

# Oakleigh Brass

## Information Pack



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*Welcoming players of all abilities to promote and perform a variety of music in our community.*

Oakleigh City Band Inc. A 21946 G (ABN 45 245 962 429)



## Welcome to our friendly band

Here at Oakleigh Brass we welcome players of all abilities to promote and perform a variety of music in our community.

This member pack includes all the information that helps to shape our band.

We are governed by Model Rules and By-Laws. The Model Rules are general rules that apply to all Incorporated Associations, and the By-Laws are specific rules that apply only to us. These are all accessible from our website [www.oakleighbrass.org.au](http://www.oakleighbrass.org.au)

We also have our Marching Guide. We don't often march, but when we do, we try to stay together! This handy reference touches on the basics of marching, for the few occasions each year that may we march down the street. Marching is a little bit hard at first, but we make sure to practise it beforehand so everyone feels confident.

Again, if you have any questions please ask one of our committee members. They are here to help you!

We look forward to making music together!

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## Music Director: David Keeffe

Our Music Director is David Keeffe. David is a horn player, composer, conductor and general brass enthusiast.

Our goal is to welcome players of all abilities. This means, as a beginner, one note a bar (or even just the first note) is awesome. By sitting in a rehearsal your skills will quickly improve, but it will take time and patience. You can always ask David or one of our confident players for some tips on what to practise at home to improve even faster. If you are an experienced player, David will encourage you to improve your skills too.

## Rehearsals and Performances

### When and where for rehearsals?

Rehearsals are on Monday nights. Please aim to have warmed up your instrument (and brain) and be ready to play at 8.00 PM. We really do try to start on time. We also try to finish on time at 10.00 PM.

We rehearse on most Mondays throughout the year, except public holidays. We take a break around mid-December returning in time to prepare for a performance on Australia Day.

What to do if you can't make a rehearsal? Please let us know.

Where? Oakleigh Hall, Drummond Street, Oakleigh. There is street parking and a nearby car park.

We stop for tea/coffee/biscuits around 9. Please BYO mug.

### Health comes first

If you think that you have a bug, please don't come to a rehearsal or to the gig.

### Instruments

We can lend you an instrument, subject to availability, just let us know. We have a good collection of percussion, and are willing to expand this as needed.

Oakleigh Brass maintains the service history of all its loaned instruments and will cover the cost of servicing the band instrument if notified beforehand. However, ***we do not cover the cost if damaged***, so please take care of it and ***repair*** if needed.

If you stop being a financial member of the band, please return your instrument ASAP.

We do have a small collection of instruments ready for use at rehearsal for occasional members.

### Mutes, stands and drips?

Always bring your own stand, if possible, to both rehearsals and performances. We have a good selection of mutes for use at rehearsals and gigs.



For outdoor performances, lightweight stands have a tendency to blow over. We can lend you a stand if needed.

Brass instruments drip, even puddle. Please bring a cloth along to clean up your own puddle.

## Music and Folders

Through the year, we play a very wide variety of music. Members need to take responsibility for their music and ensure that they always have access to the right music.

There is a folder for every part, with the latest versions of the music. Behind the scenes these folders are stuffed with new music and named. Folders are then issued at rehearsals. The Musical Director will also email members when new music and new versions of issued music are distributed. Please let the Librarian know promptly if you lose your folder or you are missing any music. Members who miss a rehearsal are encouraged to come early the following week so they can check that they have the latest versions of all current issued music.

Most of the music is also available online. The Band's online music drop box contains current issued music and version numbers (see the drop box [HERE](#)). Members can print music from the drop box or request copies from the Band Librarian at [librarian@oakleighband.org.au](mailto:librarian@oakleighband.org.au)

## Performances

We perform regularly throughout the year, although traditionally we are busiest in April and December. Performances range in style from our main concerts in May and October, to combining with other groups to perform in and around Monash, to informal events that can be anywhere. We aim for 15 to 20 performances per year.

To ensure the Band can perform at its best and to be fair to all members, it is generally expected that you will consistently attend our Monday night rehearsals in the lead up to performances in which you wish to participate – members who have attended fewer than 4 of the 6 Monday rehearsals immediately prior to a performance may only participate in that performance with the express consent of the Musical Director. The Musical Director may, however, invite guest players to join the Band for performances on the understanding that such guest players are of a standard that will enhance the band's sound with little or no rehearsal attendance.

Gig sheets are issued before every performance to confirm the music, uniform, parking, times and bad weather plans for the gig. The gig sheets also confirm whether you need to BYO chair (the band has chairs stored in the upstairs band room to borrow).

Future gig plans are listed on our website at [www.oakleighband.org.au](http://www.oakleighband.org.au)



We use a sign-up sheet to track who can and cannot play any gig (see the sign-up sheet [HERE](#) and save it in your browser or somewhere handy). The sign-up sheet shows the gig date and time, with a brief description of the gig and an RSVP date. We add in new gigs once they are confirmed.

Save this link in your browser (or somewhere handy) [Can I play](#)

Every event has an RSVP date  
The gig date, time and a brief description.

We add in new gigs once they are confirmed.

RSVP by	Monday 18 Sept	Friday 11 August
When is the gig? ->	Sunday 22 October	Sunday 20 August
Start Time	14:30	14:30
	Thrills and Chills concert	Berwick retirement village

## What do we wear to perform?

Personal safety and reasonable comfort come first, before anything else, plus your personal special requirements.

Our uniform consists of:

**Lower half:** Black skirt or trousers, black socks / tights.

If you are wearing a skirt or shorts please consider how this will look when you are standing or seated on a raised stage. On or below the knee is the best.

**Top half:** White shirt with a collar and a black shirt/top suitable for concerts.

Short, ¾ or full-length sleeves (your choice).

We tend to wear black for indoor events and white shirts for outside events.

**Footwear:** non-slip black shoes that stay on. We don't often march, but marching really needs flat shoes with good grip (like old fashioned school shoes with laces).

**Outerwear:** band jackets (can be borrowed) and hats (optional).

**Stands get dressed up too:** We use stand banners for performances, fitting most types of stands.



## Uniform to Borrow or Purchase



### Band Jackets

These are warm, wind proof and drizzle proof.

They need a cool wash.  
Do not tumble dry.

Purchase: \$70

Borrow: \$0

If you borrow, please return, washed, after use.



### Optional Summer Hat

Purchase from the band: \$40

Sun factor 50, adjustable  
Wide brim so good in the sun.



### Optional Band beanie

Purchase from the band: \$16

Great for outdoor playing in winter



### Ties or Scarves – your choice

Cost \$0

Available at the gig.

Scarves are washed after every performance.

Ties are silk, so can't be washed. They go outside in the sun to enjoy some ultra violet after every performance.

The jackets cope with some rain, not a real downpour, but we stop playing if it's too wet.

Please be sun smart: sunglasses, sunscreen, long sleeves: all your choice, but please protect yourself from the sun.



## How are we run?

We have a committee, elected annually at our AGM. Our philosophy is to build consensus, so every opinion is valued. Details of your current committee are always listed on your music folder index.

Lots of different skills are need to run the band, from packing up chairs to ideas for music to play, new arrangements etc. Please just jump in to help keep us running.

## But Oakleigh band doesn't do X?

Maybe we could!

Do you have a good idea for a new performance? Improve the way things are run? Great – please share.

Let's work together to innovate.

## How are we funded?

We receive a grant from Monash Council covering the cost of the rehearsal space, the concert venue and new music. All other funds come from our performances, occasional fundraising, grants, and a modest membership fee.

## Membership Fees

Membership fees are due in March. 2023/2024 fees are:

Adults: \$75      Concession: \$40      Family: \$140

Family is defined as 2 or more members of the same (immediate) family, e.g. parents and children, couples. Concession rate is for students, under 18s, Seniors card holders, and unemployed.

Membership fees are reviewed at the start of the band's financial year, then a proposal is made to the AGM (held May/June). Once agreed at the AGM, the new fees come into effect at the start of the next band financial year.

## What's with the name?

Our performance name is Oakleigh Brass. Our incorporated name is Oakleigh City Band Inc.

## Band Formalities

We do have formal processes, but we try to keep these to a minimum. These standard forms are used for band management, available from the Committee.

- Application for Membership of Oakleigh City Band Inc
- U18 consent to photography
- Member Register update
- Appointment of Proxy (for voting at AGM and other meetings)
- Committee nomination



## **Supporting other Community Groups**

We are always happy to support other community groups in these ways:

- Shared events
- Instrument loan
- Advertising events to our players
- And ???

Please talk to your committee before you commit us to anything.

## **Membership of the VBL**

Oakleigh Brass pays the VBL membership fee for financial members of the band and for the band.

This entitles you to participate in any VBL event throughout the year.

VBL membership fees are paid in late Dec/Jan for the new year.





## How to Care for Your Brass Instrument

Caring for your brass instrument is pretty easy, but also important. A well-maintained instrument will last much longer, and make playing a lot easier. If you have any questions or concerns with your brass instrument, simply let our Instrument Custodian know. Or chat to one of our experienced players.

### General things

Oakleigh Brass maintains the service history of all its loaned instruments and will cover the cost of servicing the band instrument if notified beforehand. However, ***we do not cover the cost if damaged***, so please take care of it and ***repair*** if needed.

- You can wash the mouthpiece with warm, soapy water, making sure you dry the inside thoroughly. The mouthpiece should not have any dents in the end of the shank. If the mouthpiece gets stuck, do not attempt to remove it with general tools. Ask one of our experienced players.
- Mouth piece brush, snake brush, valve oil and tuning slide grease all help keep your instrument in working order. Please wipe down the exterior of all brass instruments with a non-treated cloth.
- Broken solder joints should not be ignored. Check with our Instrument Custodian.
- Never set anything on top of your brass instrument, whether inside or outside of its case; this includes sheet music! Damage occurs easily when items are placed on the instrument and the case is closed. Make sure your case is secure and all hinges, latches, and handles are securely fastened to the case.
- Never leave a brass instrument in a hot car or in the boot of your car to avoid heat damage.

### Bathing your brass instrument

Brass instruments should be bathed once a month, to remove dirt (and sometimes other nasty growing things) and prevent corrosion. A good place to do this is in a bathtub. Fill the tub with lukewarm water and a mild soap (not detergent). Remove all tuning slides. Unscrew top and bottom valve caps, removing the valves at the same time. Any felts on valves should be removed so they don't get wet.

Place instrument in water and flush inside with water and soap. Use a snake brush to clean inside the tubes of tuning slides and bore (inside) of instrument, even your trombone slides, inner and outer.

Once all tubing has been cleaned, remove the instrument from the bath and dry with a soft cotton cloth. Place any felts on valves and reassemble – this is a good time to put valve oil on. Reassemble tuning slides using thicker tuning slide grease (never Vaseline, which is corrosive to brass). A good practice to get into is to always push the tuning slides closed when you're finished playing (this stops the air from drying out the grease, and you'll have to re-tune anyway).

## How to Care for Your Percussion Instruments

Every instrument is different but the minimum is to wipe the parts down with a soft cloth without using any chemicals, which can damage finishes and do more harm than good. For more specific information, please talk to our percussionists.