

# Welcome to Crosby Capriol Singers

as you consider whether you would wish to join us as a full member.

Crosby Capriol Singers meet each Tuesday evening for a rehearsal from 7:30 to 9:30pm, with a short break in December and a longer break over the summer. **We meet because we enjoy singing** and hope that you enjoy your experience with us. **We sing a wide range of music.** Some is sacred, some secular; some modern, some old; some by famous composers, some less well known; some English, some foreign. The singers have a wide range of backgrounds and musical experiences. We find some music easy to master whilst other pieces we have to work on.

Capriol perform 3, or 4 concerts per year in the local area; winter, spring and summer. We also sing at other occasional events, as well as weddings and funerals, where requested.

**To become a full member, potential choristers have to audition.** Auditions are held a few weeks after your first sing with us, when, we hope, you feel settled in the choir. During this interim period we will introduce you to other members who sing in the same section as you and provide you with a “buddy.” Auditions are informal and are undertaken by the Musical Director and one of the Committee members who will assess you by listening to you sing a piece of your own choosing and asking you to perform a few exercises.

**Full members pay an annual subscription which is currently £70.** If you audition after January, a reduced rate applies to your first year and the Choir Representative will advise you of this. After you have auditioned we will provide you with a full information pack which provides full details about being a member. Should you wish to view this before you audition, it can be found by following the link on our website [www.crosbycapriolsingers.co.uk/join\\_us.html](http://www.crosbycapriolsingers.co.uk/join_us.html)

It would be helpful if you could complete the lower section of this page to provide some details about yourself so that we can contact you, should we need to.

If you would like to speak to any members of the choir about choir life, please feel free to do so. We would encourage you to speak to the **Committee’s Choir Representative, Linda Newman**, who is responsible for welcoming and inducting all new members.

Your name .....

Your address .....

Your telephone number .....

Your e-mail address .....

## **Crosby Capriol Singers Welcome Pack**

We are pleased to welcome you as a full member of Capriol Singers, having successfully completed your audition.

We trust that you are able to attend all weekly rehearsals. If you are not, could you please let the Choir Representative (details below) know when you are unable to attend. Likewise, if you know that you are unable to attend an event because of other commitments, it would be appreciated if you could give as much notice as possible, as your being unable to sing at the event may mean that the choir is unable to sing its intended programme.

Please ensure that you are ready to start rehearsals promptly at 7:30pm. You will be provided with all the music that you require, so please remember to bring it with you each week, along with a pencil so that you can make any notes on the score, as and when you need to.

It can interrupt rehearsals if there is unrelated chat once the rehearsal is under way and we do ask that all members are considerate. On occasions the Musical Director will ask one voice section to sing their part and it is helpful if other voices do not sing, or hum loudly at such times.

We will take a break of approx. 10-15 minutes for refreshments part way through each rehearsal. All members play a part in preparing this "tea & biscuit" break and now that you have been accepted into the society, please look at the tea rota to check when you will be responsible for arranging this. If, for any reason, you are unable to do this at your allotted time, please try to switch with someone else on the rota and let the Choir Rep know of the switch.

We hope that you find us a sociable group but we do ask that all choristers return promptly after the tea break.

### **Loans**

The Choir Representative will arrange for you to be loaned a Capriol Choir folder and scarf (*ladies only*). We do ask that these are returned should you decide to leave the choir.

You will gradually be given scores of the music for each concert. Whenever you receive a piece of music it is important that you write your name in pencil on the first page as this is how we will know you have returned the music (which you should do at the end of the relevant event). We do ask that you take responsibility for music loaned to you and keep it in good condition as some of the music is itself loaned to Crosby Capriol.

### **Concert Attire**

We have a formal concert attire consisting of dinner jacket, white shirt with black bow tie and black shoes for men; a full length black dress, skirt or tailored black trousers with black top or blouse and black shoes for ladies. Ladies' sleeves need not be full length but should at least cover the elbow. Ladies are loaned a scarf. At some concerts men will be asked to dress less formally with an open necked black shirt and black trousers.

### **Access to the website Members' Zone**

The website Members Zone contains a variety of materials that members find helpful, such as rehearsal aids. This can be accessed through the log-in area on each page of the website. It is based around your e-mail address and a password.

Now that you have successfully passed your audition, please look out for an e-mail sent by the “webmaster.” It will provide a password for your first log in and should be changed to something you find memorable. If your e-mail security settings are high, there is a risk that this message could be automatically diverted to your junk or spam folders, so please check them periodically and if you have not received such a message within a week please speak to the Choir Representative.

### **Concerts**

We always try to provide dates for the year’s concerts at the start of our year (September) and the Choir Representative will provide you with these dates. We do ask all members to help in promoting concerts and selling tickets for each event.

### **Subscriptions**

All members pay an annual subscription which covers the costs of running rehearsals, music, insurance etc. This is currently £70 (September to August). If you have joined Capriol after January a reduced rate applies to your first year and the Choir Representative will advise you of this.

Subscriptions can be paid by cheque, payable to “Crosby Capriol Society,” or by bank transfer or standing order. Our bank details are: HSBC Bank, Sort Code XX –XX-XX; account name “Crosby Capriol Society,” account number XXXXXXXXX. Subscriptions are normally made by one payment per year but if you need to stagger your payments, or have difficulty making a payment please speak to the Choir Representative.

### **Gift Aid**

If you are a tax payer, Gift Aiding your subscription means that your annual payment is worth even more to the society. It would, therefore, be appreciated if you could complete and sign the Gift Aid Form, below and pass it to the Choir Representative.

### **Choir Representative**

The current Choir Representative is Linda Newman who can be contacted by telephone 0151 924 XXXX or by e-mail, [choir\\_rep@crosbycapriolsingers.co.uk](mailto:choir_rep@crosbycapriolsingers.co.uk)

**Name of Charity – The Capriol Society;  
Registered Charity Number 503870**

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**Gift Aid Declaration - For Past Present and Future Donations**

Please treat as Gift Aid donations all qualifying gifts of money made

Today     in the past 4 years     in the future

*Please delete any that you do not wish to apply*

I confirm that I have or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6<sup>th</sup> April to 5<sup>th</sup> April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The Capriol Society will reclaim 25p of tax for every £1 that I give after 6<sup>th</sup> April 2016.

Donor's Details: .....

Of: .....

Post code: .....

Signature

Date: .....

Please notify The Capriol Society if you:

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

*If you pay tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*