



**WISCONSIN  
INTERGENERATIONAL  
ORCHESTRA**

**MEMBERS  
HANDBOOK**

*“It’s Time to Play”*

March 2026



◆

### **Mission Statement:**

The Wisconsin Intergenerational Orchestra (WIO) brings together musicians of all ages and skill levels in a challenging, non-competitive environment. Players benefit from interactions with each other while progressing toward a common goal of artistic excellence. WIO performances are designed to share the joy of music making with performers and audience members alike.

◆

### **Organization History:**

WIO was founded in 2015 by a dedicated group of music educators who sought to bring musicians of all ages together to explore, rehearse, and perform great music. WIO strives to build a completely inclusive community within our membership and believe that this diversity will benefit not only our music making, but also the richness and joy in our life experience.

◆

### **General Musician Guidelines**

WIO welcomes musicians at all levels. Experienced string players may join WIO without audition. The iGen Symphony wind, brass, and percussion members are seated in chairs by invitation or audition. Please contact Sarah Oftedahl ([sarah.oftedahl@wiorchestra.org](mailto:sarah.oftedahl@wiorchestra.org)) for specific questions or information on current openings in these sections.

The iGen Symphony meet on Tuesday evenings from 6:30 to 8:00 PM on the campus of the:

***New Berlin West High School  
18695 West Cleveland Avenue  
New Berlin, WI 53146.***

Please park as close as you can to the Main front entrance. Walk through the cafeteria and look for signs that lead you to the music department.

All rehearsal and concert dates, locations and times can be found on the calendar page of the orchestra's website. The most recent updated version of this handbook will always be available on the website.

Our primary means of communication are electronic: our website ([www.wiorchestra.org](http://www.wiorchestra.org)) and our orchestra mailing list. Please keep your contact information current by notifying Gail Waring ([waringg1@gmail.com](mailto:waringg1@gmail.com)) of any changes.

◆

## Attendance

By participating with WIO, you consent to the release of audio/video media which may contain your likeness and performance.

Weather, emergency cancellations, or any change in venues, times, or dates will be communicated by 4:00 p.m. on the orchestra website [www.wiorchestra.org](http://www.wiorchestra.org). Please check the home page for this important information.

Orchestra members, as our representatives in the community, should be active in expanding our audience, contributing names to our mailing list and assisting in disseminating concert and fundraising literature.



An orchestra cannot properly prepare for a performance unless all its members work together at rehearsals. For this reason, attendance at all rehearsals and concerts is expected to the extent your schedule and health allow.

iGen principal players will take attendance for their section. If you know beforehand that you will be absent from a rehearsal, this should be communicated to your section leader. It is particularly important for musicians to attend dress rehearsals since last minute changes cannot be easily communicated to those who are not there. If you are going to miss a dress rehearsal, please inform your principal player and music director through an email message in advance. Our contact information can be found on the final page of this handbook. It is your responsibility to obtain any information you may have missed from your section leader and/or stand partner.

Players who will not be playing a specific concert should notify the Music Director immediately so replacements can be found if needed.

The Music Director may schedule additional rehearsals. Please do everything in your power to attend. Please be aware that the concert week schedule will require extra commitment from all musicians.

The Music Director may ask players to “sit out” a concert if he/she feels you have had excessive absences.

◆

## Rehearsal expectations

All rehearsals begin promptly at the scheduled time. Musicians should arrive at least ten minutes early and be warmed-up and tuned, with pencil, music and instrument ready for the downbeat at the scheduled rehearsal start time.

Give full and courteous attention to the conductor and your fellow musicians during the rehearsal. Questions and comments during the rehearsal are welcome.

WIO's section leaders are some of the finest string educators in Wisconsin. Your section leader is happy to help you with technical questions or other musical issues. Please ask your section leader to meet with you for a few minutes before or after rehearsal to get a little extra help. This is a great way to get practice advice too.

String players are rotated throughout their section during the session each week. The Music Director and your section leader determine concert seating.



## Volunteer Opportunities

While playing music together is our main purpose, the success of WIO depends on volunteer contributions from our members. All players are asked and encouraged to help with various tasks:

- Rehearsal set up and clean-up crew*
- Concert stage crew*
- Social activities*
- Committee work for special projects*
- Fundraising*
- Marketing / Public Relations*

◆

## Concert Guidelines

Concert Attire (not required for dress rehearsals):

### iGen Symphony –

*Black suits with a white shirt and tie;  
Long black dress or black slacks/long skirt  
with a black top - 3/4 sleeves or long sleeves preferred  
Black shoes and black socks*

◆

## Concert Etiquette

Please arrive at the concert site at least **45** minutes before the concert, to make sure you have sufficient time to warm up, put your music in order, and generally check to make sure there are no last-minute surprises.

Besides chairs and music stands, the only things that should be on the floor of the stage during a concert are instrument stands for wind and brass players who are doubling. Instrument cases and personal items such as purses or wallets should be left backstage.

Once called to go onstage, players should be sure to have all music ready to be placed on their stands.

Keep a good posture - spine straight, legs uncrossed  
Jewelry should not be distracting - visually or audibly

At the conductor's first entrance at concerts, the orchestra should stand together and wait for the cue to be seated.

During solo sections, keep focused on the music as a whole, anticipating your next entrance.

At the end of each piece, remain seated until signaled to stand.

When cued, face the audience and smile to acknowledge the applause no matter how you may feel you performed.



## Financial Support/Tuition

WIO is funded in large part by its members through tuition payments. Other revenue sources include voluntary donations, small grants, and ticket sales.

Tuition rates can be found on the current registration form (*see website: [www.wiorchestra.org](http://www.wiorchestra.org)*). Invited wind, brass and percussion players are exempt from tuition due to their limited rehearsal requirements and soloistic responsibilities.

Please consider making a financial gift to support WIO's mission. WIO is proud to be a 501(c)(3) non profit organization. Donations are vital to provide General Operational Support, the Musician Scholarship Fund and for completion of the Bjorklund Music Library Collection.

With thanks to our generous supporters, WIO is able to provide financial assistance to a small number of members who demonstrate both need and commitment to the orchestra. Please see your music director or a board member for an application.

## Board of Directors

A President and Board of Directors, established under WIO Bylaws, governs WIO. They are responsible for the fiscal management and ongoing health of WIO and are responsible for establishing the policies and procedures that govern the membership. The Board also acts as representatives of the membership to the community at large.



## CONTACT INFORMATION

For general questions: [info@wiorchestra.org](mailto:info@wiorchestra.org)

Sarah Oftedahl - Artistic Director – iGen Symphony  
[sarah.oftedahl@wiorchestra.org](mailto:sarah.oftedahl@wiorchestra.org)

### WIO Mailing Address:

*P.O. Box 26371*

*Wauwatosa, WI 53226*

WIO Email: [info@wiorchestra.org](mailto:info@wiorchestra.org)

WIO Website: [www.wiorchestra.org](http://www.wiorchestra.org)

WIO Facebook: [Wisconsin Intergenerational Orchestra](#)

*“It’s Time to Play”*