

Preparation and storage of MSS music

| Prepare music for new season: | | Hours needed | # of people |
|---|---|--------------------------|--------------------|
| | 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 |
| | | | |
| Night of first rehearsal: | | | |
| | Set out music sets by Section for singers to pick up; singers take to Bookkeeper to pay fee. | 15 minutes | 1 |
| | | | |
| Weekly rehearsals: | | | |
| | Distribute music to visitors, explain process, get them to return music at end unless joining, and assign numbers to those who decide to join. This is where the most help is needed every week. | 15 minutes per rehearsal | 2 |
| | Assemble additional visitor sets as needed during Season | 5 minutes each | 1 |
| | | | |
| Storing previous season's music: | | | |
| | 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 |
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