

## City of Bristol Choir - Members' Information

This is important information for all members of the choir. Please make sure you have read it carefully.

### Background

City of Bristol Choir was founded in 1991. David Ogden was appointed as Musical Director in 2000. Under his direction the choir enjoys a busy schedule of concerts and events. The choir is made up of approximately 100 auditioned adult singers who rehearse regularly throughout the year, giving four or five concerts each year. City of Bristol Choir has also appeared on BBC television's Songs of Praise and BBC Radio 2's Sunday Half Hour.

The choir has toured Slovakia, Germany, Spain, Portugal, Italy and Belgium.

### Rehearsals

We rehearse every Thursday evening in term time with occasional Monday evening rehearsals in the week before a concert. All our rehearsal dates are published on the diary in the members' section of the CBC website.

<http://www.cityofbristolchoir.org.uk/members-information/>

**Rehearsals start promptly at 7.30 pm and usually finish at 9.30pm.** We have a short break at around 8.40, when there is a raffle to raise funds for choir. Remember to bring a pencil to every rehearsal. Please remember to sign the register when you arrive at rehearsals. Members are expected to sing in all concerts – if you are unable to sing in a specific concert please inform David [david@davidogden.co.uk](mailto:david@davidogden.co.uk) straight away. Also email Rose [membership@cityofbristolchoir.org.uk](mailto:membership@cityofbristolchoir.org.uk) Please indicate on the register your availability for concerts.

If you are going to miss a rehearsal or if you are going to be late – please email Rose [membership@cityofbristolchoir.org.uk](mailto:membership@cityofbristolchoir.org.uk) & copy David [david@davidogden.co.uk](mailto:david@davidogden.co.uk) – it is really important for David to know about absences. If you miss a rehearsal it is your responsibility to catch up – all rehearsals are recorded and a link is emailed within a couple of days. If you miss more than two rehearsals in advance of a concert, it is within the musical director's discretion to ask that you do not sing for that concert.

*Please keep an eye on your emails – emailing is the main communication within the choir.*

### Concerts

These are always hugely rewarding and successful. We rehearse during the afternoon of the concert with the orchestra and soloists if applicable. There is always a need for volunteers to help with staging, seating, selling programmes, interval drinks etc so please listen out for requests in the weeks before the concert.

### Choir folders

For most concerts we use a choir folder. Members are expected to buy a new folder which costs £16. You will meet Ros Saunders who will sell one to you. If you leave City of Bristol Choir we would appreciate the return of your folder and you will be reimbursed (currently £10 for a folder in good condition).

## **Concert Dress**

Women - full length black skirt or trousers (not jeans or leggings) & a long-sleeved black top. You will be issued with a pink scarf.

Men – black trousers and black open-necked shirt.

We perform two Christmas concerts – for one, women wear sparkly tops and for the other both women and men wear jewel coloured (think Quality Street) tops.

## **Tickets & Publicity**

Selling tickets for our concerts is a team effort.

Everyone in the choir is expected to help with advertising concerts. This involves delivering leaflets within Bristol and sharing online content and social media posts. Emails will be sent from David to choir members which each member should forward to friends and family to invite them to the concert. In addition, the choir can be found on Twitter and Instagram using the handle @bristolchoir on both platforms. The choir has a public Facebook page under 'City of Bristol Choir' from which posts can be shared.

There is also a members' Facebook group administered by Beth Napier which is used for choir members to chat and to share dates of other concerts and events amongst themselves. Access to this group can be requested on the Facebook page 'City of Bristol Choir Members'.

Tickets can be purchased from Peter Searle-Barnes during rehearsals.

## **Music**

Jane Johnson, the choir's librarian will give you the music you need. You must return it as soon as the concert is finished, having rubbed out any markings. It is rare, but sometimes we ask you to buy the music. We try and keep the cost as low as possible.

## **Subscriptions**

The annual membership subscription is currently £210. You can pay in one go in September, in three £70 instalments at the beginning of each term, or you can pay twelve monthly instalments of £17.50 by standing order. You can choose your method of payment.

- To prevent queues at rehearsals, the best way is by online transfer.

Account	City of Bristol Choir
Sort Code	40-52-40
Account no	00014714
Reference	SUBS plus your name

Please email Tim Jackson [secretary@cityofbristolchoir.org.uk](mailto:secretary@cityofbristolchoir.org.uk) so he can check your payment has arrived.

- You can pay by cheque made payable to 'City of Bristol Choir', or in cash. Please give this to Tim Jackson, who collects them at the first rehearsal of each term.
- If you wish to set up a standing order, please contact Tim Jackson. He needs to check it is working and to agree your monthly payments if you are starting later than September. If setting

it up online, please use our account details above. Or Tim can provide a form for setting it up manually

### **Gift Aid**

If you are a UK taxpayer, please can you complete the Gift Aid form and give it to Tim Jackson. This costs you nothing extra, and as the choir is a registered charity it enables us to reclaim tax from the taxman.

It is a valuable source of income. Thank you.

### **Choir Concert tours**

Alternate years the choir travels to a European city for a concert tour, usually lasting between three and four days. These tours are enormous fun and we sing some excellent music.

We will be touring in France in October 2020.

### **Contact Details and Personal data**

When you join City of Bristol Choir you will be asked to complete the personal data sheet and give it to Rose Lancaster.

If your contact details should change, please email Rose [membership@cityofbristolchoir.org.uk](mailto:membership@cityofbristolchoir.org.uk)

### **GDPR Compliant**

1. City of Bristol Choir has a legitimate interest in processing your data for the proper administration of the choir. For example, we communicate choir business via email, we record subs, music loans, folder details & general admin.

2. If you come on a tour with us we may need to record and process your passport details and to share your data with tour operators, hotels and transport companies. Specific requests for data are made at the time for those coming on tour for the purpose of the performance of a contract.

3. We will not share your data with other organisations.

We will not use your data for anything other than choir business.

4. CBC will retain members' data for the duration of their membership AND after they have left for two purposes: First, it will be retained for two years to enable the collection of any outstanding music or the return of a folder. Second, if CBC has claimed Gift Aid on any payments made to CBC by the member, the member's data will be retained for specific HMRC purposes for seven years after membership has come to an end.

Rose Lancaster, Membership Secretary.  
September 2019