

# WELCOME TO BCO!

We're glad to welcome you as a member of Bristol Concert Orchestra. We thought you may find the following information useful to help you settle in.

- **Website** - The orchestra's website can be found at [www.bristolconcertorchestra.org.uk](http://www.bristolconcertorchestra.org.uk). It is regularly updated with details of concerts, rehearsal schedules and pictures, amongst other things. Why don't you add it to your favourites list?
- **Mailing List** – Much of the communication within the orchestra takes place via the members' mailing list, so you are strongly encouraged to supply the Membership Secretary with your email address.
- **Your Committee** - There is an elected committee who manage the day-to-day running of the orchestra - if you ever want to raise anything about the orchestra, just have a word with one of the friendly reps! (There is also an Annual General Meeting each Autumn which is your chance to raise your views).
- **Suggestion List** - As a member, you can have your say in what the orchestra plays each season. The Suggestion List opens each Autumn term on both the website and the information table at rehearsals. Just add your suggestions, and these will be considered at the annual programme-planning meeting.
- **Constitution** - The orchestra's constitution governs how it is run. For details, have a look at the website. Paper copies are also available on request.

## Your Responsibilities as a member:

- **Attendance** - Let someone know if you can't attend a rehearsal (and ensure a deputy has been arranged, if you are a Wind / Brass player). If you have the music, make sure you send it in!
- **Music Parts** - If you sign for a part you are responsible for knowing where it is - if it gets lost you will be asked to pay for a replacement, so make sure you look after it.
- **Practise** - Every member has a responsibility to ensure they can play their part to enable us all to get the most out of our music-making. There are waiting lists for most sections of the orchestra, so if you don't practise, beware.....!!
- **Subscriptions** - You need to pay your subs by the fourth week of term to avoid a £5/£3 late payment charge. Many people pay by BACS transfer or standing order. The Treasurer will email round the details to the mailing list.
- **Tickets** - The majority of our audience for our concerts comes from personal contact through members, so please make sure you make an effort to sell as many tickets as you can for each concert. This not only ensures that we don't incur losses each time we perform, but playing to a full house is much more enjoyable, and you may even find some new 'regulars' for us. So go on, ask that person you sit next to at work.....
- **Register** - Please tick the register on the information table each week - it only takes a couple of seconds! Also, please make sure the Membership Secretary has your contact details.
- **Tea, Coffee & Hot Chocolate** – Supplies to make yourself a hot drink in the break are provided – all you need to do is bring a mug.
- **Put your chair and stand away at the end of the rehearsal** - it only takes a minute and saves everyone time!

And finally, if you want to meet some BCO members socially, there is usually a group visiting a local hostelry for some light refreshment after each rehearsal - ask Stefan as he usually knows!