



Oakland Civic Orchestra Member Handbook

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Welcome and Introduction

Welcome to the Oakland Civic Orchestra. Founded in 1992 by Enric Zappa through the City of Oakland Department of Parks and Recreation and now led by Artistic Director Martha Stoddard. We are an adult community orchestra comprised of members from throughout the Bay Area. Please explore our website for a deeper sense of our history and identity.

Fees and Registration

A fee is required for participation in the orchestra and you are asked to register in one of two ways:

1. City of Oakland Parks and Recreation Department via check or credit card
\$ 72 per set for Oakland residents
\$84 per set non-Oakland residents. Forms online or at rehearsal
<https://groups.google.com/forum/#!msg/oakland-civic-orchestra/fVFRkvC7Wv0/E3IkU9tEAwAJ>
2. Mail tax deductible donation or bring to rehearsal a check for any amount to:
Oakland Parks and Recreation Foundation (memo: Oakland Civic Orchestra)
P.O. Box 13267
Oakland Cal 94661

Those unable to pay the fee should contact the artistic director to arrange an in-kind contribution or donation. Please see the "Other Ways You Can Help" section.

Rehearsals and Concerts

Rehearsals are held at Lake Merritt United Methodist Church, 1330 Lakeshore Avenue on Wednesdays from 7:30 pm to 9:45 pm. (for directions see "Directions" section.) It is important that players arrive 10-15 minutes early to allow for warm-up. The calendar and is published on line and weekly rehearsal schedule is published and sent to the google group on Sunday evenings.

There are several important policies to observe during rehearsals and concerts.

1. Please turn all cell phones off or set to silent BEFORE entering the rehearsal space.
2. There is no food or drink allowed inside the rehearsal space.
Bottled water only is allowed in the space.
3. Building access: For security reasons, the church doors remain locked at all times. They are monitored from 7:00- 7:30 pm only . Please make arrangements within your section for access if you expect to be late.

Concerts are usually on Sundays from 4- 6 pm. Call time is 2:30 for set up, 3 PM for warm up
Dress Rehearsals are held the day before the concert (Saturdays) from 9:45 am to 12:30pm.

Concert dress is all black (black pants/skirt and black shirt/top). White shirts with long, dark ties, and a black jacket are also acceptable. Tuxedos are not recommended.

Absences and Late Arrivals

The orchestra presents public concerts and maintains a high performance standard, with 7- 12 rehearsals per cycle. Regular attendance and thorough preparation is essential to achieve this goal and is expected of all members. Recognizing that some absences are unavoidable, we ask all members to commit to missing **no more than two** rehearsals per set. We maintain a doodle poll for each set in order to plan rehearsals efficiently. Please take the time to complete the poll for each set.

If you need to miss more than two rehearsals, please contact the music director to discuss the current impact of excessive absence for participation. Wind and brass players needing to miss rehearsals should make a serious effort to arrange for coverage of all parts, from within the membership, if possible.

Should you have to miss or be late for a rehearsal, it is essential to give as much notice as possible. If you have an unexpected absence due to emergency or sickness please contact the artistic director via text or voice mail **and** your stand partner, section leader as soon as possible. If you arrive late, please try to enter as quietly as possible and wait for an appropriate moment to access you seat.

Security and Parking

During rehearsals, parking is usually available in the basement or behind the church (located at 1255 1st Ave.). There are about 20 spots at this location. It is all first come first served. Street parking is available on Lakeshore Avenue and the surrounding area. After 7:30, the basement lot is locked, so if you arrive late, plan to park elsewhere.

Accessibility

Wheelchair access is available through the back entrance at 1255 1st Avenue. There is also a disabled parking spot in that location. If other accommodations are required please inform the Artistic Director.

Your Contributions

OCO relies on your time, talent, and financial contributions to sustain its presence in the community. If you want to help there are lots of things you can do to support the orchestra.

Set-up and break-down:

Arrive early for a rehearsal (6:45 pm) to help set up chairs and help with any large instruments. Stay after rehearsal and help break everything down. Set-Up and Breakdown are especially important on concert days.

Donations: While we hope on everyone can pay their registration fees, this certainly doesn't stop those who can from giving more. Fees alone do not cover the entire cost of OCO's operations. It is only through the charity of caring individuals that the orchestra has been able to maintain our program. Please consider making a tax-deductible donation to your orchestra in addition to your dues.

Other ways to help:

Fundraising
Flyer / poster distribution/advertising
Concert program preparation / hospitality
Member Recruitment
Mailing List Maintenance
Carpool management

Please tell your friends about us: The orchestra is often recruiting new members. We have open enrollment for string players and there are sometimes vacancies in other sections

Orchestra Leadership

Martha Stoddard	Artistic Director and Principal Conductor
Chris Brandes	Assistant Conductor
Roger Raphael	Artistic Advisor
Lila MacDonald	Artistic Advisor
Christopher Liao	Webmaster and String Section Ambassador
Thomas Chow	Treasurer
Margaret Wu	Publicity
Wendy Shiraki	Publications and Administration

Directions

Rehearsals are held at Lake Merritt United Methodist Church(LMUMC), 1330 Lakeshore Avenue in Oakland. The church is accessible best by car but may also be reached by a 10 - 15 minute walk from Lake Merritt BART. 330 Lakeshore Ave address is the front door. 1255 First Avenue address is the back entrance where there small parking lot and wheelchair accessibility.

I-580 from San Francisco or the north:

Exit at Grand Ave./Lakeshore, move to the right-hand lane and proceed through the light to the next traffic signal. Turn right onto Lakeshore Avenue and follow around the shore of Lake Merritt approximately 0.8 miles.

To 1330 Lakeshore Ave: after crossing the traffic signal at E. 18th Street and then one at Foothill Blvd (just past the tennis courts on your left), veer to the right, following the Lakeshore Avenue sign. The church will be on your left about 2/3 down the block.

To 1255 First Ave: once on Lakeshore Ave., travel in the left lane. After crossing the traffic signal at E. 18th Street and then one at Foothill Blvd (just past the tennis courts on your left), you will now be in the middle lane. As the street splits, veer to the left, following the sign to E. 15th Street. At the next traffic signal, which comes up immediately, turn right onto First Avenue and continue one block through the traffic signal at E. 14th Street. Just past this signal, turn right into our parking lot, located just before the high-rise apartment building. First Avenue is only two blocks long. If you miss the parking lot, continue to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue.

From downtown Oakland:

Turn onto 14th Street going towards the hills and follow around the south end of Lake Merritt. Follow around the end of the lake, curving left on to First Avenue to the traffic light, which is the now the intersection of First Ave. and E. 14th Street/International Blvd.

To 1255 First Ave: Make a sharp left into our parking lot. If you miss the parking lot entrance, continue on First Avenue to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

To 1330 Lakeshore Ave: Make a U-turn and veer to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

From The South Bay I-880 from San Jose or the south:

Exit at Oak Street. Turn right onto Oak St. to 14th Street (just past County Courthouse), turn right on 14th Street and stay to the far left. Follow around the end of the lake, curving left on to First Avenue to the traffic light, which is the now the intersection of First Ave. and E. 14th Street/International Blvd.

To 1255 First Ave: Make a sharp left into our parking lot. If you miss the parking lot entrance, continue on First Avenue to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

To 1330 Lakeshore Ave: Make a U-turn and veer to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue.