

Section Leader Checklist for Onboarding New WVS Musicians (Dec 2025)

This checklist helps ensure a warm welcome and smooth integration for new section members.

Welcome & Introduction

- **Personal Introduction:** Greet the new musician upon arrival and introduce yourself as their section leader.
- **Stand Partner Meet & Greet:** Facilitate an introduction to their assigned stand partner.
- **Section Introductions:** Briefly introduce them to the rest of the section members and Artistic Director before the rehearsal begins.
- **Confirm Contact:** Ensure you have their correct contact information (email/phone) for section communication and have them share this information with the Executive Director.

Logistics & Guidance

- **Locate Essentials:** Point out key facilities: restrooms, water fountain, case storage area/lockers, and the section's warm-up area (if applicable).
- **Review Website and Players' Handbook:** Review the WVS website links and go over key points like rehearsal and performance schedules, expectations, concert attire, etc.
- **Review Music/Bowings:** Briefly discuss where unified bowings are found (e.g., in the shared drive, marked on the principal part) and the process for marking their music.
- **Clarify Etiquette:** Briefly explain section norms during rehearsal (e.g., tuning protocol, when to talk, pencil use only, break timing). Encourage putting stand and chairs back after rehearsals.
- **Answer Initial Questions:** Dedicate a few minutes to ask if they have any immediate questions or concerns.

Ongoing Support

- **Availability:** Reiterate that you are available for questions during breaks or after rehearsals.
- **Check-in:** Schedule a quick, informal check-in after the first concert cycle to see how they are settling in.