

The Young Artist Orchestra 2008-2009 Operations, Personnel, and Library Calendar

Date	Event	On/by this date, this Operations or Personnel task needs to be completed:	On/by this date, this Music Library task needs to be completed:	Other
Pre-Season Planning				
By late June/early July 2008		Decide seating order for winds, brass, and percussion. We may wish to hand out music for the entire year if we judge seating will remain constant.	Print out folder labels for Cycle #1, Copy master bowings into parts	
		Sectional coaches and audition judges: it would be wise to engage all adjunct personnel well in advance. Issuance of a contract at the beginning of the season would cut down on personnel work later in the year.	Fill and label all folders, Be sure to include folders for coaches and 2 bass ringers	
			Deliver folders to FAC	
			Notify members that folders are ready to be picked up.	
Early August 2008		Secure sectional coaches and audition judges for Cycle #1. Give names to GCYO Association	Send e-mails and make reminder calls concerning folders.	
			Send folders to coaches	
		Coordinate musicians who will serve in both YAO and The Phil	Secure Grieg Piano Concerto string parts from Foothills Philharmonic	
Rehearsal Cycle #1				
Tu, 8/19/08	Sectional	Prepare and close sectional rooms		Form a standing committee for recruiting, with staff, E.D., and Association members
Th, 8/21/08	Sectional	Prepare and close sectional rooms		
Fri, 8/22/08	Sectional	Prepare and close sectional rooms Issue checks to sectional coaches		
Sat., 8/23/08	Miniature Golf			
Tu, 8/26/08	Determine audition excerpts or all instruments	Verify audition judges; make sure room needs are approved for next week's auditions. Give names to GCYO Association	Secure all music for Cycle #2. Check master bowings in Grieg and Dvorak	
Tu, 9/2/08	Internal auditions	Prepare and close audition rooms. Issue checks to audition judges		
Tu, 9/9/08			Initiate "bowing parties" for Cycle #2 music as needed.	
Tu, 9/16/08				
Tu, 9/23/08			Call GSO Librarian Christina Cornell at 232-0344, x15 about GSO-S2S folders	
Tu, 9/30/08		Secure sectional coaches and audition judges for Cycle #2. Give names to GCYO Association	Generate folder labels for Cycle #2. Fill folders when ready. Be sure to include folders for sectional coaches, audition judges, and participating GSO members	
Tu, 10/7/08				
Tu, 10/14/08		Coordinate with Lisa Trantor (421-2655) about stage set-up	Hand out folders for Cycle #2	
Wed, 10/15/08	Dress Rehearsal	Coordinate set-up with Lisa Tranter. Calculate grades, generate grade & attendance report for first term grade. Give to Gary.		
Th, 10/16/08	YAC #1	Provide personnel list, including staff and parent volunteers, for PC door keeper	Cycle #1 folders collected. Music is collated and returned to file folders as schedule allows.	

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Rehearsal Cycle #2				
Tu, 10/21/08	Small group sectionals	Prepare and close sectional rooms		Formally begin recruiting campaign
Tu, 10/28/08	Small group sectionals	Prepare and close sectional rooms Issue checks to sectional coaches		
Th, 10/30/08	MSOF, part 1			
Sat, 11/1/08	MSOF, part 2			
Tu, 11/4/08	Large group sectionals	Prepare and close sectional rooms		Select audition excepts for ALL instruments and upload to website
Tu, 11/11/08	Large group sectionals	Prepare and close sectional rooms		
Tu, 11/18/08	Internal auditions	Prepare and close audition rooms. Issue checks to audition judges		
Tu, 11/25/08			Secure all music for Cycle #2. Check master bowings in Grieg and Dvorak	
Tu, 12/2/08			.	
Tu, 12/9/08			Initiate "bowing parties" for Cycle #2 music as needed	
Tu, 12/16/08		If not already done, contract sectional coaches and audition judges for Cycle #3. Also select judge(s) for March soloist auditions. Give names to GCYO Association		
Tu, 1/6/09		Calculate grades, generate grade & attendance report for second term grade. Give to Gary.	No later than this date, deliver GSO-S2S folders to Christina Cornell	
Tu, 1/13/09		Coordinate with Dirk Holleman (907-2184) about WOC and Lisa Trantor (421-2655) about S2S stage set-up	Generate folder labels for Cycle #3. Fill folders when ready. Be sure to include folders for sectional coaches, audition judges	
Tu, 1/20/09	Winter Orch. Concert	Coordinate with Dirk Holleman	Hand out folders for Cycle #3	
Tu, 1/27/09	S2S Rehearsal #1	Receive/greet/orient GSO S2S musicians		
Wed, 1/28/09	S2S Dress Rehearsal	Coordinate set-up with Lisa Tranter.		
Th, 1/29/09	YAC #2: S2S	Provide personnel list, including staff and parent volunteers, for PC door keeper	Cycle #2 folders collected. Music is collated and returned to file folders as schedule allows.	

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Rehearsal Cycle #3				
Tu, 2/3/09	Small group sectionals	Prepare and close sectional rooms		
Tu, 2/10/09	Small group sectionals	Prepare and close sectional rooms Issue checks to sectional coaches	Time can be used during these weeks to begin	
Tu, 2/17/09	Large group sectionals	Prepare and close sectional rooms	reorganizing music library	
Tu, 2/24/09	Large group sectionals	Prepare and close sectional rooms Send out reminder about upcoming Special Rehearsal	or organizing music for the 09-10 season.	
Tu, 3/3/09	Internal Auditions	Prepare and close audition rooms. Issue checks to audition judges		
Fri, 3/6/09	General Auditions #1 and soloist auditions	All YAO/Phil staff and E.D participate, support by Association. Recital hall used for soloist auditions; Robinson's room for general auditions		
Sat, 3/7/09	Special Rehearsal	Prepare/strike recital hall		
Sat, 3/7/09	General Auditions #2	All YAO/Phil staff and E.D participate, support by Association		
Tu, 3/10/09		Calculate grades, generate grade & attendance report for third term grade. Give to Gary.		
Tu, 3/17/09		Send out reminder about upcoming Special Rehearsal		
Tu, 3/24/09				
Th, 3/26/09	Special Rehearsal	Prepare/strike recital hall		
Tu, 3/31/09		Coordinate with Dirk Holleman (907-2184) about SOC and Lisa Trantor (421-2655) about YAC stage set-up		
Mon, 4/14/09	Dress Rehearsal	Coordinate set-up with Lisa Tranter.		
Tu, 4/15/09	YAC #3	Provide personnel list, including staff and parent volunteers, for PC door keeper		
Sat, 4/18/09	General Auditions #3	Robinson's room for general auditions		
Tu, 4/21/09	Spring Orch. Concert	Coordinate with Dirk Holleman	Cycle #3 folders collected, to be redistributed to Vienna orchestra members at a later date or TBA.	
		Calculate grades, generate grade & attendance report for fourth term grade. Give to Gary.		

Plans for Rehearsal Cycle #4 will be formulated at a later date.