

## Preparation and storage of MSS music

<b>Prepare music for new season:</b>		<b>Hours needed</b>	<b># of people</b>
	Get commitments for continuing members using signup sheet at rehearsals & email	2	1
	Compile list of people who will be singing, grouped by music assignment numbers.	2	1
	Retrieve music pieces from storage as directed by Chris Vincent. Chris will also provide any new pieces of music to the librarian.	1	1
	Punch all music pieces items that are not already punched and write music assignment numbers (S1, S2 . . . A1, A2, etc) in top right corner.	1+	1 or 2
	Sort each music piece by music assignment numbers	1+	1
	Collate music into sets for all singers and some visitor sets	2+	1 or 2
	Create 2-part Music Fee receipts for singers and MSS Bookkeeper	1	1
	Clip the Music Fee receipts to each set of music (not Visitor sets) (be sure to have enough small paper clips on hand)	½ hour	1
<b>Night of first rehearsal:</b>			
	Set out music sets by Section for singers to pick up; singers take to Bookkeeper to pay fee.	15 minutes	1
<b>Weekly rehearsals:</b>			
	Distribute music to visitors, explain process, get them to return music at end unless joining, and assign numbers to those who decide to join. <b>This is where the most help is needed every week.</b>	15 minutes per rehearsal	2
	Assemble additional visitor sets as needed during Season	5 minutes each	1
<b>Storing previous season's music:</b>			
	Sort music by piece. Select only 1 or 2 pieces to sort by Music # to identify which singers have returned their music.	2.0	1
	Return all music to the storage space. Some will straggle in later but it's best to return everything else to storage as soon as possible.	1.5	1
	List members who have not returned their sets & initiate communication with those members	½ hour	1