

## Welcome Conversation at Rehearsal

“Hi, (person’s name) I’m (your name). I want to welcome you to the Gotham Symphony, it’s great to meet you and to have you with us.”

“How has your experience been with so far?”

Good: **Move on to next question.**

Not good, or issue brought up: **Ask what happened and listen to them explain the issue.  
Provide help or look into problem as needed.**

“Have you had a chance to look through the materials given to you at the audition? “

Yes: **Move on to next question**

No: **“I know, there is a lot of information in there.”**

No materials given: **Get them the materials ASAP, and walk them through**

“Is there any help I can provide in understanding the information?”

Yes: **Find out which part and help them.**

No: **“Great! If you do have any questions about anything, I’m here to help”**

“We’re having a meeting on (date) immediately after rehearsal where we’re having an orientation for new musicians. It’s in the (room or place), and you’re invited to attend. We explain what we do in greater detail and we walk you through some of the specifics of our contract. Basically, we try to help you to not get fired. Can I plan on seeing you there?”

Yes: **“Great, I’m looking forward to seeing you there.”**

No: **“Oh that’s too bad. Why can’t you make it?”**

**Listen to reason, empathize, and try to help solve the issue.  
Help by offering solutions with babysitting, carpooling, etc.**

Maybe: **“Let me know if there’s anything I can help with to make your decision. This is a good opportunity to meet the rest of your fellow musicians and to find out what we are about.”**

**Follow up before the meeting to gauge progress.**

**If the musician absolutely cannot make the meeting, offer to have a one on one orientation at their convenience over dinner, coffee, etc.**