

**ROYAL OAK SYMPHONY ORCHESTRA**  
**PROCEDURE FOR**  
**EMERGENCY CANCELLATION OF ORCHESTRA REHEARSALS**

**Approved February 22, 2017**

**I. Decision to Cancel a Scheduled Rehearsal**

The decision to cancel a ROSO rehearsal is made by the ROSO President.

Persons who would normally provide information and a recommendation include: the Venue Coordinator and the Conductor.

In cases of emergency, in the absence of the President, the order of decision-making will be: Vice-President, Secretary, Treasurer.

Reasons for cancellation of a rehearsal include but are not limited to the following:

- School District closing
- School Building closing
- Power outage
- Extreme weather conditions
- Extreme travel conditions
- Facilities taken for other use
- Police incident

**II. Notification of Cancellation of an Orchestra Rehearsal**

Notice of cancellation of a ROSO rehearsal will be posted on the ROSO website and sent to musicians and the conductor as soon as possible after the decision has been made.

Notice of cancellation will be sent via email to all current ROSO members and the conductor. Notice of the cancellation will also be posted on the ROSO website, (Home Page and Members Page).

The ROSO Secretary shall provide the notice if practicable. If the ROSO Secretary is not able to provide the notification, the Personnel Manager will be asked to assist.

**III. Personal Safety**

ROSO musicians are not expected to endanger themselves when they feel travel or other conditions are unsafe.