



THE BAND HANDBOOK

Updated: December 2009

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WELCOME!

The Board of Directors of the Desert Winds Freedom Band welcome you to our organization. Whether you come to the band as a musician or support person, this handbook contains important descriptions and guidelines for how the band works. Please read it carefully. A great team of band members has spent many hours creating this document so you can get the most of your band experience.

It is our commitment to make your experience with the Desert Winds Freedom Band as musically inspiring and enjoyable as possible. Everyone comes to the band with a different level of proficiency and commitment. It is our hope that the friendly atmosphere present in the band will lend itself to making you comfortable at what ever musical level you feel you are, as well as inspiring you to support the band at the highest level possible.

Sincerely,

Board of Directors
Desert Winds Freedom Band

SECTION 1

INTRODUCTION

1.1 STATEMENT OF PURPOSE

The members of the Band have joined together as a not-for-profit organization of men and women building community for the purpose of developing a quality musical group. The Band is open to all men and women whose sexual orientation is Gay or Lesbian, but not limited to Gays and Lesbians. Through its performances and other activities, the Band provides educational, cultural and social enrichment for its members and its audience and makes a positive contribution to the community.

1.2 HISTORY OF THE BAND

The Desert Winds Freedom Band was formed in the late fall of 2001. Founder Gary Moline, who had moved to the desert in the fall of 2000, discovered that there was a Gay Men's chorus, the Caballeros, but no band. Gary was an original founding member of the (then called) San Francisco Gay Freedom Day Marching Band and Twirling Corps in 1978.

Organizing efforts began in October 2001. Four members marched in the November Palm Springs Pride parade with the Great American Yankee Freedom Band of Los Angeles. Jack Schloeder, President of Greater Palm Springs Pride, graciously donated a booth at the Pride Festival for prospective Band member recruitment.

After a mid-November organizational meeting, the group decided it was time to start rehearsing and the Desert Winds Freedom Band was born. The Band held its first rehearsal on November 28, 2001, with Harry Patten conducting 11 excited musicians, at the Rancho Mirage Chamber of Commerce, thanks to euphonium horn player, Stuart Ackley.

First year events included The Rainbow Festival of Flags, The Desert AIDS Walk, The First Friday Festival, Spring Concert at St. Paul's Church, Christmas in July with the Palm Springs Front Runners & Walkers, The Festival of the Waters in Desert Hot Springs, Greater Palm Springs Festival and Parade and the Holiday Concert at St. Paul's Church.

1.3 HOW TO GET INVOLVED

It takes a lot of effort to run our organization smoothly—from Artistic Director to Music Librarian. Most jobs are neither difficult nor all that time-consuming, and volunteering to help out is a great way to meet Band members and become connected with the Band community. There are ample opportunities to become involved:

1. **Get to know your Board Members.** These are the people listed in Appendix A. They are the people with whom you can share your ideas, complaints and suggestions regarding the Band. Board meetings are held once a month and members are encouraged to attend.
2. **How can I help?** Turn to Section 4 of the Handbook and find the list of Standing and Ad Hoc Band Committees. You are invited to participate by volunteering for any of these activities that make running the Band possible.

SECTION 2

MEMBERSHIP

2.1 PERFORMING MEMBERSHIP POLICY

There are three types of performing membership in the Desert Winds Freedom Band:

2.1.1 Prospective Membership

In order to be considered for active membership, the person must satisfy the following during their first full quarter (3 months) with the Band:

1. Complete the Membership Enrollment Form and return it to the Artistic Director or Band Secretary.
2. Demonstrate to the satisfaction of the Artistic Director an aptitude, positive attitude and desire to rehearse and perform with the Band, or to pursue a developmental program, such as music lessons.

2.1.2 Active Membership

1. Continue to demonstrate to the satisfaction of the Artistic Director an aptitude and desire to rehearse and perform with the Band, or continue to pursue a developmental program that is acceptable to the Artistic Director.
2. Practice the policies and guidelines outlined in the Band Handbook as set forth by the Band Board.
3. Keep current your name, address, email address and telephone number in the Membership Roster by giving updated membership forms to the Band Manager.
4. Stay current on paying dues or make special arrangements with the Treasurer.

2.1.3 Inactive Membership

1. Any active member may request a leave of absence by notifying the Artistic Director.
2. The inactive member must return music and any other Band property in the member's possession.
3. If a person's membership is revoked, the person may seek readmission through an appeal to the Board of Directors.

2.2 NON-PERFORMING MEMBERSHIP POLICY – BAND AIDES

The Band Aides are the support group for the Band. While they do not, as a rule, play instruments, they serve on committees and perform a wide range of support services to the Band that benefit all of our activities. Such services may include: passing out programs and greeting concert goers, helping with tear down and set up at rehearsals and performances, assisting with float decorating, carrying flags in parades, transporting equipment, assisting at fundraisers, etc.

2.3

CODE OF CONDUCT

Desert Winds Freedom Band is a non-profit organization and is subject to certain regulations in order to keep our status as a non-profit organization. One of the regulations is ensuring that our members are treated in a respectful manner. All members should conduct themselves in a professional and ethical manner when conducting business on behalf of the band and when assembled with the band. Although we are all volunteers, certain decorum must be followed in order to provide an environment where we can all be productive. Band members are diverse and from different backgrounds that must be recognized and respected at all times. The intention of this section is to address conduct and offensive behavior that may be counterproductive to the band and band members.

Standards of Conduct

1. Good personal hygiene is necessary and recommended for all band members.
2. Appropriate attire should be worn at rehearsals and performances.
3. Anyone under the influence of alcohol and/or other substances may be asked to leave.
4. Disrespect, harassment or sexual harassment toward band members is not allowed. This may include profanity or abusive language.
5. Causing, creating, or participating in a disruption of any kind during rehearsals or performances is not allowed. This may include conflicts with other members.
6. Showing disrespect to the Artistic Director and/or board members while conducting rehearsals, performances or meetings is not allowed. Some instances may include:
 - Continuing, excessively loud chatter
 - Playing your instrument while the director is working with other member(s).
 - Provoking arguments
7. Attendance – regular attendance is required unless otherwise approved by the Artistic Director.
8. If you arrive late to rehearsal, please be as quiet as possible to avoid disrupting the rehearsal in progress.

These examples are merely illustrative and not all-inclusive. Any disciplinary measures will be based on all relevant factors. The Artistic Director, Band Manager, or person presiding at (leading) a committee meeting may ask the person to leave if the behavior continues. The Artistic Director or committee leader will report the incident(s) to the board for discussion and resolution (if needed).

2.4

DUES POLICY

Dues are \$10.00 per month if paid monthly. They are discounted to \$90.00 for the year if paid in October (or two installments of \$45 in October and March). You must make the first payment of your dues, or apply for a scholarship, within 30 days of your first rehearsal of the year.

New members have 3 months from their first rehearsal as a “dues free” period as an introductory welcome to the band, then make payments for the remaining portion of the year.

A scholarship program is in place for those unable to pay dues. Please see the Treasurer to discuss arrangements.

2.5

UNIFORM DESCRIPTIONS AND CHECKLISTS

The uniform to be worn at an event is determined in advance by the Artistic Director. For formal occasions the dress may be the Concert Uniform, or for less formal events, the Casual Uniform may be worn.

2.5.1 Casual Uniform

Currently, the following components, and combinations of such, compose our standard casual dress, to be supplied by individual members. There are to be no variations except as requested by the Artistic Director.

- Blue polo shirt embroidered with DWFB logo
- Khaki shorts by Diesel (available on the internet)
- Khaki belt with brass buckle
- White socks
- White tennis shoes (with no logos)
- Straw Fedora hat with rainbow band
- Occasionally black pants and black shoes will be worn instead of khaki

2.5.2 Concert Uniform

Currently, the following components, and combinations of such, compose our standard concert dress, to be supplied by individual members. There are to be no variations except as requested by the Artistic Director. Please make sure that your attire is clean and pressed before a performance.

- White (sometimes black), long-sleeved tuxedo shirt or white (sometimes black) shirt/blouse
- Black jacket (preferably tuxedo or tuxedo-like)
- Black slacks (preferably tuxedo or tuxedo-like)
- Black cummerbund
- Black belt (if cummerbund not available)
- Black socks
- Black shoes
- Black bow tie

In place of a tuxedo, women may choose to wear a formal black dress.

2.6

MUSIC LIBRARY

1. The Librarian provides each band member with a set of music. The following applies to the Band's music:
2. A set of labeled original parts is kept in the Band's library. No original parts should be distributed to players or leave the library.
3. Only the Librarian or designated members may remove music from the library files.
4. A Band member who cannot attend a rehearsal should make every effort to have his/her music available at the rehearsal site.

2.7

MEMBERSHIP ROSTER

The Membership Roster is a regularly updated confidential listing of Band members and support members of the Desert Winds Freedom Band. It is provided solely as a source of information to members and is not used for promotion outside the Band, nor is the information contained therein furnished to any outside organization for any purpose.

All new members are asked to fill out a Membership Enrollment Form (See Appendix G). This information is kept confidentially on file and is used for the purposes of publishing the Membership Roster.

Members are encouraged to complete the section on Emergency Information so that a designated individual can be contacted in the event of an emergency.

Current members should keep their information up to date by filling out the appropriate sections of the Membership Enrollment Form and turning it in to the Band Manager or designated person.

2.8

"BAND NOTES" (DWFB NEWSLETTER)

"Band Notes" generally is a weekly publication of the Desert Winds Freedom Band. The primary purpose of the newsletter is to inform members about upcoming Band events. It includes a calendar of events that should be entered on your personal calendars. Examples of items may include:

- Thank you's for past events
- Brief reports of recent events
- Copies of reviews of performances
- Brief articles submitted by Band members
- Brief educational features and entertainment features

Articles submitted by Band members may be edited. The name of the member submitting the article may be withheld if requested, but unsigned input will not be published.

Articles to be submitted must be approved by the Editor. Articles must be submitted to the Editor by the stated deadline in order for them to appear in the next issue.

2.9

DESERT WINDS FREEDOM BAND CONTACT INFORMATION

2.9.1 Band Hotline (760) 776-2700

The Desert Winds Freedom Band Hot Line is a recorded telephone message that provides the public, Band members and prospective members with basic information about Band rehearsals and upcoming activities. The caller can leave a message if desired and the appropriate Band representative will return the call.

2.9.2 Email Address desertwindsfb@yahoo.com

This is the official Email address for the Desert Winds Freedom Band. Any messages concerning band business should be sent to this address. This address is managed by the Band Secretary, or designated person, who will direct messages to the appropriate Board or Band representative. Non-Band related messages should be directed to personal email addresses.

2.9.3 Web Site www.desertwindsfb.org

The Desert Winds Freedom Band maintains a web site, which includes information about the Band. There are links to other sites, including: Greater Palm Springs Pride, LGBA, and the City of Palm Springs.

2.9.4 Mailing Address

**Desert Winds Freedom Band
PO Box 4732
Palm Springs, CA 92263-4732**

SECTION 3

REHEARSALS AND PERFORMANCES

3.1 REHEARSALS

Currently, weekly rehearsals of the Band take place on Thursday evenings from 7:00 to 9:30 PM, at locations to be determined, as we are currently looking for a new rehearsal home. As concert and special event dates draw near, expect to see:

- Extra rehearsals
- Dress rehearsals (when the nearly-finished concert or event is put on for last minute fine-tuning)

Rehearsals require the following equipment:

- Music stand (supplied by you; any type for rehearsal, solid black metal for concerts)
- Music folder (supplied by the Band; black plastic folders for concerts)
- Instrument(s) (supplied by you, or in special cases, by the Band)
- Concert music (to be turned in as requested after each concert)
- A pencil with an eraser
- Miscellaneous supplies: valve oil, cork grease, swabs, cloths, mouthpiece, reeds and other appropriate small items.

Preparing for rehearsal:

Plan to arrive 15 to 20 minutes early. Seat yourself, set up your stand and music, assemble your instrument and begin warming up.

If you cannot attend a particular rehearsal, or if you will be late, call the Band Manager as soon as possible. A Band member who cannot attend a rehearsal should make every effort to have his/her music available at the rehearsal site.

The Artistic Director will expect you to be warmed up and ready to play by 7:00 p.m., so please be prompt. The Concertmaster will tune the band just prior to the start of rehearsal. If you must be late, please minimize the distraction to other Band members by assembling your instrument as quietly as possible.

The order of music is up to the Artistic Director, but you can expect:

- A short period of warm-up, followed by tuning
- Rehearsal of music for upcoming events
- A break for announcements, refreshments, personal needs and brief socializing
- More rehearsal
- End-of-rehearsal announcements

For news and information about upcoming Band events and social activities, pick up a copy of the DWFB Band Notes, if you did not receive one by email. Band business related to performances and events are conducted during announcements. All other business is conducted at the meetings of the Board of Directors. Band members are welcome and encouraged to attend Board meetings.

3.2 SECTIONALS

Sectionals are special rehearsals held by the Artistic Director or a Section Leader for a particular section of the Band to work intensively on technique or specific pieces of music. They are

conducted for the benefit of the musical quality of the Band and to assist members in improving their musical knowledge. Sectionals can be called with advance notice by the Artistic Director or the Section Leader.

3.3 PERFORMANCE AND REHEARSAL REQUIREMENTS

1. The Artistic Director may require signed commitments from members for any given event. When you sign up for an event, you are agreeing to be at rehearsals and the performance.
2. The Artistic Director may specify the minimum number of required rehearsals for any given event. Anyone who misses more than 2 rehearsals in a concert set, or misses specifically required rehearsals, may only perform with the Artistic Director's consent.
3. The Artistic Director, with approval of the Executive Committee, may hire a performer (ringer) to fill any vacant position for a selected event.

3.4 SCHEDULING BAND EVENTS

In the spirit of promoting the Band, all Band members are encouraged to keep an eye open for potential concert events. If an inquiry or invitation is submitted to a Band member, the procedures listed below are to be used. No commitments can be made without Board and Band membership involvement.

1. Notify the Band Manager, who will consult the calendar and then notify a member of the Music Development Committee, and the Artistic Director. Provide any known details and contact information.
2. All invitations extended to the Band will be announced at the next rehearsal. A reason will be given for any invitations declined.
3. At rehearsal the potential event will be presented to the Band during announcements at the break. The announcement will include the date, time, place and nature of the event, as well as any other commitments involved.
4. A preliminary vote will be taken at rehearsal to determine if there is enough interest to perform at the event. A signup sheet will be available for those able to commit to the event.
5. If the Band agrees to do the event, the Artistic Director and Music Development Committee will assess the instrumentation to ensure that the event can be performed properly.
6. The Band Manager will follow-up with the individual or organization requesting the Band's appearance to confirm or decline the invitation.

SECTION 4

STRUCTURE

4.1 BOARD OF DIRECTORS

The Desert Winds Freedom Band Board consists of five to nine directors, of which four are elected (Executive Committee). The elected positions are President, Vice President, Secretary and Treasurer. The Board sets policy, creates Band budgets, allocates spending, mediates disputes, and delegates tasks. Board members may come from outside the Band membership to provide us with special expertise. Executive Board officers are elected by the whole membership, usually the last rehearsal in November, with term to begin January 1st for a period of one year.

See Section 4.3 for Standing Committees.

If you have any questions or concerns, present them to the Board of Directors or to the proper standing Committees. Appendix A lists the current members of the Board and each Committee.

Director(s) at Large (term begins when appointed for a period of one year)

Director(s) at Large are appointed by the Board of Directors and are selected from the membership or the community at large, whose skills and experiences, in the judgment of the elected officers will benefit the Band.

Board meetings are held each month. Each member of the Board has one vote. Band members are represented at board meetings by the Chairs of each standing committee, but have no vote in board proceedings. All members of the Band are welcome and encouraged to attend these meetings.

Band Membership meetings are held at least quarterly. Usually, Band business is taken care of during the announcements at rehearsal break.

4.2 NON-PROFIT ORGANIZATION AND TAX EXEMPT STATUS

The Desert Winds Freedom Band was recognized by the State of California as a Non-Profit Organization January 31, 2002. The Band was granted [501(c)(3)] Tax Exempt Status by the IRS March 7, 2003, retroactive to January 31, 2002.

The organization provides not-for-profit [501(c)(3)] status so that members and fiscal sponsors can raise money or ask for donations without having to report this to state and federal governments as taxable income. Donors can also claim donations as deductions on their tax returns to the full extent allowed by law.

The IRS has advised us to make the following statement to volunteers: "The value of time or personal services contributed to the organization by volunteers is not deductible by those volunteers as a charitable contribution for Federal income tax purposes."

While the emphasis of the organization is LGBT oriented, the Board of Directors, the Band and support groups may include members of the non-gay community. Additionally, our audiences are as diverse as the organization.

The Board of Directors as a whole and the Board members individually are fiscally responsible under State and Federal law for of the organization's assets. The Treasurer maintains the organization's checking account and prepares a monthly statement for presentation at board meetings.

Any interested member may, upon request to the Band Secretary, obtain a copy of the Band's bylaws.

4.3 STANDING COMMITTEES

Standing Committees are described in the Band's bylaws and a brief description of each is listed here. Ad Hoc Committees are formed as needed for specific projects. **Appendix A** contains a list of current officers and committee members.

The Executive Committee consists of the Board President, the Vice President, Secretary, and Treasurer. It also prepares the Board meeting agenda and packet and oversees all committees and the Artistic Director.

The Membership Recruitment Committee develops recruitment strategy and may work in tandem with the Publicity Committee.

The Publicity Committee maintains lists of local and regional publications and prepares press releases for Band activities.

The Fundraising Committee develops fundraising strategy as well as overseeing fundraisers and other income-producing events.

The Business Management Committee maintains the bylaws, oversees incorporation and tax exempt status, prepares financial statements, financial reports and tax returns, prepares and administers the annual budget.

The Nominating Committee provides a slate of candidates for election, makes recommendations to the Board for Board appointments, and coordinates the election process.

4.4 BAND MANAGEMENT

4.4.1 Artistic Director (appointed position, ratified yearly)

The Artistic Director is appointed by the Board of Directors with input from the Band Membership. The Artistic Director receives a stipend of \$50 per rehearsal and \$100 per performance. The Artistic Director is evaluated annually by the Board of Directors and the Band Membership. The duties of the Artistic Director are:

1. To prepare and conduct regular and special rehearsals, conduct concerts and attend appropriate community performances and functions as needed or find an adequate substitute.
2. To make appropriate music selections for all performances and to present selections and concert themes to the Board of Directors for review.
3. To plan the rehearsal schedule to ensure that the Band is musically prepared for all performances, including concerts, parades, and small performances.
4. To advise the Board of Directors on needs for obtaining and/or purchasing new music and equipment, within the budget approved by the Board of Directors.
5. To advise the Board of Directors on instrumentation needs and assist in the selection and recruitment of new Band members. Will determine if outside musicians are needed for a particular performance and obtain them.
6. To act, along with the Board of Directors, as a public spokesperson for the Band.
7. To ensure the musical qualifications of guest performers and conductors.

8. To develop artistic goals that will continually challenge the Band to musical excellence and diversity, and develop necessary plans for the achievement of those goals.
9. To appoint section leaders and conduct auditions for the admittance of new members if necessary.
10. To work with section leaders to ensure appropriate part assignments, chair assignments and solo part assignments.
11. To provide guidance in selection of an Assistant Artistic Director and work closely with that person.
12. To develop and maintain the musical integrity of the Band.
13. To work with directors of other groups when joint concerts are being planned and performed.
14. To provide general guidance and support to individual musicians.
15. To utilize effective leadership and interpersonal skills in relationships with the Band, committees, individuals and the community.
16. To abide by and uphold the bylaws and policies of the Desert Winds Freedom Band.
17. To attend monthly Board of Directors meetings as a non-voting member of the Board
18. To perform other duties assigned by the Board of Directors as necessary.

4.4.2 Band Manager

The Band Manager is a volunteer approved by the Board of Directors. Duties are:

1. To act as a liaison between the Artistic director and the membership to address discipline issues if necessary, and also address any non-musical problems between the member and the Artistic Director.
2. To be the point person for attendance, to receive phone call from Band members who will be late or cannot make rehearsals, and will communicate this to the Artistic Director.
3. To track attendance and address attendance issues directly with members.
4. To manage the Band calendar, track performance requests and availability of the membership. Will keep the Artistic Director updated on instrumentation for potential performances.
5. To keep the Band Roster updated and distributed periodically to the members.
6. To assist the producer of any given event if needed, and to help coordinate the event between the producer and the membership.
7. To act as small group liaison for scheduling performances of small group when needed.
8. To distribute Band uniforms to new members, collect charges for them and keep them stocked.
9. To conduct exit interviews with members who are leaving the group to report to the Board of Directors.
10. To attend monthly meetings of the Board of directors.
11. To perform other duties as assigned by the Board of Directors as necessary.

4.4.3 Librarian

The Librarian is a volunteer who is approved by the Board of Directors and works directly with the Artistic Director and the Music Development Committee. Duties are:

1. To locate and distribute music to Band members as requested by the Artistic Director.
2. To maintain a properly organized music library.
3. To maintain the file listing all music in the Band's library.
4. To order music when requested by the Artistic Director and forward bills to the Treasurer
5. To make photocopies of music for rehearsal purposes when needed
6. To distribute music folders and copies of music to the New Member Liaison for potential new Band members.
7. To collect all music that is no longer current in the folders.
8. To return all borrowed music promptly.

9. To ensure that all members have a black folder for performances.
10. To transport extra music to concerts.
11. To coordinate the lending and borrowing of music between other LGBA member bands, and to cooperate with the LGBA National Librarian.
12. To ensure that the Band's use of music is in complete compliance with copyright laws.
13. To perform other duties as assigned by the Board of Directors as necessary.

4.4.4 New member Liaison

The New Member Liaison is a volunteer who is approved by the Board of Directors and acts as the point person for potential and new Band members. Duties are:

1. To be the initial contact with someone who has expressed interest in joining the Band and to be their continuous contact while they are meeting people.
2. To introduce the potential member to their section leader, the Artistic Director, and board Members.
3. To ensure that the potential member has music to practice ahead of time if possible, and to explain the process to become a member.
4. To distribute the Band Handbook and By-Laws after a commitment to join.
5. To attend monthly Board of Directors meetings when required.
6. To perform other duties as assigned by the Board of Directors as necessary.

4.4.5 Event Producer (This position is not currently in use.)

The Event Producer is a volunteer who is approved by the Board Directors to act as the point person for a particular performance. Duties are:

1. To work within the budget given by the Board of Directors to obtain the venue for the performance if needed.
2. To work with the Publicity Committee to advertise the event, and to create the program.
3. To work with the Publicity Committee and the Fundraising committee to sell advertising for the program.
4. To act as a coordinator with guest performers.
5. To obtain a Master/Mistress of Ceremonies for the performance.
6. To work with the percussion section to ensure all necessary equipment is transported.
7. To work with the Lead Band Aide on any reception or after concert activities.
8. To supervise the collection and payment of money for the event, if applicable.
9. To supply the Board of Directors with an evaluation and full financial report (if necessary) following an event.
10. To attend monthly meetings of the Board of Directors when required.
11. To perform other duties as assigned by the Board of Directors as necessary.

4.4.6 Lead Band Aide

This is a volunteer position approved by the board of Directors to coordinate activities of all support personnel. Duties are:

1. To act as a liaison between the support personnel and members of the Band and the Board of Directors.
2. To keep Band Aide Roster updated and distributed.
3. To coordinate/obtain refreshments at rehearsals.
4. To keep a calendar of birthdays and conduct celebrations each month.
5. To assign tasks to support personnel for performances.
6. To attend monthly meetings of the Board of Directors when required.
7. To perform other duties as assigned by the Board of Directors as necessary.

4.4.7 Band Historian

The Band Historian is a volunteer approved by the Board of Directors to act as the keeper of all historical Band information. Duties are:

1. To work in conjunction with the Publicity Committee to gather all mentions of the Desert Winds Freedom Band in the press.
2. To retain all performance programs.
3. To take pictures or arrange for a photographer at all Band events and performances.
4. To keep all official historical Band mementos, including photo albums and scrapbooks, and to bring them to events when needed for display.

4.4.8 Lesbian and Gay Bands Association (LGBA) Delegates

The LGBA Delegates are two Band members appointed by the Board of Directors for a two-year term, if possible, chosen every other year to stagger their terms. Duties are:

1. To act as the primary contact between the Band membership and the Board of Directors with LGBA.
2. To be responsible for getting current copies of the LGBA publication the "Tie Line" to the membership through e-mail or at rehearsal.
3. To attend annual LGBA conferences to represent the Band in voting.
4. To present a report to the Board of Directors and the Band membership after attending the conference.
5. To attend monthly meetings of the Board of Directors when required.
6. To perform other duties as assigned by the Board of directors as necessary.

4.5

LESBIAN AND GAY BANDS ASSOCIATION

LGBA stands for Lesbian and Gay Bands Association. This is a non-profit organization whose members consist of all the local gay and lesbian bands across the United States, Canada and Australia. Currently there are over twenty member bands.

Each member of the Desert Winds Freedom Band is also a member of LGBA. Each Full-Member Band pays yearly dues of \$100 to the national organization.

LGBA runs its own web site. This site has updates on LGBA events, links to its member bands, an email list to keep members up-to-date and other information. The address is:

<http://www.gaybands.org>

APPENDIX A

BOARD OF DIRECTORS – Elected

Bob Montooth, President
David Ritland, Vice President
Deanna Rallo, Secretary
Eric Gordon, Treasurer

DIRECTORS AT LARGE – Appointed

Chris O'Hanlon

ARTISTIC DIRECTOR

Dean McDowell

BAND MANAGER

Gary Moline

LIBRARIAN

Gary Moline – Concert Band Music, Bryon Wirth – Jazz & Pep Band Music

NEW MEMBER LIAISON

Tom Shoon

LEAD BAND AIDE

Vacant

BAND HISTORIAN

Vacant

LGBA DELEGATES

Gary Moline
Bob Montooth

STANDING COMMITTEES

Membership Recruitment Committee

Earl Gauger

Publicity Committee

Earl Gauger

Fundraising Committee

Bob Montooth

Business Management Committee

Eric Gordon

Nominating Committee

(appointed prior to elections)

APPENDIX B

TAKING CARE OF YOUR UNIFORM

Our uniforms are symbols of pride. Please take care of them! The following guidelines will help make them last a long time.

Casual Uniforms

The pants and shirts can both be washed. Wash them separately in cold water. Do NOT use bleach.

Make sure that your pants and shirt are reasonably pressed before wearing. Use a cool iron and avoid ironing the embroidered logo.

If you have any questions or concerns about taking care of your uniform, please talk to the Band Manager!

APPENDIX C

CARE AND MAINTENANCE OF BRASS AND WOODWIND INSTRUMENTS **Courtesy of Yamaha Band and Orchestral Instruments**

The following information is provided for reference purposes only and is not intended to imply a particular level of competence among Band personnel.

CARE AND PROTECTION

Always keep your instrument stored in its case when it is not in use. Make sure larger instruments are placed in a safe location. Do not allow anyone except a qualified repairman to handle your instrument.

TEMPERATURE

Do not expose your instrument to sudden temperature or climate change. Store your instrument in an area with moderate humidity. Do not leave your instrument in a car in hot or cold weather.

BRASS MOUTHPIECES

- (A) Clean the inside of the mouthpiece with a mouthpiece brush after each use. This will make the instrument easier to play.
- (B) Once each week, wash the mouthpiece with liquid soap and warm water. Silver polish may be used to shine the mouthpiece.

VALVES

- (A) Valves (pistons) should be oiled as often as needed. Oil the valves on all new instruments.
- (B) When replacing the valves, make sure the valve guides are lined up with the guide slots. Do not rotate the valves in the casing.
- (C) When washing the instrument, remove the valves one at a time and wash them in lukewarm soapy water. Rinse in clean water and wipe thoroughly. Apply valve oil before replacing valves.
- (D) The valve casing should be cleaned before replacing the valves. Remove the bottom valve caps and insert a valve casing brush. Using this brush will assure clean casing, aid in keeping the pistons clean, and prevent sluggish valve action.

THE INSTRUMENT FINISH

- (A) After each practice or rehearsal the instrument should be wiped off with a good quality polishing cloth. This will add to the life of the finish.
- (B) After cleaning the inside of the instrument, run lukewarm water (hot water will harm the finish) over the finish and then wipe dry with a soft cotton towel or cotton T-shirt. You can protect the finish with a commercial lacquer polish or a good quality furniture polish on a silver-plated instrument.
- (C) To prevent tarnishing, silver-plated instruments should be wiped off after each use. Once a month, silver polish can be applied and wiped off with a soft cloth.

TRUMPET, CORNET, TROMBONE, FRENCH HORN, BARITONE, LOW BRASS

- (A) At least every two weeks remove all slides and pistons and run a flexible snake brush and lukewarm water through the instrument. Clean all slides with a brush and rinse thoroughly.
- (B) Carefully replace all pistons. Apply a small amount of slide grease on all slides before replacing.

TROMBONE HAND SLIDE

- (A) Wash and clean the hand slide in the same manner you would clean the rest of the trombone. A cleaning rod wrapped in a soft cloth should be used to clean the insides of the inner and outer hand slide.
- (B) When the inside and outside slides are clean and dry, lubricate them with a good quality slide oil or slide cream.

FLUTES AND PICCOLOS (Metal/Wood)

- (A) To remove moisture, clean all sections with an absorbent cloth and pull a swab through the bore of the instrument after each use. This will prolong the pad life and prevent keys and joint from sticking or binding.
- (B) Assemble the joints slowly. Be careful not to twist or force the sections. Align the flute head and foot joints properly.

CLARINETS

- (A) Be sure corked joints are lubricated with cork grease. This will reduce any friction and eliminate excessive wear.
- (B) Raise the key arm that bridges across the upper and lower joints while assembling.
- (C) After playing, swab the upper and lower sections, barrel and mouthpiece with a drop-chamois, swab or a highly absorbent cloth. Also, wipe all joint sockets or receivers.
- (D) Wash mouthpiece periodically with soap and cool water. Do NOT use hot water—it will warp the mouthpiece.

SAXOPHONES

- (A) Make sure the mouthpiece cork is greased.
- (B) Be careful when inserting and positioning the neck to prevent damage to the octave key mechanism.
- (C) Clean the neck with a neck cleaning brush and the body with a sax swab after each use. This will prolong pad life.
- (D) Wipe the sax body with a soft (flannel) cloth or commercial polishing cloth to remove fingerprints after each use.
- (E) Remove the reed and place it in the reed guard after each use.
- (F) Make sure the mouthpiece cap is replaced and the horn is correctly placed in the case.

APPENDIX D

INSTRUMENTS, REPAIRS AND ACCESSORIES

The following places sell and/or rent musical instruments and accessories that you may need. Some also do repair and maintenance work and carry a limited amount of sheet music. Call the store first to make sure they are open and have what you want.

Palm Desert

Musician's Outlet	44850 San Pablo Avenue	(760) 341-3171
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Redlands

Sliger's Music, Inc.	233 E. State	(800) 643-7088
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MAIL ORDER/WEB SITES

These sites sell instruments (new and used), instrument and music stands, mouthpieces, reeds, oils, creams, and other accessories.

The Woodwind and Brasswind	http://www.wwbw.com
Giardinelli Music	http://www.giardinelli.com
Charles Fail Music (Good selection of used instruments)	http://www.charlesfail.com
Dallas Music (Another source for used instruments)	http://www.dallas-music.com
Wind Music Plus (A good source of band & ensemble music & the owners, Fran & Alison are members of DWFB!)	http://www.windmusicplus.com
Flute World Michigan	http://www.fluteworld.com

APPENDIX E

WORLD WIDE WEB RESOURCES FOR MUSICIANS

The following list is only a fraction of what is available on the Internet. However, it will get you started and will lead you to many more sites. The list was validated when this page of the handbook was published, but sites can vanish overnight. Please report to anyone on the Membership Committee any invalid sites. Likewise, if you have a site you think would benefit instrumentalists in your section, send it in for addition to the next update.

Flutes/Piccolos

National Flute Association
Flute.com

<http://www.nfaonline.org>
<http://flute.com>

Oboes, Bassoons

International Double Reed Society

<http://idrs.colorado.edu>

Clarinets

Int'l Clarinet Association
The Clarinet Pages

<http://www.clarinet.org>
<http://www.woodwind.org/clarinet/>

Saxophones

Int'l Saxophone Home Page

<http://www.saxophone.org>

Trumpets, Cornets

Trumpet Player Online
Trumpet Geeks International

<http://www.trumpetplayeronline.com/>
<http://www.trumpetgeek.com>

Trombones

The Online Trombone Journal

<http://www.trombone.org>

Tubas, Euphoniums, Sousaphones

TUBAonline
International Tuba Euphonium Assn.

<http://www.tubaonline.org>
<http://www.iteaonline.org/>

French Horns

Hornplayer.net

<http://www.hornplayer.net/>

Low Woods/Brass

Contrabass Mania

<http://www.contrabass.com>

Percussion (Classical)

Classical Percussion
Percussive Arts Society

<http://www.xs4all.nl/~marcz/index.html>
<http://www.pas.org/>

APPENDIX F

A GLOSSARY OF COMMON MUSICAL TERMS

Tempos

Slower ←-----→Faster

Largo Grave Lento Adiago Andante Andantino Moderato Allegretto Allegro Vivo Presto

Accelerando (accel.) – Gradually faster

Allargando – Slower and slower

al Fine – Until the end

Animato – Animated, spirited

Assai – Extremely, very much

Attacca – Go on to the next movement

A tempo – Return to the original tempo

Cadenza – A showy passage, often in free temp, displaying the soloist's technical and musical abilities.

Cadence – A harmonic or rhythmic repose

Cantabile – Graceful, singing style

Coda – Closing section of a piece

Crescendo (cresc.) – Gradually louder

Con – with

Da Capo (D.C.) – To the head of the piece; from the beginning

Decrescendo (decresc.) – Decreasing in volume

Del Segno (D.S.) – To the sign

Diminuendo (dim.) – Gradually getting softer

Divisi – Divided part (upper and lower)

Dolce - Sweet

Expressivo – With expression, expressively

Fermata – A hold

Forte (f) - Loud

Fortissimo (ff) – Very loud

Forza – Force (con forza = with force)

Giocoso – Humorously, joking

Glissando – To slide from one note to another

G.P. – Grand pause

Grave – Slowly, solemnly

Grazioso – Gracefully

Grandioso – In a lofty manner

-issimo – Increases the degree of an adjective (used as a suffix)

Largemente – Broadly, slowly

Larghetto – Dignified, not as slow as largo

Legato – Smoothly, gliding

Leggiero – Light and graceful

L'istesso tempo – The same speed (used over tempo changes)

Ma – But

Ma Non Troppo – But not too much

Meno – Less

Marcato – Marked, emphasized, detached

Marziale – Military (martial) style

Mezzo forte (mf) – Medium loud

Mezzo piano (mp) – Medium soft

Molto – Very, much

Morendo – Dying away

Mosso – Moved quicker
Moto – Motion
Ossia – Alternative passage of either greater or lesser difficulty
Piano (p) – Soft
Pianissimo (pp) – Very soft
Piu – More
Poco – A little
Presto – Quick
Prestissimo – Very fast
Rallentando (rall.) – Slowing
Ritardando (rit.) – To hold back, gradually slower
Sforzando (Sz) – With special emphasis
Solo – One instrument
Soli – One section (or combination of sections)
Sostenuto – Sustaining the tone (full value)
Staccato (stacc.) – Short, detached notes separated by air space
Stretto – Having the effect of speeding up
Stringendo – “tightening”, getting faster
Subito – Suddenly
Tempo primo – Return to the original tempo
Tenuto (ten.) – Line under a note indicating the note is to be held for its full value
Tranquilo – A quiet, calm style
Troppo – Much
Tutti – All
Vivace – Lively



APPENDIX G

Dear Prospective Band Member;

The Board of Directors of the Desert Winds Freedom Band would like to welcome you and thank you for taking the time to sit in with us today. The members of the Band would like to get to know you a little better and would appreciate you filling out the information below.

PLEASE COMPLETE BOTH SIDES!!!

Please Print Clearly

First Name:		
Last Name:		
Street Address:		
City:	ZIP:	
Home Phone:	Work Phone:	
Cell Phone:	FAX:	
Email Address:	@	
Emergency Contact:	Phone:	
Major Instrument:		
Minor Instrument(s):	1)	2)
Support Person Area of Interest:	1)	2)
Occupation:	Birthday: Mo. Day	
How long have you played:		
How long since you've played:		
Interested in becoming an active member?:	YES	NO
Signature: _____	If NO – reason (please):	
Any Additional Comments:		
How did you hear about us?		

Photo Release

I understand photographs or video recordings taken of me as a result of participation in approved activities of the Desert Winds Freedom Band (the "Band") by agents, members or representatives of the Band, or by members of the general public, shall be used only in connection with the Band's dissemination of information to the general public.

I hereby irrevocably authorize the Band to copy, exhibit, publish or distribute any and all images of me or wherein I appear, including composite and artistic forms and media, for purposes of publicizing Band activities or any other lawful purpose. In addition, I waive any right to inspect or approve the finished product, including written copy, wherein my likeness appears.

I also understand that once my image is posted on the Band's website, the image can be downloaded to any computer equipped to do so.

I hereby hold harmless and release and forever discharge the Band from all claims, demands and causes of action which I, my heirs, representatives, executors, administrators or any other persons acting on my behalf or on behalf of my estate have or may have reason of this authorization.

Signed

Printed Name (Please print your name, even if you do not want to sign)

Dated

I do not wish to sign this form.