



## **Choir Handbook 2016-17 Season**

*Dedicated to excellence, Heartland Youth Choir develops musicianship and builds character of youth through the rehearsal and performance of quality choral literature.*

Barbara Sletto, Artistic Director  
Kim Novy, Director of Business  
Lori Blachford, Director of Marketing & Development

Heartland Youth Choir  
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Heartland Youth Choir, founded by Barbara Sletto in 2003, is a civic organization which provides a performance-based program for youth, emphasizing musical literacy and character development. The Heartland Youth Choir provides a unique opportunity for all children. Singers from public, private, and home school settings participate in this vocal music experience. Quality literature from all styles and periods forms the foundation for musical learning. Singers are divided into seven levels, based on age and ability.

### **The Heartland Youth Choirs**

**Canto Choir** is a non-auditioned choir for K - 2<sup>nd</sup> grades. In this level, children participate in basic vocal development activities, note reading, rhythmic movement and reading activities, and simple choral score study.

**Cantilena Choir** is an auditioned choir for singers in third grade and higher. In this level, children participate in basic note reading and begin work with two-part harmony. This level tours for several days in the spring.

**Chanté Choir** is an intermediate level choir that focuses on two and three-part treble singing. In this ensemble, particular emphasis is on music reading, vocal techniques, and rhythm studies. This level tours domestically each spring.

**Cantemus Choir** is the most advanced treble choir. In this level, singers work on three and four-part treble harmony and advanced music reading skills. Cantemus is called upon frequently to perform for Fine Arts Events, conferences, and participates in festivals throughout the United States.

**Chamber Choir** is the most musically advanced ensemble of the Heartland Youth Choir and includes grades 9-12. This choir focuses on advanced note reading and SATB literature. Chamber Choir is committed to musical excellence related to rehearsal and performance. The Chamber Choir tours both domestically and internationally.

**HYC Guys Power Choir** is a choir comprised of guys in grades 5-12 with changed and unchanged voices. Guys are admitted into the program by teacher recommendation, or they may elect to audition. Guys in Chanté, Cantemus, and Chamber choir are strongly encouraged to participate in the Guys Power Choir at no additional cost. The mission is to provide a safe and superior learning environment and a motivational experience for guys who love to sing.

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This handbook is an overview of the structure, policies and expectations of Heartland Youth Choir. It is intended as a resource to answer singer and parent questions, but please feel free to always consult directly with a staff member or choir coordinator for any special questions or concerns.

## OUR BOARD

Heartland Youth Choir is governed by a Board of Directors and is incorporated in the State of Iowa as a 501(c)(3) nonprofit organization. The Board of Directors works with the Artistic Director and staff to establish policy and the strategic direction for the organization. The Board consists of business and community leaders devoted to Heartland Youth Choir and its mission. *Parents are welcome to attend Board Meetings.*

### Members of our board include:

Bo Schatzberg	President	Rebecca Mataloni	<b>Ex-Officio</b>
Alice Robertson	Vice-President	Paul Nagel	Jane Meyer
Michelle Coburn		Ellen Roose	Barbara Sletto
Pat Gagne		Becca Swanson	Kim Novy
Kim Glynn			Lori Blachford
Dana Kiene			

## OUR STAFF

**Barbara Sletto** is the Founding Artistic Director. She is responsible for all artistic administration, supervision of the artistic staff, and conducting.

**Kim Novy** is the Director of Business. She is responsible for communications and singer services.

**Lori Blachford** is the Director of Marketing and Development. She is responsible for marketing, development and fundraising.

In addition, HYC also has a part-time staff of assistant conductors and accompanists.

## OUR SINGERS

We aspire to build musicians and young men and women of character. Members of the Heartland Youth Choir will learn the meaning of *commitment* and *individual responsibility*. Each member of HYC, along with a parent/guardian, will need to sign a Statement of Understanding indicating their commitment to the organization. This will emphasize the importance of every child involved and teach individual responsibility for the good of the entire musical ensemble. We strive to have the character pillars of respect, citizenship, and responsibility demonstrated as singers represent themselves, HYC and the state of Iowa. If you believe they are not being demonstrated, please bring it to the attention of the HYC staff.

Continued membership and choir placement are by appointment each year, based on a student's musicianship, attendance, behavior, and ability. For choir advancement, a singer must have learned all assigned materials to the conductor's standards and attained the required level of vocal and musical development.

### Enrollment in HYC is a commitment for the ENTIRE season:

Sept.- May for Canto and Cantilena

Sept.- thru May or tour departure date for touring singers in Chante, Cantemus, and Chamber.

*Each singer is expected to remain active and involved for the whole season.* These young people will be sharing some of the most wonderful times of their youth--both musically and socially!

## COMMUNICATIONS

In order to best serve our singers and their families, clear and concise communications are important. Communications from HYC will be delivered almost exclusively via e-mail. It is **vital we have correct e-mail addresses for accounts that are checked frequently.**

### **CHOIR NOTES**

Choir notes is a bi-weekly newsletter that you will receive via e-mail. This newsletter will include information about upcoming events, fundraisers, and announcements as well as contact information for your choir coordinators.

### **WEBSITE**

Visit us on the Web at [joinhyc.org](http://joinhyc.org). This includes detailed information about upcoming performances, choir updates, and future events.

### **SOCIAL MEDIA**

Facebook: [facebook.com/JoinHYC/](https://www.facebook.com/JoinHYC/)

Twitter: @joinhyc

Instagram: [Instagram.com/heartlandyouthchoir/](https://www.instagram.com/heartlandyouthchoir/)

### **CHOIR COORDINATORS**

Each choir has coordinators who are an important link between our singers and staff. These parent volunteers are present at each rehearsal to monitor attendance, answer questions, and ensure that the artistic staff is available to concentrate solely on music.

Choir coordinators will have emergency contact information for each singer and will be the person you will hear from if your singer experiences any difficulty during rehearsal. If your singer will be absent, please let your choir coordinator know.

### **MASTER CALENDAR**

A master calendar will be maintained that will include all performances scheduled for HYC. This calendar will be posted on the website and will include the date, location, event, times and choirs involved in each performance. **The calendar will also have a date at the bottom so you are aware of the most recent edition.**

### **CONTACT INFORMATION**

You can contact us at: [office@joinhyc.org](mailto:office@joinhyc.org) or call us at 515-221-3922.

### **MAILING ADDRESS**

Heartland Youth Choir  
PO Box 13436  
Des Moines, IA 50310

# FINANCIAL POLICIES

## ACTIVITY/MUSIC FEE, TUITION & PAYMENT OPTIONS

### Tuition and Fees

Choir Name	Activity/ Music Fee	Tuition/Month	Total Tuition	5% Reduced Total Tuition (if paid in full)
Chamber	\$90	\$100 X 9 months	\$900	<b>\$855</b>
Cantemus	\$75	\$ 90 X 9 months	\$810	<b>\$770</b>
Chanté	\$60	\$ 80 X 8 months	\$640	<b>\$608</b>
Cantilena	\$55	\$ 50 X 8 months	\$400	<b>\$380</b>
Canto	\$45	\$ 40 X 8 months	\$320	<b>\$304</b>

### Music/Activity Fee

A music/activity fee is required from each singer, each year. This fee is due July 1st. This fee covers the cost of music, awards, t-shirts, snacks, etc. Music/activity fees are not refundable.

### Tuition Payment Options

Tuition payments are not refundable. For extenuating circumstances that prevent a singer from completing the year, you may file an appeal with the Board of Directors.

#### Annual Payment

Families may pay tuition in one lump sum at the start of the season. Those who do so by September 1st receive a discount of 5%. Payment options include: check, credit card, cash, or ACH withdrawal including a \$2 fee for each ACH transaction.

#### Semester Payment

Families may pay tuition twice during the season. Half of the total tuition is paid at the start of each semester. Payment due dates for this option are: September 1st and January 15th. Payment options for the semester are: check, credit card, cash, or ACH withdrawals, including a \$2 fee for each ACH transaction.

#### Monthly Automatic Payments

You may elect to have your tuition payment electronically (ACH) debited from your checking/savings account on the first of the month. Debits will be made on the 1st business day of each month. Tuition is charged for 8 months (September - April) for Canto, Cantilena and Chanté. Tuition is charged for 9 months (September - May) for Cantemus and Chamber. The monthly payment amount for your singer's choir level is listed above. To help defray the costs of the ACH option, there will be an additional \$2 fee per transaction. Please complete the DIRECT PAYMENT form, attach a voided check, and return with your registration materials.

## **RESIGNATIONS/REFUNDS**

*Enrollment in HYC is for the full season, fall through spring. If a singer wishes to resign from HYC, a written notification of resignation must be received by the HYC office 30 days in advance of release of any obligation for future tuition payments or refund of any tour payments due. Non-attendance does not constitute a notice of resignation.*

*Note: paid tuition is not refundable; only the obligation for future tuition payments beyond the date of the written notice of resignation may be dismissed.*

## **MULTIPLE CHILD DISCOUNTS**

Families receive a 25% discount on tuition for the youngest singer(s) if two or more singers in the same family enroll in HYC. The oldest singer will pay full tuition with the discount applying to the younger singer(s). For example, a family with two children in HYC, one in Chamber and one in Cantilena, would have the discount applied to the child in Cantilena. Please contact the HYC office if you are unsure of the correct calculation of your family's total tuition.

## **SCHOLARSHIPS**

Heartland Youth Choir tuition and tour scholarships are mainly funded by donations from foundations and individuals. Donations by individuals may be made directly to HYC with specific requests that it be for scholarships. Scholarships are awarded to those singers whose circumstances demonstrate financial need.

To apply for a scholarship, you may download a form from the website, use the form in the registration packet, or request a scholarship application from the HYC office and return it to: Heartland Youth Choir P.O. Box 13436 Des Moines, IA 50310 Attn: Treasurer. *Tuition Scholarships may not be applied toward the Activity/Music Fee, uniform fees, or tour payments.*

***Scholarship Application Deadline is October 15 for full year and February 15 for spring semester only.***

## **ADDITIONAL FEES**

### **Late Payment Policy**

A 10% late fee will be applied to any account that is not paid within 15 days of the due date. This fee will be assessed each time payment is not received on time and will appear on the subsequent month's invoice.

### **Returned Check Fee**

There will be a \$35.00 charge for any check returned due to insufficient funds. HYC will require cash or money order payments from any family who has written two insufficient funds checks.

## **TOUR BILLING, REFUNDS & SCHOLARSHIPS**

It is the policy of Heartland Youth Choir to collect the full tour amount from singers in advance of the tour. To facilitate this, the estimated tour cost for each singer is budgeted and monthly payments are scheduled. Singers choosing to participate in the tour are responsible for fulfilling these monthly payments. Late fees may apply, and no singers will be allowed to participate in a tour if their tour billings remain unpaid.

Tour *deposits* are non-refundable. Cancellations may also incur a cancellation fee. More specific cancellation rules will be part of the tour information supplied to singers before tour registrations are due.

Scholarship assistance for tours, if applicable, and any singer fundraising balances will be applied to the final tour billing in advance of the due date for the final tour billing. All prior tour billings are due and payable on the monthly schedule. Late fees may apply.



## **REHEARSAL & ATTENDANCE POLICIES**

### **REHEARSAL SCHEDULE**

Chamber Choir	Sunday	2:00 – 5:00 PM
Cantemus Choir	Monday	6:15 – 8:15 PM
Chanté Choir	Tuesday	6:30 – 8:00 PM
Cantilena Choir	Thursday	6:45 – 7:45 PM
Canto Choir	Thursday	5:45 – 6:40 PM

All rehearsals are held at the choir rehearsal room at Windsor Heights Lutheran Church.

### **MUSIC**

Singers are issued a folder with music, theory sheets, assignment sheets, and a pencil. Singers need their folder of materials at all rehearsals and retreats unless otherwise notified. Singers are responsible for their own folder and may be charged a replacement fee of \$20 if a new one must be issued.

### **REHEARSAL POLICY**

A productive singer should have a wide-awake attitude, pay good attention to the work at hand, and be eager to learn.

It is each singer's responsibility to check in with the Choir Coordinator upon arrival to record attendance. HYC members should be in their seats and ready to sing at the scheduled rehearsal times. Most training takes place in rehearsal. However, additional learning and study are required outside of rehearsals. Assignments are given during rehearsals and are to be completed by the following rehearsal.

### **SPECIAL REHEARSALS**

Special rehearsals may be called to prepare for upcoming commitments. A required rehearsal prior to a performance date is called "final" rehearsal; a required rehearsal on a performance day is a "dress" rehearsal. Any singer absent from a "final" or "dress" rehearsal must speak to his/her conductor about the absence in advance. The conductor will decide whether the student will be allowed to perform in the event.

### **RETREATS/SUPER SATURDAY**

Each semester members of Chamber, Cantemus, Chanté, and Cantilena Choirs hold a Retreat or "Super Saturday". These events are crucial to the success and development of the ensembles, both musically and socially. All singers are expected to attend. Because of the amount of rehearsing at the Retreat/Super Saturday, any singer not attending will be assessed one absence for each rehearsal unit missed.

## **ATTENDANCE POLICY**

All singers are expected to attend all rehearsals, retreats, and performances. On occasion, a singer may be absent because of illness or a religious, school, or family conflict. However, each singer is a valuable part of the ensemble and is vital to the success of all rehearsals and performances.

Singers must be present for 80% of all rehearsals and performances to maintain a good standing in the group. If a singer cannot meet the 80% attendance requirement, a meeting with the singer, his/her family, and the conductor will be held to determine a course of action. If the conductor feels it is necessary, the singer may be tested on music in order to participate in a performance. Excessive absence may result in the singer being asked to leave for the remainder of the semester.

Singers must not exceed the following absences per semester:

Chamber – 8 per semester

Cantilena – 4 per semester

Cantemus – 6 per semester

Canto – 4 per semester

Chanté – 5 per semester

*Retreat absences are calculated on the basis of rehearsal time (i.e. missing one rehearsal unit equals one absence).*

## **REPORTING AN ABSENCE**

*To be sure your message gets to the appropriate person, please contact the Choir Coordinators directly. Please do not call the office. Choir Coordinators' contact information will be printed in each edition of the Choir Notes. Absence from a performance must be cleared with the conductor prior to the performance.*

## **WEATHER CANCELLATIONS**

In the event of inclement weather, a decision to cancel will be made at least two hours before the scheduled rehearsal time. Cancellations will be broadcast over KCCI Channel 8, and WHO Channel 13. Cancellations will also be listed on our website, Facebook, and via email.

## **DISCIPLINE POLICY**

A choir member who disrupts the learning process by talking out of turn or other inappropriate behavior will be temporarily removed from the group during rehearsal. If difficulty continues, a meeting will be set up with the parent, child, and conductor. If the situation continues, HYC retains the right to drop the child from membership. Tuition will not be refunded.

## PERFORMANCES

All choirs will perform at three major HYC productions each year.

This year's schedule is:

Sunday, October 23 <sup>rd</sup>	AutumnSongs	Westminster Presbyterian, DSM
Sunday, December 11 <sup>th</sup>	WinterSongs	Sheslow Auditorium, Drake
Sunday, May 7 <sup>th</sup>	WorldSongs	Sheslow Auditorium, Drake

In addition to HYC-produced events, our choirs are often invited to perform at a variety of community activities. Ensembles for special performances, festivals, and out-of-town engagements will occasionally be selected from the performing choirs. Participation in special events is expected for each singer and absences must be cleared with the conductor.

Concert engagements are planned to include a variety of experiences within the season. Performance-readiness by the individual is a requirement of any performance. No one is guaranteed a place on stage without meeting the conditions for performance.

## SPECIAL EVENTS

Heartland Youth Choir offers several special events that allow our singers to further their study of music.

### **HYC Guys Power Sing**

A fun filled morning for guys in grades 5-12, and the guys of HYC, designed to inspire young men to sing and discover the joy of music. This event also features a session on vocal health for young men, a local school men's choir, and a performance by an a cappella men's ensemble.

### **SUMMER SONGS! and SUMMER TUNES!**

SummerSongs! Choir Camp is a week-long camp where students have the opportunity to participate in choral rehearsal, movement/dance sessions, musicianship classes, drama rehearsals, excursions to area attractions, and social activities. SummerSongs! is open to students who have completed grades 3-8 (with unchanged voices). SummerTunes! is open to students who have completed grades K - 2. Information and applications will be available in early spring 2017.

### **OPUS Preparation Clinic**

This clinic is offered to singers in grades 5-9 and is designed to fine tune the chosen material for the OPUS All-State Honor Choir auditions. In addition, participants are given audition tips and advice.

### **Meet the Composer Festival**

This festival is an annual event offered to singers in grades 4-8 from central Iowa schools and invited SATB choirs. Internationally known composers serve as the in-residence clinician and conductor for the two-day event.

## TOURS

Chamber, Cantemus, Chanté, and Cantilena tour each year. Participation in a tour is *optional* for members of these choirs. Each choir tours a distance from the metro area that is relative and appropriate for their ages.

### TOUR FUNDING

The cost of touring varies. All touring singers and their families are responsible for the cost of the tour. Chamber and Cantemus will be presented with their touring opportunity and all associated costs early in the season and a payment schedule will be established for those singers wishing to participate. Chanté and Cantilena will receive their tour information and costs in January.

### TOUR FUNDRAISING

All fundraisers offered throughout the year will be done as a group effort and will go towards lowering the total costs for all participating singers in a specific tour. A singer may choose to raise funds for tour outside of the group fundraisers Heartland Youth Choir offers and is responsible for those funds.

\*If your singer still has money in a tour fundraising account (discontinued in 2015), all previous rules for that account apply. The money will be kept in the account until the amount reaches a zero balance after being applied to tour costs. Upon graduation or resignation from HYC, the singer may direct any remaining amount in their tour account to another singer or it will be placed in the tour scholarship account.

The tour budgets are based on a minimum participation figure. If that number falls below the target amount, the tour may have to be cancelled. All deposits and payments will be refunded for any cancelled tour.

*Refunds for tour accounts are not made, except in the case of a cancelled tour as described above.*

### ELIGIBILITY FOR TOUR

It is crucial that all groups represent the Heartland Youth Choir and the State of Iowa in the finest possible manner. Eligibility for tours will be determined by musicianship, vocal ensemble, accuracy on the voice part, personal cooperation, and maturity. No one is guaranteed a place in tour ensembles.

### TOUR REHEARSALS

Extra rehearsals may be called for touring choirs. Attendance is mandatory at these rehearsals. The attendance policy for tour and summer programs is the same as our regular program. *No additional tuition costs are required for tour rehearsals.*

## PARENT VOLUNTEERS

Parents have always been, and will continue to be, a critical part of Heartland Youth Choir's success. Parents can sign up for a number of opportunities at the registration event. Parents are asked to offer assistance to at least *ONE* Heartland Youth Choir performance/project each year.

There are opportunities for everyone based on a parent's personal interest, time and availability to volunteer. Heartland Youth Choir was founded on the principle that each of us has different gifts and talents to share. And, that it will take all of us to make this organization function at its best!

Opportunities include:

- Fundraising Events
- Performance Activities - ticket sales, ushering, stagehands
- Chaperoning
- Photography
- Marketing/PR
- Office Assistance
- Hospitality
- IT/Technology

Please be willing to lend your talents and time to your singer and all the other young people who benefit from HYC's programs. We are truly grateful for your support!

### Singer Checklist

- ✓ Bring your music and folder with a sharpened pencil inside.
- ✓ Practice at home to be prepared for rehearsals and performances.
- ✓ Be in your seat, quiet and ready to work promptly at the beginning of each rehearsal and after the break.
- ✓ Use good self-discipline at rehearsal and during the break, realizing that you are representing your organization at all times and should be using your best behavior.

### Parent Checklist 🎵

- ✓ **Be aware of all communications you receive via e-mail and from your singer. Let the HYC office know if you have a new e-mail address.**
- ✓ Be prompt in getting your child to rehearsals and performances and in picking up your child afterward.
- ✓ Remind your child to have all his/her music in the folder for each rehearsal.
- ✓ Encourage your child to practice his/her music and assignments as often as possible during the week.
- ✓ **Notify your Choir Coordinator as soon as possible if your child will be absent from a rehearsal or performance.** Explain the reason for the absence.
- ✓ Be prepared to say "yes" when asked by Heartland Youth Choir staff or another parent to assist with a project.
- ✓ Participate as fully as possible in the fund-raising projects sponsored by the organization. They are vital to Heartland Youth Choir's ability to provide special experiences for singers.
- ✓ Know that parents are always welcome at regular rehearsals. Parents should take seats away from the immediate rehearsal area where they can observe, but not distract.

# UNIFORM REQUIREMENTS

CASUAL DRESS			
	Canto & Cantilena	Chante & Cantemus	Chamber
Shirt	Provided by HYC	Provided by HYC	Provided by HYC
	Maroon HYC t-shirt	Maroon HYC t-shirt	Maroon HYC t-shirt
Pants	Provided by family	Provided by family	Provided by family
	Blue Jeans, without: - holes - fraying - dragging hems, and - not tight or baggy	Blue Jeans, without: - holes - fraying - dragging hems, and - not tight or baggy	Blue Jeans, without: - holes - fraying - dragging hems, and - not tight or baggy
Shoes/ Accessories	Provided by family	Provided by family	Provided by family
	White or light-colored tennis shoes in good repair	White or light-colored tennis shoes in good repair	White or light-colored tennis shoes in good repair

SEMI-FORMAL DRESS			
	Canto & Cantilena	Chante & Cantemus	Chamber
Shirt	Ordered by family*	Provided by HYC	Women
	White, long-sleeve, interlock Polo with HYC logo #0362470K (traditional fit)	Maroon HYC t-shirt	Men
Pants	Ordered by family*	Ordered by family*	- Black modest dresses, skirts or gauchos with turquoise accents - Black shoes - Provided by family
	Black, plain-front blended chino pants	Black, plain-front blended chino pants	
Shoes/ Accessories	Provided by family	Provided by family	
	- Black socks - Black belt - Plain black shoes ✓ ½ in. heel or less ✓ polishable leather ✓ no buckles	- Black socks - Black belt - Plain black shoes ✓ ½ in. heel or less ✓ polishable leather ✓ no buckles	

FORMAL DRESS					
	Canto & Cantilena	Chante & Cantemus		Chamber	
		Girls	Boys	Women	Men
		Dress & Shoes - Ordered by HYC - Billed to family - Fittings during registration - Shoe fitting also at Elite Dance***	-Black Pants -White Lightweight Turtleneck -Provided by family**	Dress&Jacket, Shoes - Ordered by HYC - Billed to family - Fittings during registration - Shoe fitting also at Elite Dance***	Tuxedo Pants, Jacket and White Shirts with: - black studs & cummerbunds - wing-tip collar - Provided by family**
		Accessories • Black nylons or tights • Provided by family	Accessories • Black dress shoes & black socks (Provided by family) • Black Vest (Provided by HYC)	Accessories • Black nylons or tights • Provided by family	Accessories • Black dress shoes & black socks (Provided by family) • Black bow tie (Provided by HYC)

* Lands' End Ordering Information	** Milroy's Information	*** Elite Dance Outfitters
By Phone: 1-800-469-2222	3839 Merle Hay Road, Des Moines	9962 Swanson Blvd, Clive
On-Line: <a href="http://www.landsend.com/uniforms">www.landsend.com/uniforms</a>	515-270-2460	515-276-6115
Preferred school # 9000-9236-2	<a href="mailto:desmoines5@milroystuxedos.com">desmoines5@milroystuxedos.com</a>	<a href="http://www.elitedanceoutfitters.com">www.elitedanceoutfitters.com</a>
Simply tell the operator our school number. They know our uniform requirements. They will also send us a contribution as part of their school rewards program.	Hours: Mon-Fri 10 a.m. - 7 p.m. Saturday 9 a.m. - 4 p.m.	Hours: Sun. 1 - 4 p.m. Mon-Thur 10 a.m. - 7 p.m. Fri & Sat 10 a.m. - 5:30 p.m.
All Lands' End orders must be ordered to arrive by no later than <b>October 15!</b>	If you have a tuxedo for your school choir, you may use it for HYC if it matches our tuxes from Milroy's.	Be sure to mention that you are from Heartland Youth Choir to receive our discount.
Lands' End pieces are cut generously. We recommend using the size chart provided in the catalog or online, rather than ordering your child's usual size.		

## ADDITIONAL NOTES ABOUT UNIFORMS

### Purchasing Uniforms

Uniforms purchased through HYC may be paid with cash, check, or credit card.

### Used Uniforms

HYC operates a uniform exchange. We will begin collecting and distributing used uniform pieces at our Choir Kick-Off event. These can either be donated to HYC or priced for re-sale (usually about ½ of retail value.) All used uniforms in good condition will be available for singers to purchase in lieu of ordering new pieces.

### Sizing

All uniform pieces should be appropriately sized and fit comfortably, being neither too large nor too small. Uniform coordinators will work with each choir to determine appropriateness of fit. Inspect uniforms periodically and replace pieces which have been outgrown or damaged. **Also remember to check shoe fit.**

### Hair, Make Up & Accessories

For performances, girls' hair **must** be worn in a ponytail or held back from the face with a headband or barrettes. Hair accessories must be simple and non-ornamental. Tortoise Shell is the only acceptable color for hair accessories.

NO JEWELRY, please. Anything that shines is distracting; only small studs for pierced ears are allowed. Only clear nail polish is acceptable. Make up, if worn at all, should be very natural looking.

### Tailoring

**Pant length:** hemmed to 1" from the floor at the back of the heels with a break over the instep

#### **Dress length**

- **Chamber** - dresses *must* be professionally hemmed to the top of the heel at the back of the shoe. Dresses are lined and have a slit. Please make certain that your tailor leaves several inches of hem should you later need to lengthen the dress.
- **Chante & Cantemus** - dresses must be hemmed to 1½ inches from the floor