1. Congratulations! You are now taking the first step to performing with the Jazz Ensemble here at Conrad Grebel University College. I am looking forward again this term to soon meeting you and sharing the music of the jazz greats. Below are just a couple of things you should know to get the most out of our time together.

2. **Attendance Policy:** Playing in the band is a commitment to each other. Regular, punctual attendance is the first and most basic part of commitment. Absence due to severe illness and family emergencies or mid terms is to be expected, but you must contact me by phone. Call my cell number 519-275-0287, you will most likely get me right away. If not leave a message, including a time I can call you back, and the number. Missing more than two rehearsals will jeopardize your receiving credit for the course. It also affects the quality of the performance.

3. **Placement:** There are no first chair players in this ensemble and never have been. We are all striving for the very best and everyone should have an opportunity to play lead horn and/or solo.

4. **Concert:**
   - The concert for the end of the term is scheduled for:
     - Sunday, December 3, 2017 - 2 pm in the Great Hall.

5. **Sheet Music** of considerable value has been loaned to you. Please take very good care of this sheet music. Use pencil only. You will be charged full replacement cost for any music defaced or not returned immediately after the final concert. If the music is not available for purchase the charge will be $15 per part.

6. **Rehearsals and Practising:** Rehearsals are Monday evenings at 7 pm in the Great Hall (Room 1111) starting Monday, September 18, 2017. This means you must be on site to help set up chairs and stands, as well as warm up by 6:30 pm. If this is a problem, let me know immediately.

Best Regards to all ….. this is going to be one of the best parts of your time here at the University of Waterloo.

Michael Wood
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