Contents
I. History

II. Mission Statement

III. Band Calendar
   A. Rehearsals
   B. Performances & Special Rehearsals
   C. Travel

IV. Repertoire

V. Member Expectations
   A. Standards
      1. Preparation
      2. Attendance
      3. Set-up/Break-Down Procedure
         a. Rehearsals
         b. Performances
      4. Respect
   B. Financial Responsibilities
      1. Performance Attire
      2. Trips
      3. Loaned Property (Including Books)
      4. Spring Concert Ticket Sales

VI. Organizational Structure
   A. Administration
   B. Executive Board
   C. Section Leaders

VII. Communication
   A. Musical Director’s Handouts
   B. Executive Board Meetings
   C. E-mail
I. History

B.C. bOp! was organized in late October of 1987 by a number of Boston College musicians who recognized the need for a musical ensemble dedicated to performing high-quality instrumental and vocal jazz. The effort was led by sophomore David Healey with help from other interested B.C. musicians. B.C. bOp! began rehearsing November 8, 1987. The band engaged the services of Sebastian Bonaiuto, a former music educator (and a graduate of the Boston College School of Management) to direct the ensemble on a volunteer basis. After selecting an advisor, B.C. bOp! was recognized as an official university club on January 10, 1988.

bOp!'s first performance took place on January 28, 1988 at the McElroy Cafe. Soon after that they were receiving performance offers from many on-campus organizations, including the Golden Key National Honor Society, Murray House, the Bostonians, and the Alumni Association. Plans for a concert on the main stage at Robsham Theater were also launched.

As the original bOp! members searched for funds and planned for the future, they realized that they had a growing need for an executive board. On Sunday, March 20, 1988 elections were held and the first B.C. bOp! Executive Board was created. That year's Executive Board proved to be an effective, energetic, and productive administrative team.

During the spring semester of 1988, B.C. bOp! grew into a highly professional, well-organized musical ensemble, consistently providing exciting performances for Boston College audiences. The newly formed band ended the year with a complete sound system, a repertoire of over forty selections and high hopes for future generations of B.C. bOp!. Since that time, the band has acquired new equipment and instruments. The average repertoire of each year's band is approximately sixty selections. In addition, the band's library continues to grow. Between commissioned and purchased arrangements, the band's library numbers some three hundred selections.

The band has traditionally been comprised of five saxophonists, four trumpeters, four trombonists, a guitarist, bassist, drummer, pianist, and a vocal ensemble. A vocal director was added to the professional staff of the band in 1991.

The band continued to progress its look and quality with the addition of professional style stand fronts, standardized attire and more difficult repertoire. Since 2001, bOp! has traveled to jazz festivals in Reno, Nevada, Moscow, Idaho and Chicago, Illinois. In that time the group has also enjoyed coming up with creative marketing themes for its annual concert at Robsham Theater.

In the spring of 2013, bOp! had a 25th anniversary weekend celebration that included the return of many proud bOp! alumni. It was an excellent opportunity for current members to meet many of the people who were in the original group, and
even see them play in an alumni ensemble. The reunion also gave members of past bands the opportunity to see the great strides that BC bOp! has made over the years.

II. Mission Statement

BC bOp! aims to provide the students of Boston College with the opportunity to play/sing high quality instrumental and vocal jazz and to serve the university community through the performance of this unique music. Through the high quality of the repertoire, bOp! aims to enhance the musical education and skill of its members, while simultaneously giving them an opportunity to refine leadership and organizational skills. We pledge to continue to grow musically and organizationally in the best tradition of the arts at Boston College. Finally, BC bOp! strives to support the University’s efforts to build positive life-long values, and serve as ambassadors of Boston College to the greater community through our performances.

III. Band Calendar

A. Rehearsals
In order to adequately prepare for performances, the band rehearses twice a week: Tuesdays and Thursdays 4:15-6:30. Vocalists Rehearse Wednesday 7:30-9:30, Thursday 4:15-5:30 (with the band) and Fridays 4:00-6:00. We also require that the sections of the band hold sectional rehearsals (1 hour per week) during a time that fits its members’ schedules.

B. Performances & Special Rehearsals
BC bOp! has played at many different functions on campus, and special events off campus.

Below is the schedule for this year. Note that, as is typical with bOp!, there is a lot more going on second semester and that many of those dates are still subject to change. Members will be notified as soon as the dates for events are solidified. Also note that additional gigs come up most years during first semester. The director and executive board will use discretion when accepting these gigs, but we will most likely take advantage of more performance opportunities.

First Semester
Friday, November 1 @ 8:00PM in Gasson Hall – BC bOp! Fall Showcase

Second Semester
Weekend of January 24, or January 31 – bOp! Camp Weekend *** Plan to be available Friday afternoon, all day Saturday, and Sunday morning.

Weekend of February 7, February 14 or February 28 – NYC Trip
Tentative plan regardless of which weekend it is: Leave Friday morning, return Sunday evening.
Thursday, March 20-Saturday March 22 in Robsham Theater – BC bOp! Spring Concert. In order to avoid conflicting with other large events on campus, we have booked the theater for Thursday, Friday and Saturday of that weekend. The performance will either be Friday or Saturday, and there will be a dress rehearsal the night before (either Thursday or Friday). We also ask that members help with the equipment load-in, which will take place during the day of the dress rehearsal.

Sunday afternoons in April, usually around 4:00 – Dancing with bOp! Rehearsals with Dance Groups

Arts Festival: Schedule not released yet, most likely April 25 and 26.
Friday @ 12:00 Noon – BC bOp! in the Main Tent
Saturday @ 7:00 PM – Dancing With bOp! ***This will require a very involved dress rehearsal, so plan to be available all day.

C. Travel

Traveling with the group is an excellent way to build social and musical cohesion, and BC bOp! has made an annual trip since the group’s early years.

The bands department typically funds a large portion of the expenses for any travel, including hotel costs. Since the trip is funded with University funds, it is necessary that the members behave in a way that is consistent with the values of the University. Just as BC sports teams traveling across the country are not allowed to take part in certain activities, the members of BC bOp! will be required to abstain from eliciting behavior while traveling. This includes the consumption of alcohol and drugs, as well as any other illegal actions. In order to retain bOp!’s privilege to travel under the university budget, this is a zero tolerance policy.

IV. Repertoire

B.C bOp!’s repertoire ranges from easy to very difficult, although we try to select pieces of high musical quality, regardless of difficulty. The instrumental and vocal directors will select music taking into consideration any input from informed members. The process of rehearsing will be dependent on the performance schedule; rehearsals will focus on the repertoire for the next performance. Selections for the spring concert tend to be more difficult than the standard repertoire from first semester.

V. Member Expectations

A. Standards
1. Preparation & Rehearsal Conduct: Rehearsal time is precious. We do not have any time to spend on individual issues (musical or otherwise) while the whole group is present. Each member of bOp! is expected to prepare his/her music for each rehearsal, and to be completely committed to the goals of rehearsal while the whole
group is present. For this reason cell phone use is prohibited during rehearsal. If, during a rehearsal, a member has clearly failed to learn his/her music and is a detriment to the goals of the ensemble, s/he will be asked to practice alone while the rest of the group rehearses.

2. Attendance: Rehearsal and performance attendance is mandatory. If conflicts arise that will lead to missing rehearsal time, members must contact the director or the executive board immediately. If the director and executive board know that a member will be missing well ahead of time, it will allow them to plan ahead and use rehearsal time efficiently given a member’s absence. That being said, BC bOp! is a year-long commitment. Once a student becomes a member of the group, s/he is expected to consider the band as a priority activity and a year-long commitment.

3. Set-up/Break-down Procedure
   a. Rehearsals: Members are responsible for setting up their own equipment for rehearsals (including amps for the rhythm section). Members are also responsible for making sure the equipment that s/he uses during rehearsal is returned to its usual storage space after rehearsals (again, including amps for the rhythm section). Vocalists will be responsible for both setting up and breaking down the sound system.

   b. Performances: There are more pieces of equipment that need to be set up for performances including: trumpet risers, stand fronts, solo microphones and stand lights. Call times for performances will always be an hour and a half before the performance begins, and our policy is that no one begins setting up until all of the members are present. This policy ensures a fair distribution of labor during set-up. If a member has a conflict and will be later than the call time, s/he must inform a member of the executive board. Before the first performance, the executive board will send out a list of set-up responsibilities for each person in the ensemble, and each member will be held accountable for that part of set-up. Break-down involves a similar system in which no member will leave early (unless excused by the director or executive board) before the break-down is complete. Again, this ensures a fair distribution of labor.

4. Respect: Members are expected to treat any individual involved in BC bOp!, as well as the goals of the ensemble, with the utmost respect. Any deviations from the guidelines in this handbook are viewed as blatantly disrespectful. Hazing in any form will not be tolerated among the members of B.C. bOp!. It is illegal and can result in dismissal. If you have questions, refer to the Massachusetts General Law, Chapter 269.

B. Financial Responsibilities

1. Performance Attire: Members are responsible for having the following elements of dress for performances. The executive board will inform members of the dress
for each performance well ahead of time in case anyone needs to purchase an element of clothing.

Informal: bOp! baseball shirt (provided by bands department), jeans, and footwear of any kind.

Semi-formal
Men: white button-down shirt, khaki pants, brown or black belt, dark dress socks (not white) and brown or black shoes. Women: black dress, black shoes.

Formal
Men: Suit (matching pants and jacket), white shirt, tie, dress shoes and dark socks (not white). Women: black dress, black shoes.

Tuxedo
Men: Black tuxedo or suit, white button down, black bow tie, black socks, black shoes. Women: black dress, black shoes.

2. Trips: Members will be responsible for paying some portion of the trip expenses. In the past this has been limited to the travel expense, and will likely not exceed $200 this year.

3. Loaned property: Members will be held financially responsible for any loaned equipment (including music binders) that are lost or damaged.

4. Spring Concert Ticket Sales: Our Spring Concert at Robsham Theater is our biggest and most important performance of the year. Since it is held at Robsham Theater, admission is not free. Tickets usually cost $15 for the general public or $10 for BC students. In order to make sure that members sell enough tickets, bOp! has made it a policy that each member purchase ten tickets (8 student, 2 adult) and sell them. This whole process will take place at the beginning of second semester.

VI. Organizational Structure
Every band member does his/her part to ensure the smooth, efficient functioning of the band. In addition, four members are elected from and by the band members to serve as Executive Board members, responsible for much of the "behind-the-scenes" work necessary to keep B.C. bOp! functioning.

A. Administration

B.C. bOp! is operated from within the Boston College Bands Program. Administrators of the band, such as the Musical Director and the Vocal Director, are employees of the Bands Program. It is in the best interests of B.C. bOp! as a whole for all band members to respect the requests and authority of band administrators, as their function is to aid in the efficient operation of the band. Furthermore, it is
important for band members to work effectively, when necessary, with Bands Office employees, both full- and part-time. From time to time, musicians may be hired by the Bands Program to help with the overall musical learning experience of B.C. bOp!, with the goals of improving personal ability and to help prepare for upcoming performances; respect for such individuals’ experience will likewise benefit the band. Keeping these guidelines in mind when acting as a band member will help to ensure the smooth functioning of B.C. bOp!, as well as to increase the likelihood of the band’s fulfillment of its Mission Statement.

B. Executive Board

Each year, four band members will serve as the band's Executive Board. Executive Board members will work closely with Bands Program Administrators in the establishment of a calendar of events, organizing of band functions, and maintaining a lively relationship with the community, both within B.C. and beyond. Weekly Board Meetings will be held with both the Executive Board members and Bands Program Administrators. Towards the end of the spring semester of each year, the band will elect, by majority, four Executive Board Members for the following year.

In addition to his/her position within the Executive Board, one Board Member will serve as the Executive Board Coordinator. The Coordinator’s function is to serve as an individual person through whom members of the community can communicate with B.C. bOp!, such as in commissioning performances or to inquire as to the band’s calendar of events, etc. The Coordinator will also coordinate board activities to ensure the fair distribution of responsibilities within the Board, as well as to maintain efficient execution of all Board functions. Selection of the Coordinator will be approved by the Executive Board and Bands Program Administrators after the election of Board Members in the spring semester.

C. Section Leaders

Section Leaders will be chosen by the Musical Director based on musical ability and leadership potential. Section Leaders will be responsible for the distribution of handouts and music during rehearsals and other band events. Section Leaders are also responsible for organizing sectional rehearsals.

VII. Communication

Without communication between band members and the Executive Board, a variety of ideas and suggestions may be overlooked. The Executive Board was created for centralizing the administrative work of the band. With this "leadership-by-band-members" format, it is possible to relegate administrative tasks to a few band members. This allows for an efficient, democratic process whereby the Executive
Board serves as the "instrument" of the band. Communication between every member of the band is crucial in order for all band members to be aware of upcoming band events.

**A. Music Director’s Handouts**

As performances approach, the Musical Director will pass out information sheets that include date and time information, as well as a set-list. It is important that band members are aware of the set-list in order to know what music to prepare, and what music to bring to a given performance (although it is recommended to keep all music on one folder or binder and bring that one collection to every gig).

**B. Executive Board Meetings**

At least once a week, the Executive Board will meet with Band Administrators to discuss topics relevant to the progress of B.C. bOp!. The Executive Board Chairperson will write an agenda for each meeting, and one Executive Board member will take notes of each meeting. The distribution of tasks and possibility of calendar events will take place during these meetings, as well as the evaluation of the progress of each of the Board members’ tasks. For this year (FY 2014), these meetings will be held on Wednesdays at 6:30PM. Members are encouraged to e-mail the Executive Board gmail account with any suggestions for agenda items prior to the meeting time each week.

**C. E-mail Communication**

The primary mode of communication for BC bOp! is e-mail. For this reason it is imperative that members check their e-mail accounts frequently. In order to accomplish the goals of the ensemble, the Executive Board will need to get information from members. Upon reception of these e-mails, members must respond within 48 hours.