

WELCOME!

Congratulations on being selected for the choral program of the Capital City Girls Choir, at Meredith College! The musical experiences you have with CCGC will benefit you throughout your life. You will be exposed to the music of the great composers, to music with an international flavor and songs that are just for fun! At the same time, you will learn self-discipline, as you focus your thoughts on singing, and responsibility, as you remember to be accountable for your notebook and your music. You will also learn about teamwork and cooperation, because choral music making is definitely a group effort.

YOUR CONTRIBUTION MATTERS!

The Capital City Girls Choir is supported by Meredith College, individual and corporate donations, and CCGC fundraising. The success of the choral program depends upon our fine musical staff that work together and support the principles of choral excellence. The program is also dependent upon a serious commitment from the girls and their parents. Our strong parents' organization provides the necessary leadership and support to operate a very active and growing program.

I am glad that you are involved in the Capital City Girls Choir. Please approach your association with us with enthusiasm and commitment. Together we can achieve a high level of musical excellence!

Thank you,

Fran M. Page
Founder/Conductor

STATEMENT OF PURPOSE

Organized in 1987 as the Meredith College Girls' Chorus and Chorale, the Capital City Girls Choir (CCGC) is an achievement-based vocal and music training program for girls beginning as young as age eight, and continuing throughout their middle and high school years. CCGC is dedicated to providing quality musical experiences for girls in the Research Triangle community through performances, rehearsals, social activities, and music education. Because artistic expression is an essential element in the development of children, we strive to provide an opportunity for each girl to explore her creative ability.

Auditions for Chorus, Chorale, and the Cantabile Singers are held in spring and/or summer for the upcoming school year.

Contents

WELCOME!	1
STATEMENT OF PURPOSE.....	1
ABOUT THE CHOIRS	3
THE GIRLS' CHORUS	3
Rehearsal time: Monday, 4:30-5:50 P.M.....	3
THE GIRLS' CHORALE.....	3
Rehearsal time: Monday, 5:30-7:30 P.M.....	3
THE CANTABILE SINGERS.....	3
Rehearsal time: Monday, 6:00-8:00 P.M.....	3
TRAVEL REQUIREMENTS.....	3
FINANCIAL INFORMATION	4
TUITION AND FEES.....	4
FINANCIAL RESPONSIBILITIES	4
WARDROBE EXPENSES.....	5
FUNDRAISING	5
REHEARSAL INFORMATION	6
REHEARSALS	6
EXTRA REHEARSALS.....	7
REHEARSAL CANCELLATIONS.....	7
DROP OFF/PICK UP, PARKING AND TRAFFIC	7
PARKING.....	7
COMMUNICATION.....	8
ANNOUNCEMENTS.....	8
CCGC OFFICE HOURS.....	8
CCGC WEBSITE	8
CHARMS.....	8
ATTENDANCE.....	9
ATTENDANCE POLICY	9
SICK POLICY	10
MUSIC AND FOLDERS.....	10
FOLDERS	10
CHORAL MUSIC ACCOUNTABILITY POLICY	10
PERFORMANCE ATTIRE.....	10
GIRLS' CHORUS	11
GIRLS' CHORALE.....	11
CANTABILE SINGERS	11
INFORMAL PERFORMANCE/TRAVELING ATTIRE.....	11
CCGC PERFORMANCE ETIQUETTE.....	11
AWARDS.....	12
CERTIFICATES, TROPHIES, AND AWARDS	13
FACULTY	13
FOUNDER AND CONDUCTOR.....	13
DR. FRAN PAGE.....	13
ASSOCIATE CONDUCTOR	14
MRS. AMY BROCK DAVIS.....	14
ACCOMPANIST, CHORUS AND CHORALE.....	14
ACCOMPANIST, CANTABILE.....	14
CHOIR ADMINISTRATOR	15
VOLUNTEERS.....	15
BOARD OF DIRECTORS.....	15
EXECUTIVE COMMITTEE	15
COMMITTEES.....	15
WARDROBE COMMITTEE	15
SPECIAL EVENTS COMMITTEE	16
REHEARSAL-PERFORMANCE COMMITTEE	16
SOCIAL COMMITTEE	16
PUBLICITY COMMITTEE (External Communications and Public Relations)	17
CHAPERONES	17

ABOUT THE CHOIRS

THE GIRLS' CHORUS

Rehearsal time: Monday, 4:30-5:50 P.M.

After a successful audition, a girl is invited to join CCGC and generally becomes a member of the Girls' Chorus, the CCGC training choir. As a member of Chorus, girls are expected to master rhythm and Solfege syllables, basic music theory, and the skills of an experienced choir member. Young girls may spend a two to three years in Chorus. When the director feels that a child has mastered these skills, she will be invited to join the Chorale.

The Girls' Chorus will perform several times a year on the Meredith campus and may perform elsewhere in the Triangle area.

THE GIRLS' CHORALE

Rehearsal time: Monday, 5:30-7:30 P.M.

When the Director feels that she is ready, a girl will be invited to join Chorale. At this time, she is expected to understand elementary music theory and to have a basic mastery of rhythm and Solfege syllables. In addition, she must demonstrate good vocal technique as well as initiative and self-discipline.

The Girls' Chorale performs frequently in the Raleigh area and sometimes travels out of state. The Chorale regularly attends the Piedmont Invitational Children's Choir Festival. Selected members are sometimes invited to sing in productions of the National Opera Company.

THE CANTABILE SINGERS

Rehearsal time: Monday, 6:00-8:00 P.M.

Cantabile Singers is the advanced choir, made up of young ladies in upper middle school and high school. Membership in this choir requires a high level of musicianship, maturity, and commitment. The audition includes performance of a solo, as well as demonstration of rhythm and other musicianship skills, including sight-singing. 2000-2001 was the first year for the Cantabile Singers as a full time choir.

The Cantabile Singers perform frequently in the Raleigh area and sometimes travel out of state and abroad. The Cantabile regularly attend and sometimes host the Advanced Choral Workshop.

TRAVEL REQUIREMENTS

The Girls' Chorale and the Cantabile Singers are traveling choirs, and all members are expected to participate in all performances, both in town and out of town. We anticipate some traveling every year and are committed to a major trip every two to three summers. It is not expected that both choirs will have major trips during the same year. To minimize travel expenses, we will not schedule overseas tours more than once every four to six years. By accepting a position in the Girls' Chorale or the

Cantabile Singers, choir members and their parents make a commitment to travel both in state and out of state and possibly abroad. Due to space limitations, parents may not be able to accompany their children on trips.

FINANCIAL INFORMATION

TUITION AND FEES

The tuition and fees for the CCGC year, which runs in conjunction with the traditional school year, are as follows:

Girls Chorus	\$490.00	2 PAYMENTS OF: \$245.00
Girls Chorale	\$660.00	2 PAYMENTS OF: \$330.00
Cantabile Singers	\$660.00	2 PAYMENTS OF: \$330.00

The entire tuition for the year will be billed at one time and can be paid in two payments. The first payment is due at registration. The final payment will be due November 1st. All tuition must be PAID IN FULL by December 1st or membership in the choir may be suspended. Please contact CCGC if you need to arrange a different payment plan.

For new singers in August, the first payment is due within one week of receiving an invitation to join one of the CCGC choirs or one week after attending the required Parent Orientation session. For returning singers, the first payment is due no later than the date specified on the Enrollment form unless singers are invited to audition for the next level. For new singers in January, tuition will be prorated, and is due with registration. **All fees are non-refundable.** We will also collect payments for some other expenses (wardrobe, extra events), but we will make sure that you know where and when to make those payments. The payment schedule includes the costs of annual events for the Girls Chorale and Cantabile Singers, specifically the retreats, PICCF, and Advanced Choral Workshop (ACW).

Meredith College Accounting Dept. will now be sending bills electronically through email for second tuition payment. Payments can be made by check or by using a credit card (a 2.99% convenience fee will be applied for credit card payments).

FINANCIAL RESPONSIBILITIES

- The initial non-refundable payment must be received for any participation to begin with CCGC.
- New members to CCGC may withdraw before their third rehearsal by notifying the respective VP, Choir Director, and Administrator. After the third rehearsal, you will be responsible for the entire yearly tuition.
- Returning CCGC members are responsible for the full yearly tuition once rehearsals have begun.
- No refunds will be made for withdrawals.
- All balances must be paid prior to the December 1. Girls with outstanding balances after this date will be suspended from the choirs unless alternate payment arrangements have been made.

- Any unpaid member balance over 30 days past due must be received for participation to continue with CCGC.
- If you wish to withdraw from the choir, you must notify the Administrator at CCGG@meredith.edu. You will still be responsible for the entire yearly tuition.

WARDROBE EXPENSES

Parent volunteers from the Wardrobe Committee will oversee wardrobe measurement and ordering. They will measure the singers before rehearsals early in the year. Wardrobe payments will be collected by CCGC. A “gently used” sale of previously owned wardrobe items may be held prior to the ordering of new items. This is an opportunity to defray the cost of performance attire as the singers grow, and to make good use of well-maintained clothing.

(Some wardrobe items will not be needed immediately. They will be ordered as needed.)

Additional items may be necessary for tours.

* Items ordered through CCGC.

◇ Items you should purchase on your own.

♪ Items which are NOT required as regular wardrobe.

Choir	Formal	Informal
Chorus	*Burgundy jumper~\$12-15 *White blouse~ \$9-15 ◇ White opaque tights~\$3 ◇ Black Mary Jane style black matte dress flats~\$25-40	*CCGC T-shirt~\$10 ◇ Khaki long pants~\$20-30 ◇ White canvas Ked-type shoes~\$5-\$20
Chorale	*Stage Accents Sierra gown~\$59-\$65 (plus tax and shipping) (Skirt to be hemmed 10” from floor with shoes on.) ◇ Skin tone colored knee highs ◇ Black matte 1 ½” character shoes ~\$20-\$25	*CCGC T-shirt~\$10 ◇ Khaki long pants~\$20- \$30 ♪ ◇*Other items as dictated by venue
Cantabile	*Burgundy gown and pearl necklace~\$78 *Stage Accents Pearls ~\$6 ◇ Skin tone colored knee highs ◇ Black dress pumps or character shoes, 1 ½” high broad-based heel~\$25-\$40	*CCGC T-shirt~\$10 ◇ Khaki long pants~\$20- \$30 ♪ ◇*Other items as dictated by venue

~ The wardrobe costs listed are estimates based on the previous year’s costs and may differ slightly due to manufacturer increases and shipping costs.

FUNDRAISING

We are fortunate to have Meredith College sponsor the Capital City Girls Choir. CCGC provides our girls with an opportunity not available anywhere else in the Triangle. The annual tuition fee you pay covers the cost of the music, rehearsal facilities, accompanists, administrator, and our conductors, Dr. Fran Page and Mrs. Amy Davis. Also covered are costs of our newsletter, publicity, some bus

transportation expenses, and other choir activities and expenses. All other expenses incurred by this organization must be covered by fundraising. For this reason, it is important that all members of the organization value fundraising activities and participate in these activities as much as possible.

Parent Volunteers can provide fundraising whenever possible to help defray travel expenses. Each fundraising event will benefit both the singer and our choir. Some percentage of the proceeds earned for each event will go into each singer's individual account to reduce travel expenses. The remaining will go to CCGC to cover overhead and scholarships. The balances in individual accounts will remain in the account until a singer or her parent requests (in writing) the funds be used to pay for expenses or until the singer leaves the choir. If there is any balance in an individual account when a singer leaves the choir, those funds will be transferred to a remaining sister or to the choir scholarship account. Fundraising will not take place if parent volunteers do not participate by joining the Fundraising Committee.

REHEARSAL INFORMATION

REHEARSALS

Rehearsals for Chorus and Cantabile are held in Room 121 on the first floor of Jones at Meredith College. Chorale rehearsals will be held in 106 Wainwright. Singers must check in using Charms before rehearsal begins (Chorus rehearsal begins promptly at 4:30, Chorale at 5:30 and Cantabile at 6:00). Email ccgc@meredith.edu to notify of any absences so that our Charms records can be updated.

Each rehearsal is an important one. It will consist of vocal instruction, music reading skills, basic musicianship, and choral training. Because of the high quality of performance expected, attendance at all rehearsals is expected.

Rehearsal schedules will be issued at the beginning of the year. Rehearsals may be scheduled on teacher workdays. Please check your CCGC calendar before assuming that rehearsals are not being held.

It is essential that every minute of our rehearsal is used wisely. We request that CCGC members get into the habit of arriving in plenty of time to accomplish the following before rehearsal time:

- Check in with Charms and turn in any forms, payments, or paperwork that is due
- Use the restroom
- Turn off all electronic devices
- Be in seat when rehearsals begin
- Have music, pencil, three-ring notebook, and (optional) water bottle ready

CCGC members are reminded that food, drinks, and gum are not allowed at either rehearsals or performances; however, water bottles are permitted at rehearsals. Singers are expected to demonstrate personal responsibility at all times. Please remember to bring a small three-ring notebook (one inch) and a pencil to all rehearsals! We expect all CCGC members to behave appropriately while

participating in choir activities. We share the Meredith facilities with many other people and there may be activities occurring simultaneously. Please behave accordingly. Recitals and other performances often take place in Carswell.

EXTRA REHEARSALS

Depending on the performance schedule, extra rehearsals may be required. Parents will be notified in advance of the additional rehearsal.

REHEARSAL CANCELLATIONS

When Wake County Public Schools close due to inclement weather, CCGC will not meet. Parents will be notified in advance of any other cancelled rehearsals. Please check our telephone message at 760 - CCGC, Charms, your email and/or the website www.capitalcitygirlschoir.org for cancellation information.

DROP OFF/PICK UP, PARKING AND TRAFFIC

Singers should report to the Wainwright Lobby (across from the lake, by Carswell Auditorium). Due to state fire regulations, the semi-circle drive located by the lobby can no longer be used to drop off or pick up singers. Monday afternoon CCGC traffic jams have been a problem in the past, especially since Chorus pickup and Cantabile drop off occur simultaneously. Parents and children need to remember that we are guests on the campus, and most problems can be alleviated by exercising common courtesy:

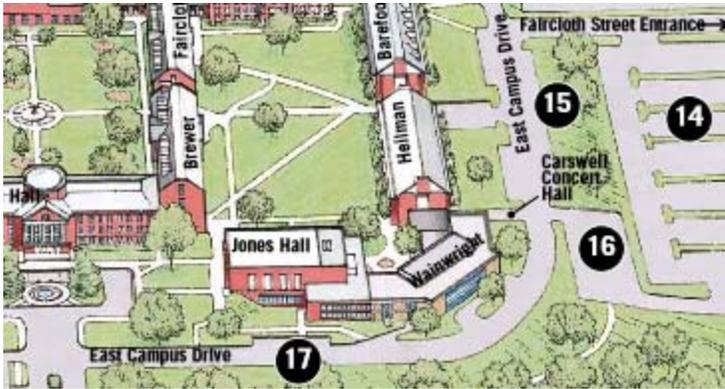
Park in the visitor parking spaces and walk your daughter into rehearsal. Visitor parking is available in front of Jones or the upper and lower level commuter lot across the street. Please do not park in reserved parking spaces.

Parents should be prompt at pick up times.

Carpools are encouraged. See the CCGC Directory for families living near you, or for school based carpools.

PARKING

After completing a Vehicle Registration form, CCGC families will receive a "Capital City Girls Choir" card for display when parking on campus. Campus Security now requires CCGC to maintain a list of license plate numbers for all vehicles as a security precaution. Please refer to the map below to identify parking spaces approved for CCGC families.



Please use lots 17 or 14 at any time and Lot 16 only after 4:00 p.m. NOTE: LOT 15 is not available for parking. When parking on campus, permit must be on dashboard of driver's side of car.

COMMUNICATION

ANNOUNCEMENTS

From time to time, correspondence will be sent home with the singers or mailed to the home, but the main source to provide information will be email, from the choir VPs or administrator. Parents are responsible for reading this information thoroughly. In addition, changes in times, locations, etc. may be announced at rehearsals. If you have been absent, please check Charms to see if there are any announcements. Parents, please check Charms from time to time to make certain you have received all CCGC announcements. Please contact the CCGC office if you have questions or the information you have received is unclear. (919-760-CCGC or ccgc@meredith.edu.)

CCGC OFFICE HOURS

The Choir Administrator will be available in the CCGC office, practice room 1 Jones Hall, between the hours of 3:00 and 8:15 pm on Monday evenings. Please stop by the office if you have a question, problem, suggestion, etc. Extra handouts, information about your daughter's financial status, and general choir information will be available. At times other than office hours, please call 919-760-CCGC or e-mail CCGC@meredith.edu.

CCGC WEBSITE

The CCGC website address is: <http://www.capitalcitygirlschoir.org>. This site will have some information, but the most current information will be on Charms. The website is currently under reconstruction. If you have good quality photographs—especially digital photos—that you would like to share on our website, please send them to our webmaster (see the link on the site). Photographs are posted with no individual names or first names only.

CHARMS

CCGC uses Charms Office <https://www.charmsoffice.com/charms/login.asp> for most communication and administration. Charms training session will be held at orientation and logins will be given for new members. Please enter the parent/student area with school code CCGC@Meredith. You will then be prompted for the password given at orientation. Please check here often for updates, schedule and volunteer opportunities. Please also keep your families information up to date in this database. If you need assistance with Charms Office, please contact your choirs VP.

ATTENDANCE

ATTENDANCE POLICY

ATTENDANCE AT ALL PERFORMANCES IS ABSOLUTELY REQUIRED! Singers must request to be excused from a performance and parents must do this in writing four weeks in advance of the performance. Those whose absences are unexcused may be asked to withdraw from the choir.

Festivals, special vocal workshops, etc. are very important. They are considered performances and therefore are required. Attendance at the fall retreat is also very important, since the work of 3-4 regular rehearsals is accomplished in a very concentrated weekend. Absence from the retreat will count as two regular absences.

Singers in all choirs are allowed no more than four (4) absences from rehearsals for the entire season. Rehearsal absences are not marked as excused or unexcused, but simply as an absence. Possible reasons for absence include illness, family emergency or death, and school music activities.

When an absence must occur on short notice, please follow this procedure:

GIRLS' CHORUS: call 919-760-CCGC before 4:00 Monday

GIRLS' CHORALE: call 919-760-CCGC before 5:00 Monday

CANTABILE SINGERS: call 919-760-CCGC before 5:00 Monday

Families may also email the choir about absences at ccgc@meredith.edu

Because of limited rehearsal time, starting promptly is very important. Singers should arrive at least 10 minutes early to check in, receive new music or memos, fill water bottles, etc. Please try to anticipate traffic delays; we know they happen, but please allow ample driving time in case of delays. Coming late or leaving early, while preferable to an absence, disrupts the rehearsal. Tardiness or leaving early will be noted; three occurrences of tardiness will be counted as a single rehearsal absence.

After three absences, the singer and her parents will be notified by the choir Vice President. After four absences, the singer and parents will be called by the conductor. Extenuating circumstances will be addressed on an individual basis with the singer's conductor.

If you anticipate the need to be absent, or need to leave early or come late to a particular rehearsal, please send an email detailing the reason for the absence.

Attendance at dress rehearsals is also very important. Singers not present for a dress rehearsal may be asked not to perform in the concert.

Additional rehearsals or performances may be added to the calendar after its August distribution. Attendance at these events is required as well. We receive invitations throughout the year and may need extra time for preparation.

Conductors reserve the right to dismiss a singer from the choir due to lack of commitment as demonstrated by poor attendance. No tuition will be refunded.

A calendar of CCGC activities is distributed at the beginning of the year via Charms. Because additional performances and rehearsals may be added during the year, amended schedules will be distributed from time to time. Please expect possible changes and know that your attendance is expected.

SICK POLICY

If a singer has a contagious illness and is running a fever, she should not attend rehearsal or a performance, but **MUST NOTIFY THE CCGC OFFICE** before the rehearsal or performance. All choirs should call the CCGC number 919-760-CCGC. For a performance, please also call the contact listed on the call sheet for that performance.

MUSIC AND FOLDERS

FOLDERS

Chorus, Chorale, and Cantabile are expected to have the following at each rehearsal:

- a pencil
- a notebook (3-ring, one-inch binder)
- CCGC music folder and music
- water bottle

Each girl should bring to every rehearsal, a notebook in which she will keep various pages of vocal exercises, theory, rhythm, and Solfege work. We will refer to these pages on a weekly basis. It is therefore important to bring the notebook to **EVERY** rehearsal.

CHORAL MUSIC ACCOUNTABILITY POLICY

We realize the importance of music study and practice and would like to encourage members to study their music at home. Each Chorus, Chorale, and Cantabile member is issued a music folder from the Meredith College Music Library. She is responsible for all copies of music checked out. At the end of the semester, when music is collected, the borrower will be billed \$5.00 for each individual title that is missing, and \$20.00 if the folder is missing. **IT IS MOST IMPORTANT THAT CHORAL MUSIC BE BROUGHT TO EVERY REHEARSAL AND PERFORMANCE! If you lose or misplace your music, please notify the CCGC office as soon as possible.**

PERFORMANCE ATTIRE

To avoid distracting an audience, **NO HAIR BOWS** are to be worn in performances. Small barrettes and headbands that blend with hair color are permitted. Hair should be worn away from the face. Small stud earrings may be worn. All other jewelry should be removed before leaving home. No nail polish, tattoos or other skin adornment (temporary or permanent), glitter, colored eye shadow, or any other item which will make you stand out is permitted. The use of perfume or cologne is not allowed. Parents are expected to ensure that their daughters arrive dressed according to these standards. Music and CCGC Music Folders must be brought to ALL performances, unless advised otherwise by your conductor. Singers who are not dressed appropriately, or who do not have their music and folders, will NOT be allowed to perform. Notices are sent home prior to every performance with detailed information about performance attire. It is your responsibility to read this information and arrive appropriately dressed.

GIRLS' CHORUS

Girls Chorus members wear burgundy jumpers and a long-sleeved white blouse with a small "Peter Pan" collar. Shoes should be black Mary Jane style dress flats with plain, opaque white tights.

GIRLS' CHORALE

Girls Chorale members wear a Stage Accents Sierra gown. Black 1 ½" heel character shoes with skin toned colored knee highs or stockings are also to be worn.

CANTABILE SINGERS

The Cantabile Singers wear burgundy gowns and a string of pearls ordered from Stage Accents Performance Apparel. Skin toned colored knee highs or stockings and black closed toe dress pumps or character shoes with a 1 ½" high, broad-based heel are also to be worn.

INFORMAL PERFORMANCE/TRAVELING ATTIRE

Chorus members wear T-shirts with small CCGC logo. The shirts are worn with tailored light colored khaki pants, white crew socks, and white canvas tennis shoes for informal performances and on some other occasions.

Chorale and Cantabile members also wear T-shirts with the CCGC logo. These are worn with tailored, light colored khaki pants, white crew socks, and white tennis shoes. Also included in the informal wardrobe are khaki skorts, capris, shorts and sometimes blue jeans. The conductors determine the wardrobe for each event and singers will be notified in advance about the specific requirements for each performance.

CCGC PERFORMANCE ETIQUETTE

An important part of attending performances, as a performer or an audience member, is understanding and practicing proper concert etiquette. We want to remind each singer and her family of the importance of showing consideration to other performers when we are the audience. Here are the guidelines to remember or learn:

- NO cell phones! Cell phones should be TURNED OFF for the entire performance.
- Listen attentively to other performers in the same way you would want them to listen to our choir.
- Show your support and appreciation through applause at the end of the piece, but NOT between movements. Watch the conductor's hands. Applaud when they are lowered.
- Do not distract other listeners by talking, writing notes, fanning yourself with your program, wiggling, or playing with your hair, etc.
- Never get up to leave, move, etc. while a person or group is performing for any reason other than physical emergency. Although moving about freely may be acceptable in some other group settings you attend (church service, outdoor concerts, or ballgames), it is very rude at a concert! Music takes tremendous concentration, and those performing need and deserve our respect.
- Stay for the entire concert. Imagine how you would feel if everyone got up and left after their group performed, and we were last! We all are busy and this is why concert information is sent home with a dismissal time—so that you can block the entire time needed for the concert. Requests for exceptions to this rule should be very rare, and must be submitted to your conductor by a parent before the day of the concert.
- Our choirs' visual impression can enhance our performance or ruin it. You will be impressive both individually and as a group if you sit tall and sit still while listening to others! This can be hard, especially for some, but take it as an opportunity to relax and enjoy the gifts of sound and sight as well as the emotions that music can evoke!
- Many of our concerts are recorded for use in the production of a CCGC CD. Please remember that any noise that is made while the singers perform will be picked up by the microphones. Parents: We would appreciate your consideration in removing crying children and coughing individuals from the auditorium. Please do not talk or rustle programs during the performance. Do not applaud until the song is over and the conductor's hands are lowered.

The word "etiquette" has been given a negative meaning by people who are only interested in following the rules without understanding their reasons. Etiquette is meant to be a set of guidelines that have been proven to show consideration to others. We are proud to have girls who are considerate and respectful. We realize that some of you may not be familiar with these very important guidelines. Please review and follow them.

AWARDS

As a means of motivation, members of all choirs will accumulate points throughout the year. Upon earning a specified number of points, a girl will be awarded a musicianship pin to wear at performances. Points may be earned by prompt attendance, consistent use of good singing technique, mastery of specific sight-singing tasks, and a positive attitude. These items are essential for the growth of good musicianship and will be reinforced in rehearsals. A record of points accumulated by each child will be posted on a bulletin board. Singers and their parents are encouraged to refer to the points pages frequently. These pages can provide regular feedback regarding a girl's progress in the program.

The award system is not intended to intimidate any child. No girl will ever be asked to perform tasks beyond her capability.

Pins are to be worn for performances only. They should be kept in a safe place at home. If a pin is lost, it may be replaced at a cost of \$5.00 per pin. The CCGC office must be notified in advance if a pin or pins must be replaced.

CERTIFICATES, TROPHIES, AND AWARDS

Director's Award-This is the highest honor awarded to a member of the Cantabile Singers, the Girls' Chorus, and a member of the Girls' Chorale. The girls receiving this award demonstrate exemplary musicianship, behavior, attitude, commitment, and dedication to the group throughout the year.

Commitment Award- Presented to the Cantabile Singers member with the highest number of years of participation in the organization.

Musicianship Badges- Presented to girls in the Girls' Chorus and the Girls' Chorale who have earned a significant number of points throughout the year. These points are given for attendance, punctuality, rehearsal technique, and the outstanding performance of musicianship tasks.

Most Improved Singer-This award is given to the members of the Girls' Chorus and Girls' Chorale who have made the most improvement as a musician throughout the year.

Rookie of the Year-This award is given to the Chorale member who, even though she didn't sing in Girls' Chorus, seems to best understand and uphold the goals of the Girls' Chorale.

Perfect Attendance-Certificates are presented to the girls who achieve perfect attendance at all rehearsals, performances, and other CCGC events.

In addition, several awards are given annually to outstanding singers, one each from Chorus and Chorale:

Notable Performer-These singers demonstrate excellent singing skills in rehearsals and performances.

Always Smiling-This award is given to the girls who consistently have a positive attitude and whose cheerfulness is inspiring.

Most Enthusiastic-This award is given to the singers who consistently display a positive attitude toward each other, the rehearsals, and performances. They are always "cheerleading" for CCGC.

Most Willing-These girls are always willing to help the Director in any way-from leading warm-ups to arranging chairs.

Star Musician-These musicians can always be depended upon to show outstanding musicianship in rehearsals and performances.

Certificates of Merit are given to all singers who achieve perfect attendance throughout the year.

FACULTY

FOUNDER AND CONDUCTOR

DR. FRAN PAGE

Fran McCachern Page, founder and conductor of Capital City Girls Choir, is a Professor of Music at Meredith College, where she teaches methods courses for music education majors and also K-6 teacher licensure students. As the Coordinator of Music Education, she advises music education majors and directs and supervises student teaching. Dr. Page is past-president of the NC Music Educators

Association and Past Chair of the Arts Education Coalition (AEC). She is President of Southern Division MENC: The National Association for Music Education and in that capacity serves on the National Executive Board of MENC: the National Association for Music Educators.

Dr. Page holds the B.A. in music education from Limestone College in Gaffney, SC, and the M.M. and Ed.D. from the University of North Carolina at Greensboro. She holds Orff Levels I, II, and III certification.

Recognized for her expertise as a children's choral specialist, she frequently conducts workshops and festivals. She also has done considerable work in the area of curriculum integration and arts curriculum planning and assessment and consults with schools in that capacity.

ASSOCIATE CONDUCTOR

MRS. AMY BROCK DAVIS

Mrs. Amy Brock Davis began serving as the Associate Conductor for the Girls Chorale in August 2006. Mrs. Davis graduated from Meredith College with a Bachelor of Arts in Music in 1992 and received her Master of Music in Choral Directing from Appalachian State University in 1995. Mrs. Davis is a National Board Certified Teacher specializing in early adolescence through young adulthood choral music. She taught middle and high school in Roanoke Rapids and Durham for 11 years. Mrs. Davis served as the co-director of DPS Spotlight Singers for five years. She is the middle school coordinator for the North Carolina Summer Institute in Choral Art in Boone, NC. She is the choral director and organist at Glendale Heights United Methodist Church. She lives in Durham with her husband, Ken, and daughter Emily. Mrs. Davis is pleased to return to CCGC. While a student at Meredith, she was an assistant to Dr. Page and the Girls Chorus.

ACCOMPANIST, CHORUS AND CHORALE

Pam Stewart is the Girls' Chorus and Girls' Chorale accompanist for rehearsals and performances. She has been with CCGC since 1997 and "loves working with this great group of girls". Pam is a native of New Jersey and graduated from Gettysburg College in Pennsylvania with a BA in Biology and a minor in Music. She has lived in Raleigh since 1992 and is the mother of two sons, Scott and David. Pam has her own business, "Parsnips and Old Lace," creating beautiful handcrafted dolls and items from vintage fabrics and laces and is office manager at Habitat for Humanity of Wake County.

ACCOMPANIST, CANTABILE

Brenda Fernandez began accompanying for the Cantabile Singers in 2001. Originally from Ohio, she received a Bachelor of Music in Piano Performance from Cincinnati Conservatory of Music and a Master of Music in Accompanying from Manhattan School of Music. Brenda has worked at many locations in Florida and throughout the Caribbean as a pianist, music director, organist, and teacher. She teaches private piano lessons and is the organist and accompanist at Hudson Memorial Presbyterian Church. Brenda has two sons, Colin and Brandon, who are both percussionists.

CHOIR ADMINISTRATOR

June Cassell began serving as the CCGC Choir Administrator in August, 2005. June has been involved with CCGC since 1999 when her daughter joined the choir. She has been an active member of the parent organization and has served as Vice President of the Cantabile Singers from 2002-2005, as well as served on several committees. June and her husband, Dewey, live in Cary and have two children, Megan and Bobby.

VOLUNTEERS

BOARD OF DIRECTORS

The CCGC Board of Directors is an advisory board comprised of six elected officers and at-large members who are appointed. Each member of the Board assumes responsibility for a specific area. The purpose of the Board is to support the Director by:

- Organizing parents to perform tasks necessary for the efficient operation of CCGC
- Promoting CCGC within the community
- Raising funds for expenses not covered by tuition.
- Helping the Director develop policies and procedures.

EXECUTIVE COMMITTEE

The officers of the Board are the President, a Vice President for each of the three choirs, Secretary, and Treasurer. These officers and Dr. Page comprise the Executive Committee of the Board of Directors. The duties of the Executive Committee include:

- Insuring that all CCGC policies are consistent with those of Meredith College
- Monitoring the financial condition of the organization
- Working closely with the Director.

COMMITTEES

A number of standing committees have been established to conduct work as prescribed by the Executive Committee. The Committees are as follows:

WARDROBE COMMITTEE

The Committee chair runs the committee meetings. The chair reports to and is assisted by the President of the Board. The Wardrobe Committee is charged with the following:

- Oversee wardrobe (ordering performance and travel attire) Ensure wardrobe requirements are met.
- Measure singers for wardrobe items.
- Conduct used wardrobe sale in September of each year.

SPECIAL EVENTS COMMITTEE

The Committee chair runs the committee meetings. The chair reports to and is assisted by the President of the Board. The Special Events Committee is charged with the following:

- Plan and coordinate special travel/tour opportunities for the singers. Specifics to include working with the Director and Board of Directors in determining costs, specific location, time, and itinerary of any trip for Chorus, Chorale, or Cantabile Choir members.
- With Board approval, conduct parent meetings to explain travel policies and procedures. Handle collection of all forms (permission slips, waivers, insurance information, etc.) prior to travel.
- Secure chaperones for each trip.
- Coordinate CCGC participation in, or hosting of, any special festivals/contests that may be held locally or regionally.
- Coordinate with all other committees, as needed, for tour and special event assistance.

REHEARSAL-PERFORMANCE COMMITTEE

The Committee chair runs the committee meetings. The chair reports to and is assisted by the Vice Presidents of the Board. The Rehearsal-Performance Committee is charged with the following:

- Prepare roll and other forms as needed for recording attendance and communicating attendance information with the Director.
- Arrange for chaperones to assist at performances. Duties include checking singers as they arrive for proper wardrobe, assisting with emergency repairs (hems, straps, static spray, etc.), sitting with girls during performances, waiting until all girls are picked up after performance. Vice President for each choir will check attendance at each performance.
- Coordinating Rehearsal Assistants for each Chorus, Chorale, and Cantabile rehearsal.
- The duties of the rehearsal assistants are to:
 - Collect forms, tuition, paperwork, etc. before rehearsals.
 - Record attendance.
 - Call absentees, unless absence has been excused in advance.
 - Call the following week's Rehearsal Assistant as a reminder.
 - Help distribute information pertinent to both child and parent.
 - Wait after rehearsal until all children have been picked up.
 - Report absences to Vice Presidents.
- For Performances: Arrange for parents to collect tickets at the doors, decorate the stage and/or lobby, and clean up after concerts.

SOCIAL COMMITTEE

The Committee chair runs the committee meetings. The chair reports to and is assisted by the Vice Presidents of the Board. The Social Committee is charged with the following:

- Coordinate the opening CCGC event

- Coordinate any post-concert receptions.
- Assist in planning special refreshments for singers and adult support staff, if needed, for any special performances, including tours.
- Plan recognition events.
- Plan other social/recreational activities at the request of the Director.

PUBLICITY COMMITTEE (External Communications and Public Relations)

The Committee chair runs the committee meetings. The chair reports to and is assisted by the Secretary of the Board. The Publicity Committee is charged with the following:

- Market the CCGC to the community at large, best representing the good of the singers, Meredith College, and the Triangle community.
- Develop process of using volunteers as spokespersons for increased awareness of CCGC.
- Maximize use of Public Service Announcements along with any budgeted advertising.
- Develop brochure and any marketing material.
- Take photographs.
- Edit and produce a camera ready newsletter on a regular basis.

FUNDRAISING COMMITTEE

The Committee chair runs the committee meetings. The chair reports to and is assisted by the Treasurer of the Board. The Fundraising Committee is charged with the following:

- Organize and oversee all fundraisers.
- Secure funding for CCGC from public, corporate, and private sources utilizing all members of the Board of Directors.
- Recommend policies for systematic and sustained fundraising.
- Set fundraising goals for CCGC based on needs and future plans of the organization.
- Assist in researching potential sponsors and benefactors.
- Help in securing scholarship funds.
- Work closely with Treasurer to devise best means of collecting money and record keeping.

CHAPERONES

CCGC provides chaperone training for volunteers who would like to help out during special events and trips. Prospective chaperones must attend a chaperone training meeting and be willing to chaperone a local event before chaperoning out of town. To qualify as a chaperone for an out of town event, the chaperone must have completed chaperone training. Other factors, such as prior CCGC chaperoning experience, will also be factored into the decision. The choir VPs, conductors, and tour manager will select chaperones for each event. Since this is an all-girls choir, only females will be asked to chaperone.