

CHAUTAUQUA MUSIC CAMPS

Policies and Procedures 2020

Subject to change prior to start of camp. These policies and procedures apply to all campers. Residential Campers must adhere to these policies, in addition to those provided by their host organization.

Chautauqua Institution Gate Pass Information

Everyone over the age of 12 is required to have a gate pass or event ticket to visit the grounds during the summer season. Campers who will be 13 and older during Camp Week will receive their gate pass provided through Chautauqua Music Camps upon arrival at camp. Gate passes will be affixed to the back of the camper's nametag, which is to be worn at all times. Gate passes/name tags will be distributed at check-in:

- Saturday, Aug. 15, for all Residential Campers and all Day Campers participating in the opening weekend of Orchestra Camp, or who requested early pickup of their pass (see below).
- Monday, Aug. 17, for all others.

Parents dropping off students daily from outside the grounds of the Institution will be permitted to drive in to drop off without a gate pass, for that purpose only. The camper gate pass will admit the bearer to all evening Amphitheater events during the week, including Chautauqua Symphony Orchestra concerts Tuesday and Thursday, the Music School Festival Orchestra concert Monday, and popular entertainment Wednesday and Friday.

Day-Campers arriving Saturday, Aug. 15, to stay on the grounds for the week may arrange for their pass & name tag to be left at Will Call at the Main Gate Welcome Center. This service is available only to those staying on grounds. Please notify Peter Lindblom before Aug. 1 via email at plindblom1@gmail.com to request an early pickup of the camper's gate pass. Chautauqua Institution Gate Passes are extremely valuable, and as such, we cannot replace lost passes. Lost gate passes must be replaced at camper expense — campers with no gate pass will forfeit place at camp. Withdrawals from camp due to lost gate passes are non-refundable. Info regarding gate passes for family members attending camp concerts is provided under Concert Info below.

Camp Daily Hours

Chautauqua Orchestra Camp:

- Saturday*: afternoon and evening rehearsals and activities
- Sunday*: a full day of rehearsals, performances and group activities
- Monday–Thursday: 8:45 a.m.–3:45 p.m. — rehearsals and activities (possible Tuesday night 6:30 p.m. rehearsal)
- Friday: 8 a.m.–5 p.m. — rehearsals and performances
- Saturday: 10–11:30 a.m. — rehearsal and performances. Report time for students, 9 a.m.

**Opening weekend is optional for day-campers, but required for residential campers. Final schedule will be sent from our partners at Youth Chamber Connection (YC2).*

Chautauqua Band Camp: 9 a.m. to 4:30 p.m., with music activities ending at 3:15 p.m. and Chautauqua Experience enrichment activities from 3:30–4:30 p.m. Monday–Friday. Concert is Saturday, Aug. 22, at 12 p.m.

Chautauqua Jazz Camp: 9 a.m. to 4 p.m., Monday–Friday. Concert is Friday, Aug. 21, at 2 p.m.

Locations & Procedures for Check-in

Orchestra Camp:

- **Opening Weekend Check-In — Saturday, August 15, 11:30 a.m.–12:15 p.m.:** Bellinger Hall, Basement Assembly Room (below dining hall) — this check-in is for all residential campers, as well as all Orchestra Camp Day-Campers who are participating in an opening weekend performance. Specific drop-off and check-in instructions will be sent by August 1.
- **Morning Check-In — Monday, August 17, 8–8:45 a.m.:** Orchestra Camp Office next to McKnight Hall on the campus of the music school. Check the posted list for the number of your Practice Shack, where you will begin each morning.
- Refer to your detailed schedule, provided at Check-In, for various locations used throughout the week.

Middle School Band Camp:

- **If you have already registered: Morning Check-In — 8:15–8:45 a.m.:** Outside McKnight Hall on the campus of the music school for students already registered and fully paid. Signs will be posted outside McKnight Hall to check in by last name.
- **On-site registration at this time also**
- Cases go in Studios 1 & 2; rehearsals are in McKnight Hall.

Jazz Camp:

- **Morning Check-In — Monday, August 17, 8:30–9 a.m.:** Please report directly to the Jane A. Gross Center. Jazz Camp will rehearse in Jane A. Gross Opera Center, located across the Route 394 from Chautauqua Institution next to Shaw Laundry. Those walking from the Chautauqua Institution grounds should walk in buddy groups of 3 or more, or be accompanied by an adult chaperone — exit via the pedestrian gate at Chautauqua’s main entrance, cross Route 394 at the traffic light and turn right. Parking is available behind the building for students who drive.
- Thursday afternoon, Friday morning rehearsal, and Friday’s performance will be held in Fletcher Music Hall, on the music school campus within Chautauqua Institution.

Camp Office: Main office during Camp week is the School of Music Office. Chautauqua Music Camp Staff use Studio #6 between McKnight and Elizabeth S. Lenna Halls.

Drop-off/Pick-Up Procedures for Day-Campers

Parents: Music facilities (Fletcher, McKnight, Lenna, studios & practice cabins) are closest to the Turner Gate entrance to Chautauqua. Parents of students residing outside the grounds of the Institution will be permitted to drop off students directly in front of the music buildings beginning at 8:30 a.m. each day. Day-Campers are not to arrive before 8:30 a.m., unless accompanied by a parent/guardian, as camp staff report at 8:30 a.m. (not including check-in day). Campers attending the Chautauqua Experience enrichment activities may be picked up at Club by 5 p.m. daily; campers who are leaving after the music activities at the end of their camp may be picked up at their designated music building. Those not attending the Chautauqua Experience enrichment activities must be picked up promptly at the end of the musical activity time. Parents dropping off or picking up campers after music activities should tell the attendant at the Turner Gate that they are dropping off or picking up, and they will be allowed in without a gate pass for that quick purpose only. Parents who are picking up students at Club should enter through the South Gate, tell the attendant at that entrance the same as above. Please see enclosed map and directions below.

To Fletcher Music Hall: After entering at the Turner Gate, proceed straight ahead and turn right on Palestine. Fletcher Music Hall is on the right.

To McKnight and Elizabeth S. Lenna Halls: After entering at the Turner Gate, proceed straight ahead, turn right on Palestine and drive past Fletcher. Elizabeth S. Lenna Hall is immediately past Fletcher Music Hall on the right and has a surrounding porch; McKnight Hall is the next building past Lenna Hall and has white columns.

Medication

Parental permission is required for the camp staff to be able to administer any medication. Please place all medication in a zip-top storage bag with the student’s name clearly labeled. Prescription medication must be in its original bottle with the pharmacy label with instructions attached. Medications, such as inhalers, that must stay with your child must be indicated on the medical form. Bags will be collected at registration and returned Friday afternoon. Medications not picked up by the end of camp will be destroyed.

Seating Auditions

All middle school band students will be asked to demonstrate a few basic skills, such as scales, sight reading and high and low ranges during their first small group sectional rehearsals on Monday. Students should do their best, but do not stress about the audition. This is just to give faculty a sense of how students play to place them in a part that is appropriate for their level and/or ability. Percussion parts will be assigned by percussion staff to give those students an opportunity to rotate instruments. No audition excerpts are being sent at this time. Orchestra Camp players will be contacted upon registration by our partners at Youth Chamber Connection (YC2) for further details regarding required videos to assist our coaching staff with camp placement within the orchestra and chamber groups.

Lunch Hour

Band Camp and Jazz Camp students will have assigned lunch chaperones who will remain with each group for the week. *Please email plindblom1@gmail.com to request inclusion in a nut-free group if needed.* Groups will be chaperoned by staff and/or parent volunteers, and group size is dependent on the number of available chaperones. Students should bring a sack lunch or money to buy lunch at a Bestor Plaza food venue. Groups will decide on how to spend the remaining portion of lunch hour each day (for example: swimming, hacky sack, walking around the grounds, getting ice cream, etc.). Students with family on the grounds may elect to go home for lunch with written parental permission submitted each morning. Students going home must return to camp on time each afternoon or away privileges will be revoked. Students going home for lunch will still be assigned a lunch group in the event they want to stay with camp for lunch later in the week. On Friday, students will not be allowed to go home for lunch so they may attend the pizza party, social events and Jazz Camp concert.

Orchestra camp students will eat together in Bellinger Dining Hall Monday through Thursday, where they will be assigned to a lunch group supervised by a parent or staff chaperone. Day-campers may bring a sack lunch or money to buy lunch in the dining hall (prices TBA); or day-campers may opt to go home for lunch, with written permission provided at the start of each day (see further explanation above). Once campers have finished lunch, they may leave Bellinger to enjoy their remaining free time, provided they organize into buddy groups of three or more campers; they must let their chaperone know the destination and plans. All orchestra campers will eat pizza lunch in Bestor Plaza on Friday – discuss dietary options in advance with your lunch chaperone if you are unable to eat pizza.

Parent Lunchtime Chaperone Information

Parents who indicated on the registration form that they would like to chaperone campers at lunch during the week will be contacted in late July to confirm availability. Gate passes will be issued to parent chaperone volunteers. Chaperones are responsible for their own parking each day. Daily lunch group chaperones should stop by the Camp Office Monday morning during check-in to pick up their gate pass for the week if possible. There will be a short orientation meeting 11:30 a.m. Monday at Studio 6 before students emerge seeking a chaperone for their group at 11:45 a.m. Lunch groups will be intact Monday through Thursday. The lunch hour is 11:45 a.m.–1 p.m. each day. Lunch group chaperones are also welcome to take part in the Friday Pizza Party. Please see below for more information.

Friday Pizza Party Parent Chaperone Information

Parents who indicated on the registration form that they would like to chaperone campers during the Friday pizza party will be contacted in late July to confirm availability. Gate passes for Friday will be issued to parent chaperone volunteers and sent home with campers Thursday of camp week. Chaperones are responsible for their own parking. Pizza party chaperones should plan to arrive by 11:15 a.m. Friday, Aug. 21, at McKnight Hall. Chaperones will be asked to assist in picking up the sheet pizzas, driving them to Bestor Plaza, accompanying all campers to Bestor Plaza on foot after they are excused from rehearsals at 11:45 a.m., and helping set up chairs and stands for small group performances at the plaza during lunch. Chaperones will then “float” and respond to needs as they arise, accompanying students who wish to enjoy some free time before attending the 2 p.m. Jazz Camp concert at Fletcher Music Hall or string orchestra rehearsal. Chaperones will be needed to assist the full camp’s move back from Bestor Plaza to McKnight Hall/Fletcher Music Hall. Chaperones are welcome but not required to stay for the 2 p.m. Jazz Camp concert.

CSO Dress Rehearsal Information

Band and Orchestra campers will observe a Chautauqua Symphony Orchestra dress rehearsal at the Amphitheater on either Tuesday or Thursday. The student’s gate pass will also grant them admission to any evening performances on the grounds if they are interested in attending. Parents will need to purchase their own gate pass to also attend. Evening passes, good 4 p.m. to midnight, are available for purchase at the Institution Ticket Office.

Concert Attendance Gate Pass Information

Each registered camper will receive two non-Amphitheater passes to be used for family members wishing to attend one of the camp performances. Additional gate passes may be purchased at the Institution Ticket Office. Parking is available at the Main Lot. (See Drop-off for Campers Requiring Accommodations below.) Concert performers should wear their camp T-shirt for performances (T-shirts will be distributed on Thursday afternoon).

Concert Information

Friday Jazz Camp Concert: The Jazz Camp Concert is at 2 p.m. Friday, Aug. 21, in Fletcher Music Hall.

Friday Chamber Concert: The Chamber Music Concert is in the late afternoon (time TBD) Friday, Aug. 21, in McKnight Hall.

Saturday Orchestra Concert: The final concert for Orchestra Camp will be held at 10 a.m. Saturday, Aug. 22, in Elizabeth S. Lenna Hall.

Saturday Middle School Band Concert: The final concert for Middle School Band Camp students will be held at 12 p.m. Saturday, Aug. 22, in Elizabeth S. Lenna Hall.

Dress for the Concerts

Nice clothes (khakis, black dress pants, skirts, capris, nice shorts or dark wash denim bottoms, free of holes and rips, please) and the camp T-shirt. T-shirts will not be distributed until Thursday of camp week to avoid misplacement prior to the concerts. Each student will receive their T-shirt in the size indicated on the registration form. Extra T-shirts, if any, will be offered for sale at Saturday's concerts.

Drop-off for Campers Requiring Accommodations for Concert Days

Any persons attending the Friday or Saturday concerts needing accommodations to facilitate building access should enter the Turner Gate and request a gate pass to facilitate entry for a guest requiring accommodations at the booth. Guests will be permitted to enter and drop off any passengers with mobility challenges prior to parking in the Main Lot. Or, please ask at the booth about accessible parking for drivers with mobility challenges with a state-issued parking permit.

Large Instrument Storage

Tubas, bari saxes, baritones, and percussion equipment, as well as double-basses, may be kept in the camp business office overnight if needed (at your own risk), but home practice each night is encouraged.

Music Folder Sign-out

Large ensemble music will be placed in folders by instrument. Students may be sharing folders depending on instrumentation. Folders may be signed out for evening practice at the end of the day from a designated staff member. It is the responsibility of the student to return folder the following day, regardless of attendance or absence of the student. All music must be returned at the end of the camp. Chautauqua Music Camps depends on the generosity of other institutions from which we borrow music. All music must be returned to these institutions in the same condition it was borrowed. The replacement cost of any music not returned or damaged by the end of camp (which can be more than a \$50 value depending on literature) will be charged to the student or students assigned to that folder.

Access to Practice Facilities

Campers may be granted access to practice facilities during the week for individual and/or group practice. Campers must request access to designated practice facilities from Camp Staff. Access to designated practice facilities will be granted based on availability of facility and supervision capacity. At no time will campers be permitted to enter into practice facilities without the knowledge, approval and supervision by Camp Staff.

Cellphones, iPods, etc

You are welcome to bring these items at Camper's risk to use during breaks or lunch. They are to be off and put away during all camp activities. Staff may temporarily confiscate offending devices.

Behavior

Student safety is a high priority at Chautauqua Institution, which makes every attempt to balance concerns of student whereabouts with providing a wonderful and musical “Chautauqua Experience.” Considering the scope of our offerings and the wide span of ages of our campers, it is important that students follow directions while at camp. Should campers exhibit defiant or disruptive behavior, the camper’s parent will be contacted. Severe or repeated incidents may result in the camper being removed from camp without refund. Additionally, any illegal activity will be reported to the Chautauqua Police. Chautauqua Institution hopes to collaborate with parents, students, staff and the Chautauqua community to make this a great all-around experience for all involved, and support from all stakeholders to make it so is greatly appreciated.

For additional information, search chq.org.

Camp Checklist

Please bring the following items to camp:

- Pencil
- Folding music stand WITH YOUR NAME ON IT (keep it with you to avoid loss)
- Medicines indicated on medical portion of registration
- Lunch or lunch money (\$10+ depending on location)
- Sunscreen
- Hats, sunglasses (for use during free time only, not during rehearsals or classes)
- Swimsuit and towel (optional)
- Sporting equipment (ball, Frisbee, etc.) (optional)
- Instrument & all necessary equipment
 - Percussionists: Snare drum or drum pad, mallets and sticks, any additional materials required by percussion instructor.
 - Middle School brass players: Trumpets should bring straight mute if you have one.
 - Jazz Camp trumpet players: Harmon, plunger and straight mutes if you have them.
 - Woodwind players: Extra reeds in case of wear or damage.
 - String players: Extra strings if you have them — we will not have extras. Cello players should bring end pin holders or rock stops. Bring a prepared solo if you have one for the placement audition.

Be sure to like “Chautauqua Music Camps” on Facebook and follow us on Twitter (@CHQMusicCamps)!

Doing so will provide you with access to announcements as camp week approaches, as well as pictures and other information during camp.