

Communication Within NYSO

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From NYSO staff to you

Just-a-Note – Change of policy

Each week at rehearsal, we produce a newsletter called “Just-a-Note” and e-mail this to all families. In the past we have sent printed copies home with each child. This year, we will be changing that policy. We will print a limited number of Just-a-Notes and have them available at the office table during Monday’s rehearsal. Students should pick up printed copies if e-mail is not available. These should be picked up either before or after rehearsal. We will also send (through a student) a limited number to the ensembles that meet on other days. Prelude Strings will still receive printed notices each week.

Just-a-Note is our most effective method of communicating changes in our schedule, announcing upcoming events and reminders. We are asking parents to **regularly** and **promptly** review Just-a-Note and contact the office with any questions.

We normally send Just-a-Note electronically within one day of the Monday rehearsal. We expect that families will check their e-mails on a weekly basis to receive this information.

Phone Tree

Each orchestra, choir and ensemble has its own phone tree that is used for emergency situations and important messages. The NYSO office will contact the head of each phone tree with the message, who in turn will contact the subheads in his or her group. These subheads will call or e-mail their short list of families. We ask families to respond to these calls and e-mails so that we know that the message has been received.

Web site www.nysorchestra.org

Be sure to visit our Web site for detailed information about the orchestra, including our policies and events, and links to a growing number of musical organizations.

From you to NYSO

Our mailing address: NYSO P.O. Box 195 Topsfield, MA 01983	E-mail Feel free to contact the Executive Director at larontrudy@comcast.net or at nysorch@comcast.net
Phone Trudy Larson – (978) 685-7844 Sally Ubnoske – (978) 258-1182 Gayle Nieburger Volunteer Coordinator – (978) 475-8437	

Making you aware of the various ways you can stay current with NYSO information will go a long way toward assisting all of us with our communication. Please do not hesitate to get in touch with us. **Please keep the office informed of any changes in e-mail address or phone number** so we can keep our records current and you will not be in danger of missing an important e-mailing or phone call. Also, let us know if you change private teachers or schools. We invite all private and school instructors to our concerts and list the instructors in our program book.