



Contra Costa Wind Symphony

Members Handbook

Handbook Committee: Rita Zigas-Brown, Kim Paternoster, Tim Machajewski, Lisa Gerbracht, Bob Grigas, Brittany Patterson, Luis Zúñiga

Welcome to the Contra Costa Wind Symphony! This handbook outlines expectations, guidelines, and procedures to help ensure a rewarding musical experience for all members. Whether you're a long-time performer or new to the group, your contribution is valued and essential to our shared success.

As members of the Contra Costa Wind Symphony, we are ambassadors of the ensemble's values, artistic vision, and collaborative spirit. Each musician is expected to contribute to a positive and respectful environment, both on and off the stage.

Mission Statement

Our mission is to provide elevated musical experiences for our audiences and members through the performance of high caliber wind symphony repertoire. We proudly present meaningful musical selections while striving for excellence. Our group champions musical growth, community engagement, and artistic collaboration. We are dedicated to shaping an inclusive and vibrant environment for musicians and audiences alike.

Membership

- Membership is granted through an audition process or personal invitation, with final approval determined by the music director ("MD") based on ensemble needs and musical proficiency. In some cases, a potential new member may be invited to participate as a guest performer for a limited time period before a final membership decision is made.
- Section leaders are appointed by the personnel manager and the MD.

- Consistent attendance is critical. Musicians are expected to notify their section leader, the personnel manager and MD in advance if they must miss a rehearsal. Please arrange for a qualified substitute if possible.
- Our season starts in August or early September and ends in early or mid-June.
- Rehearsals are on Wednesday evenings from 7:30pm to 9:30pm which includes a break. Location: Acalanes High School Band Room, 1200 Pleasant Hill Road, Lafayette, CA 94549. Rehearsal location and time is subject to change.
- At the discretion of the MD, sectionals may take place prior to the start of rehearsal.
- The MD may provide an email prior to the rehearsal regarding rehearsal order and other pertinent details.

Member Contributions

- The Contra Costa Wind Symphony is a 501(c)(3) nonprofit organization.
- While participation in the ensemble is not contingent upon making this annual contribution, the organization does not provide any goods or services in exchange for this payment, apart from intangible benefits such as the opportunity to perform and contribute to the mission of the ensemble.
- Therefore, the full amount of the contribution is considered a charitable donation and may be tax-deductible to the extent allowed by law. Members are advised to consult with their tax advisor.
- Each member will receive a written acknowledgment of their contribution, in accordance with IRS requirements for charitable donations.
- An annual contribution of \$350 per musician helps to ensure the ability of the group to continue in its mission.
- If available, matching company donations would significantly amplify the impact of your contributions.
- Members who decline or are unable to make the financial contribution to CCWS are encouraged to discuss the matter with the CCWS president so that the board of directors can understand the circumstances.
- Guest musicians who play with the CCWS on a trial basis are not asked or expected to make a contribution.
- CCWS members can make donations in a single lump sum at the start of the season. Payment plans can be arranged with approval of the board of directors. Donations can be made directly on our website using the "DONATE" button. If members prefer to pay by check, please deliver it to our Treasurer, President, or Vice President at rehearsal.

Rehearsal Etiquette:

- All members of the CCWS are expected to be respectful to each other. If there is any concern regarding another member's behavior, please bring it to the attention of your section leader and/or a board member.
- Each member is expected to practice and prepare the music before each rehearsal so that rehearsal time can be dedicated to ensemble playing and musical interpretation.
- Musicians must practice their parts on their own time outside rehearsal.
- All musicians are expected to give full and undivided attention to the MD and peers during active rehearsal time.
- The MD has the final word on the interpretation and execution of musical ideas and themes. If you have a musical question, ask your section leader first at break or at the conclusion of rehearsal. Additional questions can be brought to the MD.
- All personnel decisions, music selection, seating assignments, and artistic direction—including staging and programming—are made with one guiding principle: to serve the music. These decisions are the exclusive responsibility of the MD and designated leadership team.
- While historical practices may inform decision-making, they serve only as a foundation—not a limitation. Any attempt to impose personal agendas, override artistic vision, or undermine leadership authority—whether overtly or subtly—will not be tolerated. The ensemble's integrity and cohesion depend on every member supporting a unified artistic direction.
- Section leaders are expected to help and guide the members of their section to achieve the level of musicianship each piece demands.
- Cell phones and electronic devices must be silenced during rehearsal. Cell phone use should be reserved for break time.
- Talking amongst members should be kept to a minimum. Talking should not occur while the MD is giving instructions.
- Discriminatory, disruptive, and disrespectful behavior will not be tolerated and may result in expulsion from the group.

Expectations of the Music Director

- The MD is expected to uphold the highest standards of professional conduct. This includes demonstrating respect towards all ensemble members, fostering a positive and inclusive environment, and leading with integrity and fairness. The MD should serve as a role model, promoting collaboration, dedication, and ethical behavior both within rehearsals and during performances.

Music Library and Distribution

- Music will be distributed electronically when possible.
- Parts will be assigned before the first rehearsal of each set.

Equipment and Setup

- Bring necessary materials to every rehearsal: instruments, music, pencil, and any other essential equipment. Musicians may be required to bring their own stand and stand light.
- All musicians are encouraged to help set up chairs, stands, and assist where needed before and after rehearsals and concerts.
- Percussionists are responsible for assisting with setup and teardown of percussion equipment.

Concerts

- The CCWS season includes five or six concerts, subject to change. Concert dates will be communicated at the beginning of the season.
- The CCWS generally performs concerts at the Leshner Center for the Arts in Walnut Creek.
- The season ends with a concert of lighter music in mid-June. Locations vary, but Rossmore has been a common location for the June concert.
- Other concerts may be scheduled as opportunities arise and will be announced as far in advance as possible.
- Cell phones are prohibited from being present onstage. Cell phones must be turned off and stowed away off stage during the duration of the performance.
- All musicians are expected to present themselves in a professional manner at all concerts.

Concert Attire

- Musicians should be neatly groomed and well-maintained. No perfume or cologne. Dresses and skirts must cover knees when seated and standing. Concert attire is subject to the MD's instructions. Musicians may be asked to wear different attire for special concerts, but in general, dress attire is as follows:

General Concert Attire (All Black):

Option 1: Black dress or skirt, or black dress shirt that covers the shoulders and long black pants; black shoes and hose or socks.

Option 2: Black suit with long sleeved collared or mandarin collared dress shirt, black dress shoes and black calf length socks. Black undershirt and black tie may be worn, but not required.

Formal Concert Attire:

Option 1: Black dress or all black blouse and skirt; pantsuit consisting of jacket and tailored pants to the ankle of matching fabric with black blouse.

Option 2: Black tuxedo with long sleeved collared white shirt; black tie or bowtie; black dress shoes and black calf length socks.

Social Media:

- Website: www.ccwindsymphony.org
- YouTube channel: [@CCWindSymphony](https://www.youtube.com/@CCWindSymphony)
- Facebook: Contra Costa Wind Symphony
- Instagram: [@contracostawindsymphony](https://www.instagram.com/contracostawindsymphony)

Contacts

- Music Director: Luis Zúñiga, conductor@ccwindsymphony.org
- President : Rita Zigas-Brown, president@ccwindsymphony.org
- Vice President: Tim Machajewski, vicepresident@ccwindsymphony.org
- Treasurer: Bob Grigas, treasurer@ccwindsymphony.org
- Secretary: Brittany Patterson, secretary@ccwindsymphony.org
- Marketing: Lisa Gerbracht, marketing@ccwindsymphony.org
- Webmaster: Kim Paternoster, webmaster@ccwindsymphony.org
- Personnel Manager: Rita Zigas-Brown, zigas-brown@comcast.net
- Facilities Coordinator: Gordon Gore, gordon_gore@hotmail.com
- Director: Martha Rosenberg, mrose5407@yahoo.com
- Director: Lisa Maher, lhmaher@gmail.com

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HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE FORM

- I have read the Contra Costa Wind Symphony Musician Handbook and agree to all the information, policies, and expectations described therein.
- I understand that my commitment to the Contra Costa Wind Symphony is strictly voluntary and on a season-to-season basis.
- I agree to do all I can to support the Contra Costa Wind Symphony's quest for musical excellence.
- I understand musicians are encouraged to contribute financially, if able, to help offset expenses.
- I agree to consult with my section leader, personnel manager and/or Music Director if attendance issues or other questions or concerns arise.
- Since information and policies are subject to change, I understand that such changes will be communicated to me by my section leader or by a board member.
- I agree to allow my email address to be used for communication from the Contra Costa Wind Symphony.
- I agree to allow the Contra Costa Wind Symphony to publish photographs and/or videos that include my image when appropriate for wind symphony publicity, grants, or other wind symphony business.

Please e-sign on the [Google Doc](#) once you have read this handbook.