

# Handbook



## **Kitsap Philharmonic Musician Handbook**

Last updated August 13, 2026

[www.k-phil.org](http://www.k-phil.org)  
[info@k-phil.org](mailto:info@k-phil.org)

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### **2026 - 2027 Season Concerts**

Sunday, November 8, 2026 | 4 PM | Central Kitsap High School

Sunday, February 7, 2027 | 4 PM | Central Kitsap High School

Sunday, May 2, 2027 | 4 PM | Central Kitsap High School

All concerts are free and open to the public.

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# Student Responsibilities

**Attendance:** Musicians are expected to attend all rehearsals and sectionals. These take place at Central Kitsap High School and Central Kitsap Middle School. Please arrive at least 10 minutes before rehearsals to warm-up. The Debut Orchestra rehearses from 5:00 to 6:00 pm, Intermediate Ensemble rehearses from 6:15 to 7:45 pm, and the Advanced Ensemble rehearses from 5:00 to 7:45 pm. There will also be a dress rehearsal prior to each concert.

**Absences & Late Arrivals:** Students must report absences in advance at [www.k-phil.org/absence](http://www.k-phil.org/absence). Up to 2 excused absences and/or 2 excused late arrivals are allowed per concert cycle. Reasons for excused absences include, but are not limited to: illness, family emergencies, required school activities, and poor weather conditions. Musicians with any unexcused absence, more than 2 excused absences, and/or more than 2 excused late arrivals per concert cycle may be ineligible to perform for that concert and/or removed from the position of section leader.

It is important students attend rehearsal, particularly the last Sunday before the concert and the dress rehearsal. Students will be informed on the weekend before a concert if they are not eligible to perform. Student attendance may be taken into consideration by artistic staff for chair placements, part assignments, and solo opportunities.

**Behavior:** We expect all students to behave in a manner that is in compliance with the policies and behavioral expectations of the schools they attend regularly, as well as the Central Kitsap School District. Failure to do so will result in progressive disciplinary consequences that, in the most extreme circumstances, may result in expulsion from the Kitsap Philharmonic and notification of law enforcement entities.

Students are expected to be respectful to conductors, artistic and administrative staff, volunteers, and fellow students. If a student's behavior becomes disrespectful or is a distraction to other musicians, they will be asked to leave rehearsal.

## Equipment Use:

Students may be issued school property for performance in K-Phil. This may include items as small as a pair of mallets to as large as a tuba. Students are financially responsible for proper care, maintenance, and use of all equipment checked out to them. Students are responsible for all damages not caused by normal operation of the instrument.

**Music:** Music will be distributed to students each concert cycle. Students should store their music in the folder provided and mark it in pencil only (no colored pencils, pens, highlighters, etc.) to keep it in good condition. Students are responsible for bringing their music and a pencil to every rehearsal. Music will be collected after each concert. Lost or damaged music will result in a fine of \$10 per piece of music.

## Percussion:

- Arrive at least 15 minutes prior to rehearsal for setup.
- All necessary stands, mallets, instruments, and other equipment must be ready by the start of rehearsal.
- Do not leave rehearsal until all percussion instruments are securely put away.
- Come prepared with all music and mallets each week as sectionals may consist of repertoire not necessarily covered during rehearsal.
- You may be called on to help load and unload percussion equipment for dress rehearsals and concerts. Please check with your conductor.

## Parent/Guardian Responsibilities

**Input:** We welcome parent/guardian participation and input. We will have volunteer opportunities for chaperoning backstage during concerts, bringing cookies to concerts, organizing fundraisers, and more. We will also hold a **parent/guardian meeting** at CKHS on Sunday, September 20, 2026 at 5:00 PM (debut orchestra and advanced ensemble) and 6:15 PM (intermediate ensemble) to meet parents and answer questions. Additional parent/guardian meetings will be added throughout the year, as needed.

**Safety:** Please do not drop off your child more than 15 minutes prior to rehearsal and be prompt in picking up your child following rehearsal.

**Tuition:** Annual tuition is \$375 for the Debut Orchestra, \$510 for the Intermediate Ensemble, and \$675 for the Advanced Ensemble. It can be paid in full or in three installments (\$125/\$170/\$225) over the course of the season. If you choose to pay in three installments, the deadlines are the fifth rehearsal of each concert cycle: October 18, 2026; January 3, 2027; and March 21, 2027. K-Phil staff will notify parents and guardians of unpaid tuition via email one week prior to the deadline.

A late fee of \$25 will occur if tuition is paid after the deadline. Failure to pay an installment may result in a musician being unable to perform in that concert.

Tuition payments may be made using a credit/debit card at [www.k-phil.org/tuition](http://www.k-phil.org/tuition) or with cash/check mailed to Kitsap Philharmonic at PO Box 993, Bremerton, WA 98337. Tuition can also be paid in-person at auditions.

**Scholarships:** There are scholarships available. Please fill out the scholarship form at [www.k-phil.org/scholarships](http://www.k-phil.org/scholarships) and a member of K-Phil's staff will get back to you with the scholarship committee's decision. For students participating for only part of the season, tuition will be prorated.

If you receive a scholarship, please ignore any tuition payment reminders that are sent to the entire ensemble.

**Refunds:** In order to receive a prorated refund, families must send a withdrawal letter to the K-Phil PO Box or email [info@k-phil.org](mailto:info@k-phil.org). Withdrawals received before the fall payment deadline (October 18, 2026) will receive a prorated refund for winter and spring tuition. Withdrawals received before the winter payment deadline (January 3, 2027) will receive a refund for spring tuition only. There are no refunds after the spring payment deadline (March 21, 2027). Students who are ineligible to perform or removed from K-Phil for behavioral reasons will not receive a refund for that concert cycle.

# Ensembles

Pending the number of auditioning musicians, K-Phil will have three ensembles:

- **Debut Ensemble:** This orchestra consists of the youngest musicians in their first and second year of playing. This ensemble rehearses from 5:00 to 6:00 pm.
- **Intermediate Ensemble:** This symphony consists of string, wind, and percussion musicians capable of reading level 2 and 3 literature. String students at this level have the ability to read music in first position, and beginning knowledge of second and third position, especially for first violins. They also have an understanding of basic rhythms. Generally this ensemble consists of advanced middle school and young high school students. This ensemble rehearses from 6:15 to 7:45 pm.
- **Advanced Ensemble:** This symphony consists of the most advanced string, wind, and percussion musicians with multiple years of experience on their instrument, generally high school and post-secondary students. String students at this level have secure knowledge of third and fifth positions, and at least introductory knowledge of second, fourth, and some higher positions. They also demonstrate rhythmic accuracy and accurate intonation. This ensemble rehearses from 5:00 to 7:45 pm with a break from 6:00 to 6:15 pm.
- **Elite Strings:** This small, strings-only ensemble is by invitation only and rehearses from 4:00 to 5:00 pm in the CKHS Choir Room, prior to Advanced Ensemble rehearsal. Students will be invited to participate in Elite Strings after fall auditions are complete.

# Auditions

Students are required to audition **once per season**. There is an audition fee of \$40 that can be paid online in advance or in-person at auditions. (This fee covers the cost of renting the space for auditions and a K-Phil t-shirt, to be delivered prior to the concert during the cycle the student joins.)

Auditions will be held in the fall, winter, and spring at Central Kitsap High School. Fall auditions will be held Sunday, September 13, 2026, with rehearsals beginning the following week. Students will be notified of ensemble placement via email during the week between auditions and the first rehearsal.

Auditions are 8 to 10 minutes in length, and are meant to be a casual way for us to get to know students and understand their music capabilities prior to rehearsal starting.

Students should be prepared to play, but may not play all, of the following:

**Debut Orchestra:** entry-level students

- A solo piece that demonstrates your playing ability

**Intermediate Ensemble:** beginning and intermediate students

- One two octave G major scale, demonstrating accurate intonation and resonant tone
- A solo piece that best shows your technique and musicality
- You will also be asked to sight read.

**Advanced Ensemble:** advanced-intermediate and advanced students

- One major and one melodic minor scale of your choice (3 octaves are preferred but not required)
- For violins only, one excerpt: **AVAILABLE SOON**
- A short solo piece that demonstrates your technique and musicality
- You will also be asked to sight read.

Winter auditions will be held Sunday, November 15, 2026 and spring auditions will be held on Sunday, February 21, 2027 - both prior to rehearsal. For winter and spring auditions, auditioning students will immediately be placed and join their ensemble for rehearsal the same day.

Musicians are encouraged to participate in K-Phil for the entire year, but we understand sometimes other obligations get in the way. Students need to notify [info@k-phil.org](mailto:info@k-phil.org) if they do not plan to participate in the entire season.

If a student wishes to audition to play in a more advanced ensemble, they can do so during winter and spring auditions. Students must send an email to [info@k-phil.org](mailto:info@k-phil.org) to request an audition to change ensembles at least one week prior to auditions.

## Concerts

Concerts are part of the learning experience and should be thought of as part of the instruction that we provide. Certain standards are asked of every concert participant.

- On concert days, each group will arrive early at the concert venue for a mandatory dress rehearsal. Concert dress is not required for the dress rehearsal.
- Upon arrival, students should unpack instruments in the designated green room and warm up. A parent volunteer will lead students as a group to the stage.
- After the dress rehearsal, students will return to the green room. By 3:30 PM, students should be dressed in concert attire and ready to perform.
- Parent volunteers will guide musicians to the stage when it is time to perform. Leave all electronic devices, purses, coats, etc. in the green room.
- Upon completion of the performance, groups will quietly exit the stage as instructed and sit in the designated area in the theater to listen to the remainder of the concert. Please make sure your instrument is safe and quiet.
- Musicians are expected to conduct themselves in a responsible, respectful, and helpful manner at all times.

**Concert Dress:** Students should wear concert black attire. This means long sleeve dress shirts, blouses, slacks, dresses, skirts, or jackets. Attire must extend beyond the knees. Please also wear black socks or tights and black dress shoes. Students may also choose to wear a tuxedo with a white dress shirt. **No jeans, white socks, athletic shoes, sleeveless items, low necklines, slits, open backs, or transparent materials are allowed.**

Failure to comply with this dress code may result in a musician being unable to perform.

**Tickets:** All concerts are free and open to the public. Seats can be reserved in advance at [ckpac.org](http://ckpac.org). Students and families will receive first notice to reserve seats, followed by the rest of our K-Phil distribution list. Many of our concerts are full. We recommend reserving seats in advance.

## Weather

Cancellations due to weather will be posted on the website and Facebook, as well as emailed to all students. Weather conditions can vary widely across Kitsap County. Please assess your local conditions before driving to rehearsal. If you feel traveling is unsafe, report your absence through the website as soon as possible.

## Donations

Kitsap Philharmonic is a nonprofit 501(c)(3) organization. You can help ensure the health and vitality of K-Phil through a tax-deductible financial contribution. Please spread the word about K-Phil to family and friends. We value your support. Donations can be made online at [www.k-phil.org/donate](http://www.k-phil.org/donate).

## Sponsorship

Please contact K-Phil at [info@k-phil.org](mailto:info@k-phil.org) if you are interested in sponsoring a concert! We'd love to talk with you about sponsorship opportunities.

## **Executive Board**

Board meetings are held at least once per concert cycle. If you are interested in serving on the Board, please contact a board or staff member to find out further information.

2026 - 2027 Board Officers:

|                |               |
|----------------|---------------|
| President      | Brian Humm    |
| Vice President | Brian Vaught  |
| Secretary      | Max Karler    |
| Treasurer      | Lina McDonald |

## **Artistic Staff**

Michael Woods, Music Director and Advanced Ensemble Director  
Paul Christian, Intermediate Ensemble Director and Violin  
Christine Faught, Debut Ensemble Director and Violin  
Anne Burns, Viola  
Sean Casey, Cello & Bass  
Dr. Tamara Rotz, Flute  
Sondra Shamrell, Clarinet  
Madeline Carlson-Harstad, Oboe  
Judy Lawrence, Bassoon  
Julie Hyams, Horn  
Shelly Devlin, Trumpet  
Chelsea Natseway, Low Brass  
Mark Siyluy, Percussion

## **Administrative Staff**

Katherine Woods

## **Non-Discrimination Policy**

Kitsap Philharmonic will not discriminate against any person based on race, color, gender, gender expression, sexual orientation, religion, age, marital status, national or ethnic origin, the presence of any sensory, mental or physical disability, or any other basis prohibited by law.

## **Questions**

If you have any questions not answered in this document, please contact us at [info@k-phil.org](mailto:info@k-phil.org).

### Kitsap Philharmonic 2026 - 2027 Rehearsal Schedule

Debut Ensemble: Rehearsal 5 to 6 PM

Intermediate Ensemble: Rehearsal & Sectionals 6:15 to 7:45 PM

Elite Strings: Rehearsal 4 to 5 PM

Advanced Ensemble: Sectionals 5 to 6 PM & Rehearsal 6:15 to 7:45 PM

| Concert Cycle | Date     | Event                  | Additional Info              | Reminders                               |
|---------------|----------|------------------------|------------------------------|-----------------------------------------|
| 1             | 9/13/26  | Fall Auditions         | Students audition every year | \$40 audition fee due prior to audition |
|               | 9/20/26  | Rehearsal 1            | Parent meeting 5 & 6:15 PM   |                                         |
|               | 9/27/26  | Rehearsal 2            |                              |                                         |
|               | 10/4/26  | Rehearsal 3            |                              |                                         |
|               | 10/11/26 | Rehearsal 4            |                              | Fall payment reminder email             |
|               | 10/18/26 | Rehearsal 5            |                              | Fall tuition deadline                   |
|               | 10/25/26 | Rehearsal 6            |                              |                                         |
|               | 11/1/26  | Rehearsal 7            |                              | Notification of performance eligibility |
|               | 11/8/26  | Fall Concert 4:00 PM   | Afternoon dress rehearsal    |                                         |
| 2             | 11/15/26 | Rehearsal 1            | Winter auditions             | Current students don't re-audition      |
|               | 11/22/26 | Rehearsal 2            |                              |                                         |
|               | 11/29/26 | No Rehearsal           | Thanksgiving break           |                                         |
|               | 12/6/26  | Rehearsal 3            |                              |                                         |
|               | 12/13/26 | Rehearsal 4            |                              | Winter payment reminder email           |
|               | 12/20/26 | No Rehearsal           | Winter break                 |                                         |
|               | 12/27/26 | No Rehearsal           | Winter break                 |                                         |
|               | 1/3/27   | Rehearsal 5            |                              | Winter tuition deadline                 |
|               | 1/10/27  | Rehearsal 6            |                              |                                         |
|               | 1/17/27  | No Rehearsal           | MLK Jr. Day                  |                                         |
|               | 1/24/27  | Rehearsal 7            |                              | Notification of performance eligibility |
|               | 1/31/27  | Rehearsal 8            |                              |                                         |
|               | 2/7/27   | Winter Concert 4:00 PM | Afternoon dress rehearsal    |                                         |
| 3             | 2/14/27  | No Rehearsal           | Presidents' Day              |                                         |
|               | 2/21/27  | Rehearsal 1            | Spring auditions             | Current students don't re-audition      |
|               | 2/28/27  | Rehearsal 2            |                              |                                         |
|               | 3/7/27   | Rehearsal 3            |                              |                                         |
|               | 3/14/27  | Rehearsal 4            |                              | Spring payment reminder email           |
|               | 3/21/27  | Rehearsal 5            |                              | Spring tuition deadline                 |
|               | 3/28/27  | No Rehearsal           | Easter                       |                                         |
|               | 4/4/27   | Rehearsal 6            |                              |                                         |
|               | 4/11/27  | No Rehearsal           | Spring break                 |                                         |
|               | 4/18/27  | Rehearsal 7            |                              | Notification of performance eligibility |
|               | 4/25/27  | Rehearsal 8            |                              |                                         |
|               | 5/2/27   | Spring Concert 4:00 PM | Afternoon dress rehearsal    |                                         |