



# **BIG SING** RESOURCE: **HOW TO SET UP A CHOIR AT WORK**

## **Step 1: Get your organisation on board**

Speak to your manager or HR Department and get them on board. Highlight the benefits that singing can bring to a work place - bringing colleagues together, encouraging better teamwork, building confidence and self-esteem.

Forming a new choir can be a lot of work but you don't need to tackle it all yourself, find colleagues that can help you.

## **Step 2: Where and when**

Your manager or HR department should be able to help you find a suitable space and time to set up the choir. Can you use a meeting room, the canteen or a venue close by?

## **Step 3: Recruiting members**

Get the word out there! Use notice boards, email, company newsletters or even a staff Facebook page.

## **Step 4: Choosing a style of choir**

As you start to recruit members for the choir it's a good time to decide what type of songs you would like to sing. Remember - the wider the musical styles the more people you are likely to attract.

## **Step 5: Who will lead your choir?**

The choir leader will train and lead the group so that the choir can give its best performance. Speak to local arts organisations, music departments in schools, colleges or a local university - they may have teachers or music students looking for experience. Advertise in local press or arts websites such as:

Creative Scotland's opportunities website: <http://opportunities.creativescotland.com>

Arts Council England: <http://www.artsjobs.org.uk/>

Arts Council of Northern Ireland: <http://www.artscouncil-ni.org/news/job-opportunities>

Arts Council of Wales: <http://www.artswales.org.uk/arts-in-wales/arts-directory-search>

You could also try: [www.musicteachers.co.uk](http://www.musicteachers.co.uk)

Or of course you could do it yourself!

## **Step 6: Administration of your choir**

Get together a group of people with administrative skills, they can help with the organisation of rehearsals and performances.

## Step 7: Rehearsals

You've got your venue, a regular time, a choir leader and recruited members - now it's time for the rehearsals!

Effective planning will help you get the most from your rehearsals. These are our top tips:

-  Outline what songs and sections you need to cover, this will help the group focus on what needs to be achieved.
-  Always use a warm up and consider different ways of learning – you could include physical movement and listening exercises.
-  Try to start and finish with songs that the choir know, this will help keep up enthusiasm and confidence.
-  Build in some contingency time, so if there's an area that needs additional rehearsal it isn't rushed.
-  Record the rehearsals and keep a note of arrangements, material worked on and areas for improvement to help plan future sessions. You can also use the recordings to help choir members practise between rehearsals or if they have missed a session. Think about uploading these recordings to a shared space like the choir's website or soundcloud.

There are plenty of places to find sheet music such as libraries, online and music shops. You need to be aware that music is subject to copyright law, which applies to all choirs. For information on copyright visit The UK Copyright Service: <http://www.copyrightservice.co.uk/>.

## Step 8: Most importantly

Have fun!