthensemble/>

Address: 305 W 52nd St Suite 1K, New York, NY 10019

BYE MEMBERSHIP ACKNOWLEDGMENT FORM

I, _____ acknowledge that I have been provided with a copy of the Broadway Youth Ensemble Handbook.

I acknowledge that I have read, understand and agree to abide by the policies, rules and procedures outlined within the handbook

I have also gone over all the policies, rules and procedures with my child, _____, and they agree to agree to abide by the policies, rules and procedures outlined within the handbook

Parent Name (Print) _____

Parent Signature _____

Date: _____

Child Name (Print) _____

Child Signature _____

Date: _____