



## 2025-2026 TYO FAMILY & STUDENT HANDBOOK

### Mission Statement

The Tallahassee Youth Orchestras (TYO) enriches the musical and creative lives of young musicians through high-quality instruction and unique performance opportunities.

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### Staff Listing 2025-2026

|                                              |                                                                                                       |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Executive Director                           | Megumi Terry<br><a href="mailto:tyodirector@gmail.com">tyodirector@gmail.com</a>                      |
| Director of Education & Intermezzo Conductor | Tian Sanchez-Ballado<br><a href="mailto:tian@sanchez-ballado.com">tian@sanchez-ballado.com</a>        |
| Music Director & Symphony Conductor          | Giulherme Rodrigues<br><a href="mailto:guilealrodrigues28@gmail.com">guilealrodrigues28@gmail.com</a> |
| Chamber Conductor                            | Kasia Bugaj                                                                                           |
| Violin 1 Section Coach                       | Jean-Luc Cataquet                                                                                     |
| Violin 2 Section Coach                       | Barbara Santiago                                                                                      |
| Viola Section Coach                          | Noel Medford                                                                                          |
| Cello Section Coach                          | Zlatina Staykova                                                                                      |
| Bass Section Coach                           | Megan Hipp                                                                                            |
| Woodwind Section Coach                       | Hannah Faircloth                                                                                      |
| Brass Section Coach                          | Paul Ebbers                                                                                           |
| Percussion Section Coach                     | Ian Guarraia                                                                                          |

## TYO 2025-2026 Board of Directors

Mindy Perkins, President  
Ken Davis, Vice President  
Adriana Bush, Treasurer  
Amy Liem, Secretary  
Stephanie Leitch, Member-At-Large

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Danelle Eckhart  
Bobbie Fernandez  
Jeremy Floyd  
Robert Gelhardt  
Therese Kemper  
Stephanie Leitch  
Arzu Leushuis  
Rachel Porter  
Alisha Robinson

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## TYO ENSEMBLES AND PROGRAMS

The TYO offers orchestral ensembles designed for students of varying playing abilities. Additionally, the TYO offers several chamber music groups. All students are required to provide their instruments.

### INTERMEZZO ORCHESTRA

Conductor: Dr. Sanchez-Ballado

Rehearsals: Sundays, 1:45-3:15 PM

Tuition: \$440 per year

Location: Housewright Music Building (HMU) at FSU's College of Music

Intermezzo Strings offers a supportive first orchestral experience, helping students solidify foundational skills and learn to play in harmony with others.

#### What Teachers Should Know

- **Level: ASTA 1.5–2.5 | FOA ES | ASTACAP 2–3 | Suzuki Books 2–3.**
- Fluent note reading in first position in D and G major (ASTA: Level 2 positional work).
- Fluent rhythm reading in fundamental values: quarters, eighths, dotted quarters, equivalent rests (ASTA: Early rhythmic literacy).
- Produces discernible pitch with minimal distortion; basic intonation stability within a whole-step range.
- Maintains a steady tempo in simple meters.
- Bow control: adjusts speed and weight to produce fundamental loud/soft contrasts.
- Tracks printed music while watching and interpreting basic conductor cues for starts/stops and tempo changes.

#### What Parents Should Know

**Students in the Intermezzo Orchestra can:**

- Read music comfortably for simple songs.
  - Play with a steady beat and clear sound.
  - Make their sound louder or softer when asked.
  - Follow the conductor's directions to start, stop, and change speed together.
- Most students have 1–2 years of school orchestra or lessons, but **placement is based on skills, not years of study.**



## CHAMBER ORCHESTRA

Conductor: Dr. Bugaj

Rehearsals: Sundays, 2:15-4:00 PM

Tuition: \$550 per year

Location: Housewright Music Building (HMU) at FSU's College of Music

Chamber Orchestra develops stronger technique, musical independence, and richer ensemble sound—preparing students for the challenges of full symphony repertoire.

### What Teachers Should Know

- Level: ASTA 3–3.5 | FOA CS | ASTACAP 4–5 | Suzuki Books 4–5.
- Fluent reading in:
  - Violins/Violas: 1st & 3rd positions.
  - Cellos: 1st, 3rd, & 4th positions.
  - Basses:  $\frac{1}{2}$ , 1st–4th positions.
- Reads rhythms from whole to sixteenth notes, including dotted, triplet, and syncopated patterns (ASTA: Expanding rhythmic vocabulary).
- Intonation accuracy within ~30 cents in slow to moderate tempos.
- Vibrato is used consistently for tone in basic to intermediate ranges.
- Dynamic variety and tone color changes are achieved through bow placement, bow weight, and vibrato (ASTA: Tone color exploration).
- Responds to conductor cues for tempo shifts, fermatas, and style changes.
- Prepares orchestral parts for performance readiness with guidance from sectional coaches.

### What Parents Should Know

Students in the Chamber Orchestra can:

- Play music that changes speed, style, and mood quickly.
- Make their sound richer using different techniques.
- Keep up with faster, more complex songs.
- Come to rehearsal ready to play their part with the group.
- Many have 2–3 years of experience, but placement is based on skill readiness, not lesson count.

## SYMPHONY ORCHESTRA

Conductor: Mr. Rodrigues

Rehearsals: Sundays, 2:00-4:00 PM

Tuition: \$660 per year

Location: Housewright Music Building (HMU) at FSU's College of Music

Symphony Orchestra is TYO's flagship ensemble, performing complex full-orchestra works that challenge and showcase the organization's most advanced musicians.

### What Teachers Should Know

- Level: ASTA 4–5.5 | FOA AF | ASTACAP 6–8 | Suzuki Books 6–8+.
- Fluent reading in  $\frac{1}{2}$ , 1st–5th positions on all strings (ASTA: Advanced positional work).
- Plays confidently across the practical range of all orchestral instruments.

- Reads dotted, syncopated, compound, and mixed meter rhythms accurately (ASTA: Advanced rhythmic literacy).
- Sustains accurate pitch and tone; adapts to the tuning of winds, brass, and percussion.
- Maintains characteristic tone across full dynamic range and registers.
- Produces multiple tone colors on command using bow distribution, contact point, and vibrato variation.
- Interprets conductor cues for phrasing, articulation, and expressive detail.
- Prepares repertoire independently to performance standard, with sectional coaches used for refinement.

#### **What Parents Should Know**

- Students in the Symphony Orchestra can:
- Play challenging music that moves quickly and changes style often.
- Match their sound and timing precisely with a full orchestra.
- Perform confidently across all ranges of their instrument.
- Adjust instantly to the conductor's interpretation during rehearsal.
- Many have studied for years, but placement is based on advanced skill, not lesson history.

### **SMALL ENSEMBLES**

Rehearsals: Sundays, 12:45-1:45

Coaches will be assigned once groups are formed

Chamber Music Programs deepen musical independence, communication, and leadership skills through demanding repertoire. String students can fill out the interest form at the beginning of the season and will then be placed in a group appropriate to their level. Students interested in the TYO Symphony Quartet must take the audition in early fall. String ensembles participate in one Small Ensemble concert each semester and may participate in community events or full TYO concerts. Woodwind, brass, and percussion students may participate in small ensembles led by their sectional coaches. These ensembles participate in one Small Ensemble concert each semester and may participate in community events or full TYO concerts.

#### **What Teachers Should Know**

- Level: Generally ASTA 4+ | ASTACAP 6+ | Suzuki Book 6+.
- Plays individual parts independently without conductor guidance.
- Maintains rhythmic precision and intonation in exposed settings.
- Adjusts dynamically and tonally based on visual and aural cues from peers.
- Uses chamber communication skills (eye contact, breathing, gesture) to lead or follow entrances and cut-offs.

#### **What Parents Should Know**

Students in these programs can:

- Play in small groups where everyone has a unique role.
- Listen closely and adjust their sound to match others.
- Work together to decide how the music should be played.
- Selection is based on readiness for small-group collaboration, not lesson count.

### **CONCERTO COMPETITION**

The concerto competition is a chance for any TYO student to audition for the opportunity to solo with the Symphony Orchestra during the final concert of the season. All interested students should fill out the registration form, which will be posted in November. To audition, the piece must first be approved by the Music Director. After the registration deadline, we will send an email for audition time sign-ups. Auditions will be in January, and the selected candidate will perform in May. More information can be found on our website under the Concerto Competition page.

# REHEARSAL INFORMATION

## Checking in

Check-in procedures will be slightly different this year:

- Intermezzo & Chamber students will check in with their sectional coaches in their sectional rooms.
- Symphony students will check in at their rehearsal room.
- There will still be a TYO staff member stationed at the front lobby of HMU to direct students if they need help finding their rehearsal/sectional rooms.

## What to bring to rehearsal

- Your instrument
- Music stand
- Sharpened pencil

Your conductors will provide printed music at the first rehearsal of each concert cycle, along with access to digital practice parts. After that, you are responsible for taking your music home, practicing, bringing it to every rehearsal, and keeping it in good condition.

## Sectionals vs. Full Rehearsals

Sectionals are dedicated practice sessions where students work specifically with others in their instrument section (e.g., viola, cello, woodwind). During sectionals, students focus on refining the music they are currently working on with the guidance of a sectional coach. This time allows students to receive individualized attention and fine-tune essential aspects of their playing, such as intonation (pitch), bowings, articulation (how notes are played), sound quality, and overall blend with others in their section. By the end of a sectional, students will have a stronger, more unified sound, helping their entire ensemble sound more cohesive.

Full Rehearsals are when all of the sections come together to rehearse as a complete orchestra. This portion of the class is led by the ensemble's conductor, who guides the group through the music. The conductor can focus more on group-specific issues, thanks to the foundation built in the sectionals. Full rehearsals are where the individual parts from each section are combined to create a cohesive, unified sound. It's an opportunity to work on balance, dynamics, tempo, and overall musical interpretation as a team.

## Intermezzo Schedule & Room Assignments

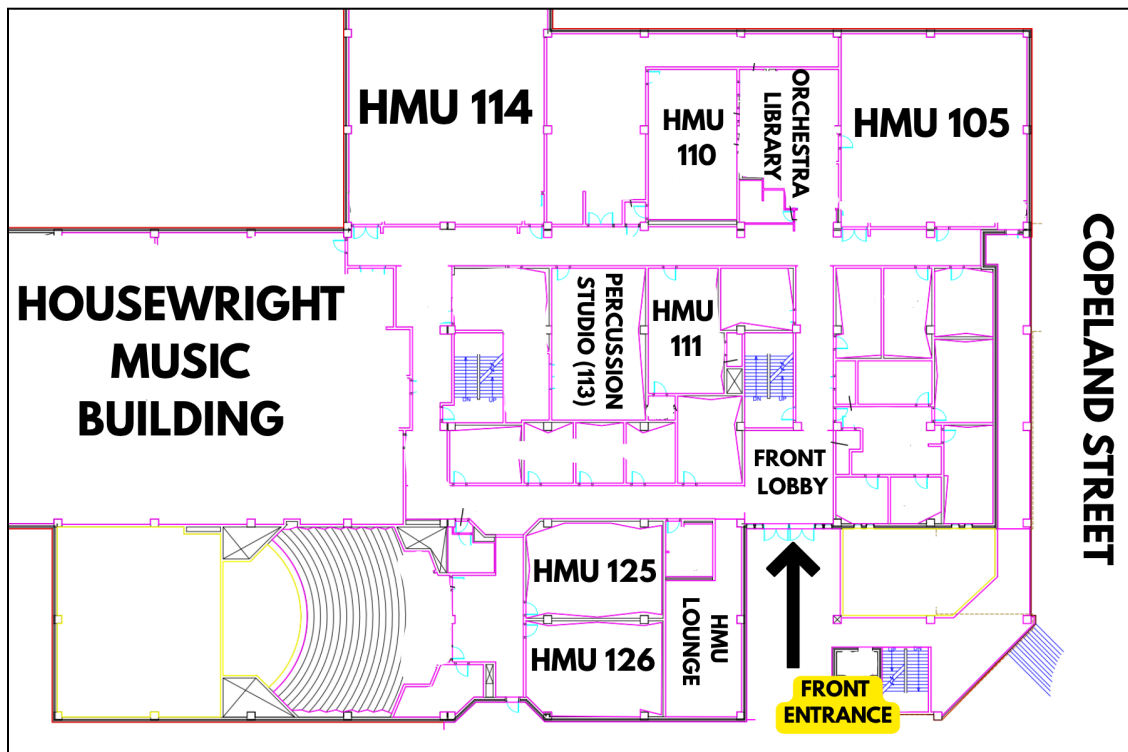
| INSTRUMENT | SECTIONALS   1:45 - 2:15 | FULL REHEARSAL   2:15 - 3:15 |
|------------|--------------------------|------------------------------|
| Violin 1   | HMU 125                  | HMU 110                      |
| Violin 2   | HMU 126                  | HMU 110                      |
| Viola      | HMU 111                  | HMU 110                      |
| Cello      | HMU 110                  | HMU 110                      |
| Bass       | HMU Orchestra Library    | HMU 110                      |

### Chamber Schedule & Room Assignments

| INSTRUMENT | SECTIONALS   2:15 - 2:45 | FULL REHEARSAL   2:45 - 4:00 |
|------------|--------------------------|------------------------------|
| Violin 1   | HMU 125                  | HMU 105                      |
| Violin 2   | HMU 126                  | HMU 105                      |
| Viola      | HMU 111                  | HMU 105                      |
| Cello      | HMU 105                  | HMU 105                      |
| Bass       | HMU Orchestra Library    | HMU 105                      |

### Symphony Schedule & Room Assignments

| INSTRUMENT | FULL REHEARSAL   2:00 - 3:00 PM | SECTIONALS   3:00 - 4:00        |
|------------|---------------------------------|---------------------------------|
| Violin 1   | HMU 114                         | HMU 125                         |
| Violin 2   | HMU 114                         | HMU 126                         |
| Viola      | HMU 114                         | HMU 111                         |
| Cello      | HMU 114                         | HMU 114                         |
| Bass       | HMU 114                         | HMU Orchestra Library           |
| Woodwinds  | HMU 114                         | KMU 052                         |
| Brass      | HMU 114                         | KMU 240                         |
| Percussion | HMU 114                         | HMU Percussion Studio (HMU 113) |



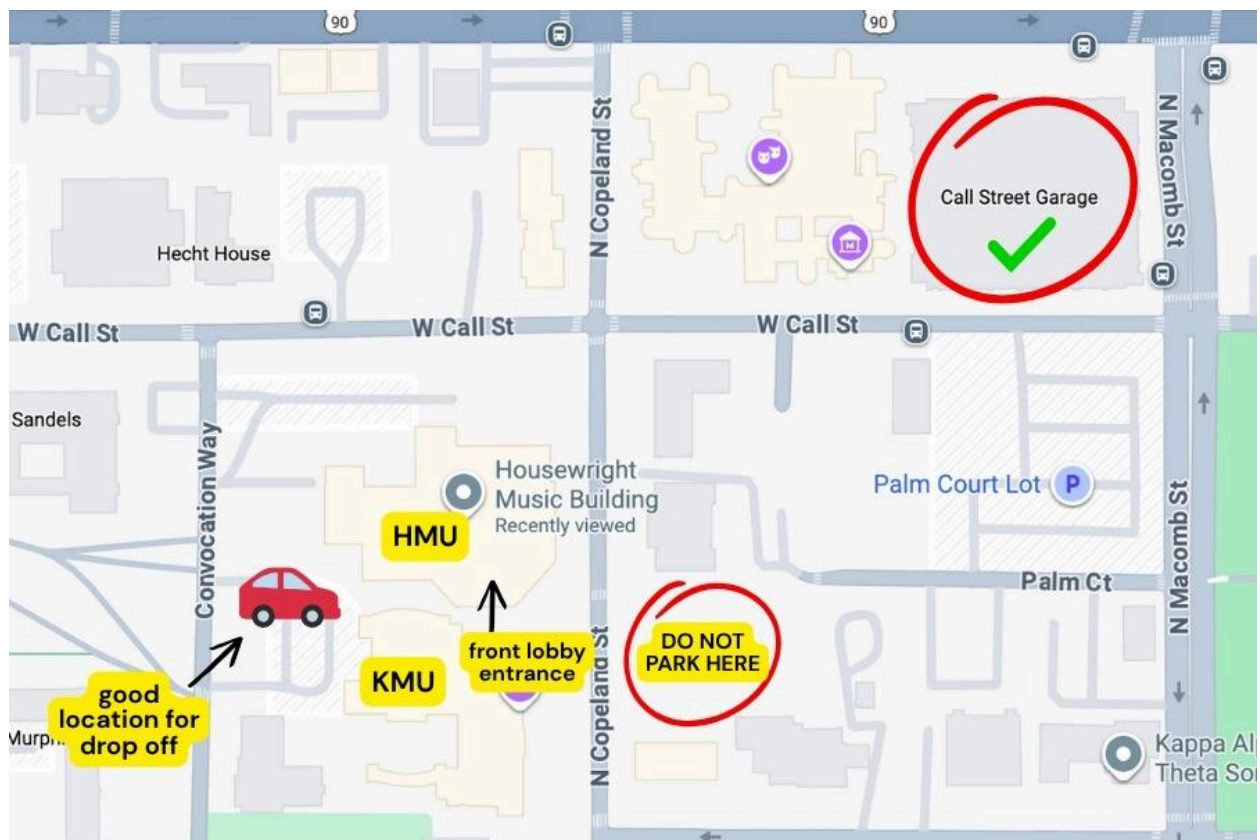


## PARKING AT FSU

If you plan to park and wait at the College of Music while your student rehearses, please plan for extra time to park. Below are some parking options on the FSU campus:

- Call Street Garage is the closest parking garage to the College of Music.
- Any FSU parking lots with the gate up are open to public parking on the weekends.
- Street parking is also free on the weekends.
- **DO NOT** park in the gravel lot across from the HMU/KMU buildings. This is not FSU property, and you may be towed.

If your TYO student is old enough to be dropped off and walk into the HMU building on their own, we recommend not dropping them off on Copeland Street. A safer option is to drive around to the west side of the buildings off of Convocation Way and drop them off in the parking lot next to HMU and KMU (as indicated on the map below).



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## SEATING POLICY

To put forth the best musical product possible and to ensure the best possible learning outcomes for each student, TYO conductors place strong players in all areas of string sections, front and back. It is the prerogative of the ensemble director to determine specific policies for his/her ensemble. It is also the responsibility of each ensemble director to articulate to the students their seating policies clearly.



As a *general* template, the TYO seating procedure is as follows:

Ensemble directors will determine the split between first and second violins at the first rehearsal of each concert cycle. As mentioned above, each director will make every effort to balance strengths and experience throughout the section.

During selected sectionals of every concert cycle, students will perform a **brief seating audition** selected from their current concert music. To protect valuable sectional time, these auditions may be with other students in the room. Students may opt out of seating auditions with the understanding that they will be placed in non-leadership capacities in their section. Students performing auditions will be ranked according to this plan, in which the highest score is seat one and X signifies an unranked player:

|             |    |      |
|-------------|----|------|
| Stand One   | I  | 2    |
| Stand Two   | 3  | X    |
| Stand Three | 4  | X    |
| Stand Four  | 5, | etc. |

- Students who do not audition are placed after the ranked (auditioned) chairs are determined. Students auditioning are not guaranteed a ranked chair.
- Any First-chair player who misses more than two rehearsals for any reason will be moved to second chair, with the second chair player assuming the principal role.
- Any ranked chair player who misses one or both of the last two rehearsals before a concert will forfeit their chair, being moved to a director-determined position among the unranked chairs.

#### Questions or Concerns:

Questions or concerns about seating policies should be **directed *first* to the ensemble director of your child's ensemble**, not the Executive Director or a member of the board. If there are continued concerns, they should be directed to the Director of Education. Any other questions or concerns about sectionals, small ensembles, or coaching should be directed to the Director of Education.

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## ATTENDANCE POLICY

Being offered your seat says that you are a valuable member of your ensemble. It also means that you have agreed with your orchestra ensemble to be a fully participating member. By registering, you agree to prepare, practice, and be there. TYO's Attendance Policy is set to offer you some flexibility with your other activities and also hold everyone to the same standard of participation.

- Students will be allowed **one pre-excused** and **one emergency absence** per concert cycle.
- Pre-excused absences may be requested by emailing your ensemble's conductor and cc'ing the Executive Director. The request should be submitted to your conductor for approval at least two weeks before the proposed absence.
- Emergency absences are for illness or other serious emergency issues. In these cases, an email to the Executive Director at tyodirector@gmail.com to advise the staff of the absence is sufficient.
- Each instance a student is tardy for rehearsal will count as half an absence. A student will be counted as tardy if they are not in their seat and entirely ready to tune at the posted time for rehearsal.
- **If a student is counted absent more than two times per concert cycle, they will not be allowed to perform in that concert.** In these cases, parents can appeal to the executive committee to have that student

reinstated to the concert. The executive committee will make its decision with deference to the child's ensemble director's recommendation.

- Additional stipulations concerning absences are described under the Seating Policy. Reinstatement to a concert after an appeal does not negate the Seating Policy stipulations.
- 

## CONCERT DRESS CODE

Concerts serve as periodic end-goals for the weekly rehearsal of TYO ensembles and allow members to perform publicly. Uniformity in dress contributes to the professional presentation of the youth orchestras. Students may be asked to sit out if inappropriately attired.

### Intermezzo

- Ladies: White blouse, black dress pants OR full-length skirt, black hose, and black shoes. No bare arms, bare legs, or miniskirts.
- Gentlemen: Long-sleeve white shirt, black pants, black socks, black shoes, and black bow ties. Black cummerbunds are optional.

### Chamber Orchestra

- Ladies: Long black dresses OR long black skirts and black tops giving the appearance of a long black dress; black hose and black shoes. Also acceptable are long, loose-fitting black pants—no sleeveless dresses or tops; no bare arms, bare backs, or bare legs.
- Gentlemen: All black attire with a dress tie: Long-sleeve black shirt, black pants, black socks, black shoes

### Symphony Orchestra

- Ladies: Long black dresses OR long black skirts and black tops giving the appearance of a long black dress; black hose and black shoes. Also acceptable are long, loose-fitting black pants—no sleeveless dresses or tops; no bare arms, bare backs, or bare legs.
  - Gentlemen: Black tuxedo jackets and pants, white shirts, black bowties, black socks, and black shoes. Black cummerbunds are optional.
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## CONCERT PROCEDURES

All students are expected to attend the entire concert. Orchestra members who perform first will be seated in the audience free of charge for the remainder of the program. Students performing do not need to purchase tickets to the concert. You will receive your students' call times via email about 1-2 weeks before the concert. This email will also include information about the concert hall location and purchasing tickets.

### What is a "Call Time?"

"Call Time" refers to the latest time that performers should arrive, not the time when the concert begins. For example, if the call time is 1:00 PM, musicians are expected to arrive by that time, dressed in their concert attire.

They should also bring their music, instruments, and necessary accessories such as rosin, shoulder rests, and rock stops, so they have time to tune and warm up before the performance.

- **Note for families:** “Call Time” is different from the concert start time listed on your tickets or programs. Please refer to those materials for audience arrival information.

### **Concert Etiquette for Audience Members**

To help create the best experience for all performers and audience members, we ask that you:

- Arrive and be seated before the concert begins.
- Stay for the entire performance so every student’s work is supported and celebrated.
- Limit movement in the aisles, ideally during applause between pieces.
- Remain seated during performances unless an emergency requires you to step out.
- If using a tripod, please choose a seat in the back rows to avoid blocking views.
- Small cameras and phones are welcome. For larger devices (such as iPads), please use them from the back rows so everyone can see comfortably.
- Applause is encouraged after each complete work. Your program lists the number of movements, and the conductor will turn to face the audience to signal the end of the piece.

Thank you for helping us create a focused, respectful, and enjoyable environment for both musicians and listeners!

Seating at our concerts is general admission and is available on a first-come, first-served basis.

TYO performances are open to the public and may be recorded. From time to time, pictures of musicians may appear in newspapers and on television to inform the community about our orchestra, or in TYO promotional materials. The performances may be posted on our YouTube channel, shown on television, and/or aired on the radio in part or their entirety.

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## **AUDITION PROCEDURES**

Auditions are required for all ensembles, and current members are required to re-audition each year. If you need assistance in selecting an appropriate ensemble for your child, please email [tian@sanchez-ballado.com](mailto:tian@sanchez-ballado.com)

- There is a \$15.00 fee for all auditions. Students will not be able to audition without paying the fee.
- Audition material will be posted on the website in mid-March.
- Our main audition date for the upcoming season will be the third Sunday in May.
- For those who have a conflict with the May date, a late audition date will be set for the end of summer. Students should be aware that new audition excerpts will be posted for the late summer date.
- Students who audition in May **may not re-audition** in late summer.
- Students who express interest after the two audition dates should contact TYO via email at [tyodirector@gmail.com](mailto:tyodirector@gmail.com) to make audition arrangements.

### **Audition Results and Registration**

Audition results will be posted on our website. Students will have until June 15, 2025, to complete the registration process and pay their deposit to hold their seat for Fall 2025.

# TUITION POLICIES

## Payment Policies

- A deposit of \$50 is required to hold a student's seat.
- Families may choose to pay in full or set up payment plans.
- For those who wish to pay in full by check, payment is due by August 1, 2025. Amounts not paid by this date will incur a late fee of \$25.
- For those who wish to pay in full by credit card or set up payment plans, there will be an additional \$25 fee to cover credit card processing and related fees. This fee is waived for scholarship students.

## Payment Plan Options

Tallahassee Youth Orchestras offers two payment plans, which must be selected by August 1, 2025, to participate.

1. Tuition fees are all equally spread over eight months, with payments to occur on the 1st of August, September, October, November, December, January, February, and March, or
2. Payment over four months, with costs to occur on the 1st of August, September, October, and November.

It is the responsibility of the participants utilizing payment plans to maintain a valid credit card in the registration/payment system.

## Important To Remember

As stated in the registration agreement, registration creates a commitment to pay for the entire season. Tuition payments are nonrefundable after the season begins. Failure to pay tuition promptly will result in a penalty as determined appropriate by the Executive Board. This could include late fees, removal from concert programs, and/or exclusion from rehearsals or concerts. No member will be allowed to schedule an audition for the next season until all financial obligations for the current season have been met. These policies have been established to create the very best musical learning opportunity for your musician, and we appreciate your support!

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# TYO SCHOLARSHIP PROGRAM

It is the hope of the Tallahassee Youth Orchestra Board of Directors that no qualifying student will be unable to participate because of financial need. Anyone for whom these options present a financial hardship should apply for a scholarship. Scholarship information and applications are available on our website.

## Scholarship Application

Applications must be filled out completely and received by the due date for consideration. The Scholarship Committee will be responsible for determining the number and amounts of awards provided. Applicants can expect strict confidentiality regarding all sensitive information provided and award results. Every effort will be made to meet the needs of all TYO students and their families, but scholarship awards are contingent on the availability of funds. The Scholarship Committee reserves the right to ask for additional information if necessary.

## Scholarship Status

Applicants who have completed registration and paid the \$50 deposit will receive their Financial Assistance Award Letter by the deadline posted on the TYO website. Applicants have two options to pay the remaining balance not covered by the scholarship:

1. Sign up for a payment plan by August 15, or
2. Commit to paying in full on August 1

## FULL 25-26 SEASON CALENDAR

### Fall Concert Cycle

8/24 Rehearsals  
8/31 No Rehearsals  
9/7 Rehearsals  
9/14 Rehearsals  
9/21 Rehearsals  
9/28 Rehearsals  
10/5 FALL CONCERT

### Holiday Concert Cycle

10/12 Rehearsals  
10/19 Rehearsals  
10/26 Rehearsals  
11/2 Rehearsals  
11/9 Rehearsals  
11/16 Rehearsals  
11/23 No Rehearsals  
11/30 Rehearsals  
12/7 Rehearsals  
12/14 HOLIDAY CONCERT

### Guest Artist Concert Cycle

1/4 Rehearsals  
1/11 Rehearsals  
1/18 Rehearsals  
1/25 Rehearsals  
2/1 Rehearsals  
2/8 Rehearsals  
2/15 Rehearsals  
2/22 GUEST ARTIST CONCERT

### Spring Concert Cycle

3/1 Rehearsals  
3/8 Rehearsals  
3/15 No Rehearsals  
3/22 No Rehearsals  
3/29 Rehearsals  
4/5 No Rehearsals  
4/12 Rehearsals  
4/19 Rehearsals  
4/26 Rehearsals  
5/3 SPRING CONCERT

## SMALL ENSEMBLES CONCERTS

### Fall Small Ensembles Concert Cycle

9/14 rehearsal  
9/21 rehearsal  
9/28 rehearsal  
10/12 rehearsal  
10/19 rehearsal  
10/26 rehearsal  
11/1 SATURDAY, CONCERT DAY

### Spring Small Ensembles Concert Cycle

2/1 rehearsal  
2/8 rehearsal  
2/15 rehearsal  
3/1 rehearsal  
3/8 rehearsal  
3/29 rehearsal  
4/12 rehearsal  
4/18 SATURDAY, CONCERT DAY

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## OTHER IMPORTANT DATES

8/15-17 TYO Symphony Retreat  
12/14 Concerto Competition Application  
Deadline  
  
1/24 Concerto Competition  
5/16-17 TYO 26-27 Season Auditions

## IMPORTANT ADDRESSES

### TYO Address to mail checks:

PO Box 21104  
Tallahassee, FL 32316-1104

### Housewright Music Building (HMU):

122 N Copeland St  
Tallahassee, FL 32304

### Ruby Diamond Concert Hall:

222 S Copeland St  
Tallahassee, FL 32304