# MACB HANDBOK



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#### **OVERVIEW**

The Metropolitan Atlanta Community Band (MACB) is a 501(c)(3) not-for-profit organization dedicated to providing opportunities for adults to enjoy making music. The all-volunteer band currently has about 60 members from all walks of life—recent graduates to retirees, professional musicians to amateurs, and people from dozens of occupations. Founded in 1996 by Dr. Alfred D. Wyatt, Sr., and Curtis Byrdsong, MACB has grown to become one of the largest and most active community bands in the Atlanta area.

MACB aims to provide a high-quality musical experience for all members, regardless of their musical background or experience. Our mission:

- To provide cultural enrichment to the communities that MACB serves.
- To provide opportunities for continued music performance and musical growth of our members.
- To <u>advocate</u> for music education in public schools.
- To provide scholarships to deserving prospective high school graduates.

MACB also offers a Student Participation Program, which provides opportunities for young musicians to learn from and perform with experienced musicians.

The band performs a wide variety of music, from classical to jazz to popular. Concerts are free; however, donations are accepted for operating expenses and the band scholarship program. MACB believes in the value of music education and, therefore, strongly advocates for music education in schools. The band also awards college scholarships to musically talented, graduating high school seniors who have been accepted to an institution of higher learning.

The Metropolitan Atlanta Community Band is a vibrant and welcoming musical organization. This Handbook describes the MACB organization and outlines expectations for MACB members to help ensure that the band is a positive and supportive environment for everyone.

#### **BRIEF HISTORY**

The Metropolitan Atlanta Community Band was founded in October 1996, with Dr. Alfred D. Wyatt, Sr., renowned music educator with the Atlanta Public Schools, directing and Mr. Curtis Byrdsong, also a longtime Atlanta music educator, as associate director. Rehearsals began in the Benjamin E. Mays High School band room with twenty-five musicians in attendance.

The band's participants and associates are all volunteers. Band members represent a diverse body of amateur and professional musicians from all walks of life—white collar, blue collar, and retirees.

MACB's debut performances took place in December 1996 at Greenbriar Mall in Southwest Atlanta and South DeKalb Mall in Decatur, Georgia. Since that time, the band has performed at dozens of venues. Probably the most notable were performances at the Martin Luther King, Jr., Memorial and the Air Force Memorial in Washington, DC, during Memorial Day weekend of 2015. Other highlights include concerts at Atlanta City Hall and the Festival of Trees at the Georgia World Congress Center. MACB has played hundreds of concerts in its quarter-century of performing.

Throughout its history, MACB has made a unique musical and cultural contribution to Southwest Atlanta and South Fulton County, as well as to the entire metropolitan area and the state of Georgia.

You can find more historical information in <u>Appendix 1</u>.

#### ORGANIZATIONAL STRUCTURE

MACB currently has three directors:

- Principal Associate Director Curtis Byrdsong
- Associate Director Vanable Moody
- Associate Director Allen Ward

You can find biographies of the directors in Appendix 2.

The directors are supported by the following:

- Chief Executive Officer (currently Diane Hawkins-Cox, flute)
- Administrator (currently Yolanda Gay, tenor sax)
- Board of Directors
  - Being a 501(c)(3) organization, MACB is governed by a board of directors. The board is made up of band members and members of the community. The list of current board members is in Appendix 3.
- Accountant (currently Benjamin Strickland, percussion)
- Section Leaders
  - o Duties of section leaders
    - Ensure all section members have music
    - Organize any sectional ensembles
    - Inform directors about number of personnel attending concerts
    - Inform directors about any section needs or problems
    - Keep in touch with section members

MACB is a volunteer band. To ensure the enjoyment and success of the band, each member is encouraged to volunteer. The following volunteer opportunities are listed below. If a need of the band is not addressed in the following list, members are welcome to volunteer to meet the need.

#### MACB committees:

- Fundraising/Marketing—CHAIR NEEDED
  - o Solicits financial support for the band from corporations, foundations, and private donors
  - Sends thank you letters (or working with the board secretary and others to send them) in a timely manner
  - With ad hoc committees of band members, plans and carries out at least one fundraising activity or event each year (Spring Concert program ads, etc.)
  - Creates and disseminates PSAs, press releases, advertisements, and announcements to publicize major (generally, Christmas and Spring) concerts in varied media, including the MACB website and Facebook page, radio, TV, newspapers, direct mail, email, and flyers
  - o Creates general MACB publicity materials (brochures, photos, leader bios, etc.)
  - o Oversees social media
- Program—Chair, Curtis Byrdsong/Diane Hawkins-Cox (flute)

- Schedules and plans performances to provide for continued music performance and musical growth of band members
- Creates concert booklets and program sheets
- Evaluates effectiveness of concerts—disseminates and collects survey sheets, reviews concert recordings, etc.

#### • Long-Range/Strategic Planning—Chair, Ed Dumas (tuba)

- o Sets mission-oriented goals for the next five years (the MACB strategic plan)
- o Investigates opportunities for strategic partnerships
- o Presents plans to the board for discussion and resolution
- Keeps track of how the band is following the strategic plan and adjusts the plan as needed

#### • Youth Engagement—Chair, Darren Williams (tuba)

- Writes and disseminates Student Participation Program documents (nomination letters and forms for teachers, congratulation letters to parents, information for students, etc.)
- Creates eligibility requirements for enrollment in the program and for scholarship recipients
- o Presents student nominees to directors, who decide which students are enrolled
- o Makes sure each student has a band mentor
- o Plans presentation of scholarships to recipients
- Documents accomplishments of scholarship recipients and evaluates effectiveness of the Student Participation Program
- o Plans and carries out advocacy for music education in public schools

#### **MEMBERSHIP**

Membership in MACB is open to any adult who plays a concert band instrument or string bass and can read music. No audition is required. Members are expected to attend rehearsals regularly and practice their parts at home.

If you know someone who is interested in joining MACB, tell them to email info@MACBonline.org.

Musicians are placed in their section under the advisement of the directors and section leader. Members should be willing to play any part needed to balance the section and band as a whole.

#### **REHEARSALS**

MACB rehearsals typically take place every Tuesday during the school year, 6:30–8:30 pm, at Douglass High School Band Room 225 Hamilton E Holmes Dr NW Atlanta, GA 30318

To get to the band room, use the left driveway as you face the school and go to the rear of the main building. Enter the double doors facing the parking lot. The band room will be on your left.

#### Safety considerations:

- Do not leave valuables visible in your car.
- Be careful after sunset on the stairs and ramp at the school entrance—the parking lot is often dark.
- Do not prop open the outside door.
- In case of emergency, the band room has a back door on the wall opposite the main entry door.

Band members are expected to arrive at rehearsals early enough to be warmed up and ready to play at 6:30 pm. They should also have printouts of the music in the Musicians' Private Office (MPO). Read the Communications section for more information about the MPO.

See the <u>Do's and Don'ts</u> for member expectations regarding rehearsals.

#### **CONCERTS**

MACB typically plays 8–10 concerts per season. Usual venues include Atlanta-area churches, senior homes, and the Southwest Arts Center, but the band has played outside the metro area, as far away as Washington, DC. See Appendix 4 for some past performance schedules.

MACB accepts booking requests when it is able. If you know of a person or organization that would like to book a MACB performance, please direct them to the booking form on our web page, <a href="https://www.macbonline.org/booking-the-band">www.macbonline.org/booking-the-band</a>.

Band members are typically expected to report to concert venues one hour before performance time. However, occasionally, reporting time varies. Members should pay close attention to their email and voicemail for information.

Attire for most concerts:

- Black suit or dress
- White shirt with suit
- Black MACB tie or stole (red MACB tie or stole for Christmas concerts)
- Black socks
- Black shoes

Attire for formal concerts:

- Tuxedo or formal gown or pants
- White shirt with tuxedo
- Black tuxedo tie
- Black socks and shoes
- One-strand white pearl necklace or no necklace
- Small white pearl earrings

No hats are to be worn except for religious reasons.

Let the director and section leader know if you will be late or absent. If you arrive at a performance after it has started, do not enter the stage while the band is performing. Enter between selections.

Musicians must remove all cases, backpacks, and tote bags from the stage before the performance begins.

Musicians shall refrain from swabbing and packing instruments, equipment, and music until a director dismisses the band after a performance.

Please see the Do's and Don'ts for other concert-related expectations.

#### STUDENT PARTICIPATION PROGRAM

MACB's Student Participation Program is designed to provide opportunities for selected young musicians to learn from and perform with experienced musicians. The program is open to juniors and seniors aged 16 and older in public, private, charter, and home schools who can read and perform level 3 music. Age exceptions may be made for younger students. Eligible participants may receive a college scholarship. You can get more information in <u>Appendix 5</u>.

If you know of anyone who might be interested in this program, have them email <u>info@MACBonline.org</u> to get information about the nomination process.

#### **COMMUNICATIONS**

#### **How MACB contacts members:**

MACB uses CallingPost to contact band members by phone about concerts and other important information. The number varies, but it will always come from the 405 area code in Oklahoma City.

MACB also uses email to send important information to band members. Emails come from "Metropolitan Atlanta Community Band."

#### **How people can contact MACB:**

- <u>info@MACBonline.org</u>
- 404-909-9095
- Metropolitan Atlanta Community Band 3121 Key Ct. SW Atlanta, GA 30311

#### MACB's online presence:

- www.MACBonline.org
- www.facebook.com/MetropolitanAtlantaCommunityBand
- www.youtube.com/@metropolitanatlantacommuni1797

#### Musicians' Private Office (MPO):

The MPO is a part of the MACB website that is for band members only. To access it, go to <a href="https://www.macbonline.org">www.MACBonline.org</a> (or any page on the website) and scroll down to and click on the blue "Musicians' Private Office" box at the bottom (or click this link: <a href="https://www.macbonline.org/401/login.php?redirect=/members-only.html">https://www.macbonline.org/401/login.php?redirect=/members-only.html</a>). The password is given to band members upon joining MACB.

The MPO contains important documents and links, including:

- Links to sheet music that the band will rehearse in the current season. It is each band member's responsibility to download and print the music and bring it to rehearsal. We implemented this system in 2023 to eliminate the problem of members wasting rehearsal time looking for music in music bins.
- Links to YouTube videos of songs in our repertoire, which members can use as they practice at home.
- The Band Directory, which includes your name, instrument, contact information, and other data (profession, school, etc.) that can help band members get to know each other. It is for band use only, not for the general public.

- O To enter your information, click on the blue box that says, "Click Here to Complete the Form." If you have problems or questions, contact Benjamin Strickland (percussion) at <a href="mailto:bstrickland@macbonline.org">bstrickland@macbonline.org</a>.
- You can opt out of showing any of your information in the directory except for name and instrument. However, it is important to enter at least the following for administrative use:
  - Street address (including county), cellphone number, and email address, so band leadership can contact you
  - Age group, because our government grants require us to report the age range of our members

Do not give any information from the directory to anyone not in MACB.

### REHEARSAL AND PERFORMANCE DO'S AND DON'TS

#### Do:

- Report to rehearsals on time. Rehearsals usually start at 6:30 pm on designated Tuesdays. Full band warm-up is a very important part of the rehearsal. Please arrive early enough to be ready to play with the full band at 6:30.
- Come to rehearsals prepared to play your part. Practice at home makes perfect.
- Fulfill all music responsibilities. Please prepare musically for all rehearsals and performances by having all equipment on hand such as reeds, mutes, mallets, etc.
- Follow directions of the music director to ensure a well-coordinated and harmonious performance. Stop playing as soon as the director cuts the band off so we don't waste precious rehearsal time waiting for everyone to stop.
- Be attentive of where the director is during the music selection being rehearsed. If the director is working with an instrumental section different from yours, listen to how your part fits within the composition.
- Be prepared to make your musical entrance by always having your air ready.
- *Breathe* deeply!! Breath control is vital to a successful performance.
- Sit with good posture. Professional bands always look the part. Music stands should be at a height where musicians can sit up straight and see the directors.
- Listen. Engage in and enjoy the music we rehearse and perform. If something seems off in your section, kindly assist your section members, helping the director refine the performance. Correcting mistakes during practice makes for a better concert.
- Ensure you have your own music to prevent any discomfort to your fellow musicians.
- Notify a director or section leader (or section member if the leader is not available) if you are going to be absent or late for a rehearsal or

- performance. Excessive absences may result in dismissal from the band. *No Band is Better Than Its Rehearsals!*
- Be a "full-time" band member, present and engaged for rehearsals and performances alike.
- Put cell phones on vibrate or silent mode. Use of cell phones is prohibited in the rehearsal area to maintain focus and respect the rehearsal process.
- Treat the rehearsal and performance area with respect. Leave the area better than you found it.
- Wait for the director to dismiss the band before packing up instruments at the end of a performance.
- Be receptive if a director asks you to not play a particular music section, a composition, or a performance.
- Notify the librarian (Yolanda Gay, tenor sax, <u>macblibrarian@gmail.com</u>) if you can't print your music.
- Treat all band members with respect and dignity.

#### Don't:

- Forget to practice at home!
- Forget to have fun!

#### APPENDIX 1—HISTORY

(This is a work in progress.)

The Metropolitan Atlanta Community Band (MACB) was founded in October 1996 by Dr. Alfred D. Wyatt, Sr., renowned music educator with the Atlanta Public Schools. He chose Mr. Curtis Byrdsong, also a longtime Atlanta music educator, as associate director. Rehearsals began in the Benjamin E. Mays High School band room with twenty-five musicians in attendance. Because of widespread interest in a community band based in Southwest Atlanta, membership tripled over time.

The band's participants and associates are all volunteers. Band members represent a diverse body of amateur and professional musicians from all walks of life—white collar, blue collar, and retirees.

MACB's debut performances took place in December 1996 at Greenbriar Mall in Southwest Atlanta and South DeKalb Mall in Decatur, Georgia. Since that time, the band has made more than 200 appearances. Probably the most notable were performances at the Martin Luther King, Jr., Memorial and the Air Force Memorial in Washington, DC, during Memorial Day weekend of 2015. Other highlights include:

- Alpha Kappa Alpha international convention
- Festival of Trees, Georgia World Congress Center
- Atlanta City Hall lunchtime concert
- Joint performance with the 116th Army National Guard Band
- Atlanta Summer Concerts in the Park series
- East Point Fourth of July celebration
- Joint performances with the Wendell Whalum Community Chorus
- Annual Christmas concerts at Greenbriar Mall

As Dr. Wyatt aged, he and Mr. Byrdsong chose two other associate directors: Vanable Moody, retired band director at Frederick Douglass High School, and Allen Ward Jr., retired Atlanta Public Schools band director and retired administrator with Cobb County Schools.

During the Covid-19 pandemic, MACB had no rehearsals or performances from March 2019 to April 2022. The band had its 25<sup>th</sup> birthday in 2021 but delayed celebrating the milestone until its 2022–2023 season. MACB held its 25<sup>th</sup> Anniversary Spring Concert at Southwest Arts Center on May 7 at 5 pm, and used the occasion to honor Dr. Wyatt, who had stopped conducting because of illness in 2018. FOX 5 news reporter Aungelique Proctor emceed the event, and Dr. Dyann Ryans, clarinetist, was the guest conductor. The band also had a reception after the concert, giving audience members a chance to enjoy light refreshments, meet band members, and say hello to Dr. Wyatt. The event filled nearly every one of the art center's 350 seats.

MACB has performed at dozens of venues, from city concert halls to churches to elementary schools. We consider ourselves the hardest working community band in show business!

From the beginning of MACB, performances were free and will remain free until MACB no longer exists. However, donations are accepted for operating expenses and the band scholarship program. MACB believes in the value of music education and, therefore, strongly advocates for music education in public, private, charter, and home schools. The band also awards college scholarships to musically talented, graduating high school seniors who have been accepted to a college or university.

Throughout its history, MACB has made a unique musical and cultural contribution to Southwest Atlanta and South Fulton County, as well as to the entire metropolitan area and the state of Georgia.

#### APPENDIX 2—DIRECTOR BIOS



Mr. Curtis Byrdsong, principal associate director and a charter member of MACB, received his bachelor of arts degree in music education at Clark College, and he earned his master of music education degree and his certification in instructional supervision from the University of Georgia.

Mr. Byrdsong began his teaching career in the Henry County school system as director of bands at West Side High School. He then went to

Atlanta Public Schools as director of bands at Smith High School. He received numerous music awards in addition to being named Teacher of the Year once and Star Teacher twice. He was later promoted to music resource teacher/curriculum specialist for the Area II schools of Atlanta, overseeing the day-to-day operations of the various music programs, and then to music coordinator for the entire Atlanta school system, where he remained until he retired in 1996.

Mr. Byrdsong also plays bass clarinet for MACB and has arranged and composed several works for the band. He is a member of the Music Educators National Conference, Georgia Music Educators Association, Phi Beta Mu (National Band Masters Fraternity), Alpha Phi Alpha Fraternity, and the National Education Association.



Mr. Vanable H. Moody, Sr., MACB associate director, was named director of bands at Atlanta's Frederick Douglass High School when it was established in 1968, and he was a mainstay of the school's music program for the next 41 years, until his retirement. He organized and developed the school's band program—down to designing the band uniforms and writing the school song. At Douglass, Mr. Moody achieved Teacher of the

Year and was named an 11Alive "Teaching Excellence" Class Act Winner. He is a member of the Music Educators National Conference and the Georgia Association of Educators. Before going to Douglass, he played alto sax with the 36<sup>th</sup> Army Band at Fort Huachuca, Arizona, where he arranged and composed music for the jazz band.

Mr. Moody earned his master's degree at VanderCook College of Music and undergraduate degree in music at Clark College. He plays alto sax when not conducting and was instrumental in shaping and improving MACB's alto and tenor sax sections.



Mr. Allen Ward, Jr., MACB associate director, served as band director at Atlanta's Booker T. Washington High School for 18 years. His bands received superior ratings in concert and marching band activities. The marching band performed for several Atlanta Falcons half-time shows as well as performances for the Atlanta Hawks and Atlanta Braves. Mr. Ward was featured in the Atlanta Journal/Constitution's newspaper

article, "Sound Advice Goes Beyond Teaching Music, A Real-Life Mr. Holland Opus." He also received certificates of merit from mayors Andrew Young and Bill Campbell for outstanding contributions to the city of Atlanta.

Now retired, Mr. Ward enjoys playing euphonium and serving as one of the associate directors in MACB. He is a member of the National Band Association, the National Association for Music Education, Georgia Music Educators Association, Phi Delta Kappa, and Alpha Phi Alpha Fraternity Inc. He earned a bachelor's degree in music from Clark College, the master's degree in music from Georgia State University, and the education specialist degree from Jacksonville State University.

#### APPENDIX 3—MACB BOARD OF DIRECTORS

Ed Dumas	Yolanda Gay
Chair	Vice-Chair
Retired Commander, US Navy; Retired, Lockheed	Claims Coordinator, Georgia Tech
Martin	
VACANT	George Tripp
Secretary	Treasurer
	Retired Owner/Agent, Tripp Insurance Services
Vanable Moody, Sr.	Allen Ward, Jr.
MACB Associate Director	MACB Associate Director
Retired Band Director, Atlanta Public Schools	Retired Band Director, APS/Retired
(APS)	Administrator, Cobb County Schools
Benjamin Strickland, CPA	Phillip Davis, Sr.
MACB Accountant and Webmaster	Retired Band Director, APS
Carrie Clements Johnson	Richard King
President, Johnson & Johnson Career Consulting	Retired Advertising Sales Manager
Firm	
Beth Laxton	Henry Porter
Director, Sadie G. Mays Health and Rehabilitation	Retired Professor, Morris Brown College and
Center	Clark Atlanta Univ.
Samuel Smith	Dwayne C. Vaughn
Retired MARTA Supervisor	General Counsel, Atlanta Housing Authority
Mack Willis	Sara Womack
President and CEO, Summerset Assisted Living	Supervisor, General and Choral Music, Dance,
	and Theatre
	Cobb County Schools
Alfred D. Wyatt, Sr.	Linda Jones
Chair and MACB CEO Emeritus	Board Member Emerita
Retired Band Director, APS	Retired Band Director, APS

## 2022–2023 MACB 25<sup>th</sup> Anniversary Performance Schedule

Sadie G. Mays Health & Rehabilitation Center
1821 Anderson Avenue NW
Atlanta, Georgia 30314
Saturday, November 19, 2022, 3:00 pm

Central United Methodist Church
Christmas Concert
501 M.L.K. Jr Drive SW
Atlanta, Georgia 30314
Friday, December 2, 2022, 6:30 pm

Greenbriar Mall
Annual MACB Christmas Concert
2841 Greenbriar Parkway SW
Atlanta, Georgia 30331
Saturday, December 10, 2022, 2:00 pm

Dodd-Sterling United Methodist Church
Christmas Concert
3272 Browns Mill Road SE
Atlanta, GA 30354
Sunday, December 11, 2022, 4:00 pm

Bethel United Methodist Church
Christmas Concert
1215 New Hope Road SW
Atlanta, Georgia 30331
Sunday, December 18, 2022, 4:00 pm

Mt. Welcome Baptist Church
Black History Month Concert
581 Parker Avenue
Decatur, Georgia 30032
Sunday, February 19, 2023, 3:00 pm

Columbia Drive United Methodist Church
Black History Month Concert
2067 Columbia Drive
Decatur, Georgia 30032
Sunday, February 26, 2023, 4:00 pm

Southwest Arts Center
Annual MACB Spring Concert
and 25<sup>th</sup> Anniversary Celebration
915 New Hope Road SW
Atlanta, GA 30331
May 7, 2023, 5:00 pm

## 2019–2020 MACB Performance Schedule

Sadie G. Mays Health & Rehabilitation Center
1821 Anderson Avenue NW
Atlanta, Georgia 30314
November 23, 2019, 3:00 pm

Ray Charles Performing Arts Center
Atlanta African American Music Legends
Celebration

Morehouse College 900 West End Avenue SW Atlanta, Georgia 30310 December 1, 2019, 5:00 pm

Summerset Assisted Living 3711 Benjamin E. Mays Drive SW Atlanta, Georgia 30331 December 6, 2019, 6:00 pm

Dodd-Sterling United Methodist Church 3272 Browns Mill Road SE Atlanta, GA 30354 December 8, 2019, 5:00 pm

Greenbriar Mall Christmas Concert 2814 Greenbriar Parkway SW Atlanta, Georgia 30331 December 10, 7:00 pm Flute Nation at 6:00 pm Bethel United Methodist Church 1215 New Hope Road SW Atlanta, Georgia 30331 December 15, 2019, 4:00 pm

Roswell Cultural Arts Center 950 Forrest Street Roswell, Georgia 30075 February 2, 2020, 2:30 pm

Mt. Welcome Baptist Church 581 Parker Avenue Decatur, Georgia 30032 February 16, 2020, 3:00 pm

Columbia Drive United Methodist Church 2067 Columbia Drive Decatur, Georgia 30032 February 23, 2020, 4:00 pm

> Southwest Arts Center Annual Spring Concert 915 New Hope Road SW Atlanta, GA 30331 April 19, 2020, 5:00 pm

#### APPENDIX 5—STUDENT PARTICIPATION PROGRAM

#### **ELIGIBILITY**

- High school juniors and seniors aged 16 and older who
  - Can read and perform at least level 3 music, with capability to improve to level 4 or higher
  - Have transportation to and from rehearsals and performance venues
    - Student must sign in and out
    - Student must leave or be picked up when rehearsal/concert ends
- Exceptions may be made for high school students younger than age 16, as well as middle school students, who
  - Can read and perform at least level 3 music, with capability to improve to level 4 or higher
  - Are brought to rehearsals and concerts by a parent or guardian, or someone appointed by the parent or guardian
    - Student and parent/guardian must sign in and out
    - Student must be picked up when rehearsal/concert ends

In addition, students in middle school must have a parent or guardian or someone appointed by the parent or guardian remain in the rehearsal room or concert venue for as long as the student remains.

#### **EXPECTATIONS**

Program participants must

- Remain in good academic standing in school
- Demonstrate a high level of respect, pride, and achievement in school classes
- Demonstrate, through performance, mastery of repertoire studied in the community band, with emphasis on style, good tone production, dynamics, and musical interpretation
- Establish a regular home study regimen to help achieve objectives stated above
- Maintain an excellent attendance record at rehearsals and performances to the best of their ability

#### **MENTORSHIP**

Each participant will be assigned a MACB mentor to offer encouragement and assistance in making the experience musically challenging and academically sound.

After four rehearsals, and afterward as needed, the mentor will meet with the student and person who nominated the student (school band director, music teacher, etc.) to assess the student's progress and experience.