

# PITTSBURGH YOUTH SYMPHONY ORCHESTRA

600 PENN AVENUE

PITTSBURGH, PA 15222

TELEPHONE: 412-392-4872 FAX: 412-392-4820

[WWW.PYSO.US](http://WWW.PYSO.US) [INFO@PYSO.US](mailto:INFO@PYSO.US)

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June 30, 2009

Dear PYSO Member:

We are currently finalizing the 2009-2010 PYSO rehearsal and concert schedule. As we wrote in your acceptance letter, the tentative (note the word *tentative!*) *afternoon* concerts are scheduled for November 15, February 20, and May 2 and PYSO rehearsals will be (for the most part) on Saturday afternoons from 1:00-4:00 P.M.

Below is important information regarding music, seating auditions and our first rehearsal:

- PYSO's first rehearsal will be a double rehearsal on Sunday, September 6 from 10:00 AM to 4:00 PM with lunch provided.
- String Auditions are scheduled for Saturday, September 5 in the afternoon. Exact times will be assigned.
- Music for the first concert will be mailed out no later than the end of July.

Any changes or updates to the PYSO schedule will be posted every Friday by noon at:

<http://www.pittsburghyouthsymphony.org/season2009-10.html> and you should check the Weekly Update each week.

You can also view the 2009-10 schedule at: <http://www.pittsburghyouthsymphony.org/season2009-10.html>

Finally, there are four attachments to this email. Please read carefully and return them as soon as possible, but no later than August 24, 2009, to:

Pittsburgh Youth Symphony Orchestra  
600 Penn Avenue  
Pittsburgh, PA 15222

Best wishes for a safe and stimulating summer. See you in September!

Craig Johnson, Executive Director and Lawrence Loh, Music Director

Attachments: Member Agreement  
PYSO Attendance Policy  
Invoice  
Information Sheet

# Pittsburgh Youth Symphony Orchestra

2009-10

## MEMBER AGREEMENT

By signing and returning this document, you hereby:

- Accept membership in the Pittsburgh Youth Symphony Orchestra for the 2009-10 season.
- Agree to follow the policies and procedures established by PYSO.
- Acknowledge that you have been informed of the PYSO rehearsal and concert schedule for the 2009-10 season, including our main concert schedule:
  - Sunday, November 15, 2009 at Heinz Hall
  - Saturday, February 20, 2010 at Heinz Hall
  - Sunday, May 2, 2010 at Heinz Hall
- With few exceptions, most PYSO rehearsals will be Saturday afternoons at Heinz Hall. A tentative rehearsal and concert schedule is posted at:  
<http://www.pittsburghyouthsymphony.org/season2009-10.html>
- Agree to abide by the PYSO's attendance requirements and guidelines.
- Acknowledge receipt of the Member Information Sheet – to be filled out and returned by Monday, August 24.
- Acknowledge that the membership dues for the 2009-10 season are \$500. Invoice is enclosed and due by Monday, August 24, 2009.

Acknowledged and Agreed:

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PYSO Member Signature

Date

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Parent Signature (Required of ALL PYSO Members)

Date

*Please sign, date, and return this agreement as soon as possible.  
You may want to make and keep a copy for your records.*

Mail to:  
Pittsburgh Youth Symphony Orchestra  
600 Penn Avenue  
Pittsburgh, PA 15222

# PITTSBURGH YOUTH SYMPHONY ORCHESTRA

## ATTENDANCE POLICY

A guiding philosophy of the Pittsburgh Youth Symphony Orchestra is that professional responsibility is critical to musical excellence. Absences from rehearsals are detrimental to the orchestra's progress and counterproductive to your own personal growth. All members are expected to attend all scheduled orchestra rehearsals, sectionals, and performances. However, we understand that absences may be unavoidable and have developed the following attendance policy.

- The 2009-10 season will follow a trimester format. Season schedule along with updates and changes posted at: <http://www.pittsburghyouthsymphony.org/season2009-10.html>
- Members will be allowed only two (2) absences per trimester, but not to exceed a total of five (5) for the entire year.
- In the case of unavoidable conflict, you must notify the PYSO office in writing (including email or fax) at least one week in advance of your absence.
- In the case of sudden illness or emergency, please notify the PYSO office via email or phone.
- Absences may result in reassignment of parts, re-seating in the section, loss of principal status, or in the case of exceeding the limit of absences, expulsion from the orchestra.
- A student not able to meet the attendance requirement for any trimester may be asked not to play in the remaining rehearsals and performance(s) in that trimester.
- Missing a dress rehearsal or concert is grounds for dismissal.
- Personnel for chamber orchestra, chamber music concerts, and other smaller events may not require all players.
- In case of resignation or dismissal, no refunds will be made.

## SUBSTITUTES

Woodwind, brass and percussion players should have substitutes to cover assigned parts. If you will be absent from a rehearsal, contact your section mates and ask if they will cover your part in your absence. If they already play on the piece in question and you are having trouble finding a substitute, contact the PYSO office as soon as possible. They may be able to make a recommendation.

## TARDINESS & LEAVING EARLY

Late arrival to a rehearsal is not acceptable. It is unprofessional, irresponsible and extremely disrespectful to your colleagues.

Significant tardiness or leaving early, or regular such occurrences, may count as an absence or partial absence. Students are tardy if they are not in their seats, tuned, with their music on the stands at the designated rehearsal time.

**INVOICE**

**PITTSBURGH YOUTH SYMPHONY ORCHESTRA  
2009-2010 SEASON MEMBERSHIP DUES**

*Membership dues cover only 18% of PYSO's annual operating expenses and each Heinz Hall concert costs at least \$10,000 to produce. Please consider making an additional tax deductible contribution above and beyond your membership dues that can help provide financial assistance to other members.*

**Student's Name** \_\_\_\_\_ **Instrument** \_\_\_\_\_

**Street/City/Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

Please return **by August 24, 2009.**

**Annual Membership Dues** **\$500**

**Additional Tax Deductible Contribution** \_\_\_\_\_

**TOTAL Enclosed** **\$** \_\_\_\_\_

\_\_\_\_\_ Check enclosed, made payable to PYSO

**OR**

\_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_ CVV Code \_\_\_\_\_

**Mail invoice and payment to:** **Pittsburgh Youth Symphony Orchestra**  
**600 Penn Avenue**  
**Pittsburgh, PA 15222**

**REFUNDS**

*No refunds in cases of resignation or dismissal.*

**INSTALLMENT PAYMENTS**

*If you would like to discuss installment payments, please contact the PYSO office.*

**FINANCIAL ASSISTANCE**

*Some work-study scholarship assistance, based on financial need, may be available for membership dues. Applications are due prior to any payment deadline. Inquire with the PYSO office for details and application form.*

**PYSO INFORMATION SHEET**  
**PLEASE PRINT CLEARLY**

NAME (AS YOU'D LIKE IT TO APPEAR IN THE PROGRAM) \_\_\_\_\_

INSTRUMENT \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENTS' NAMES \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

FATHER'S CELL PHONE \_\_\_\_\_ MOTHER'S CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

FATHER'S EMAIL \_\_\_\_\_

MOTHER'S EMAIL \_\_\_\_\_

**COLLEGE STUDENTS ONLY:** IF YOU DO NOT LIVE AT HOME, INCLUDE YOUR MAILING ADDRESS BELOW:

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Fill out and mail by August 24, 2009 to:**

**Pittsburgh Youth Symphony Orchestra**  
**600 Penn Avenue, Pittsburgh, PA 15222**  
**Or email to [eve@pyso.us](mailto:eve@pyso.us)**