



MEMBERSHIP IN MOSAIC HARMONY
2024-2025 Season

REVISED: OCTOBER 25, 2024

WELCOME TO MOSAIC HARMONY!

We are so pleased that you have joined us!! This membership guide contains a wealth of information to help orient you to the Mosaic Harmony family. Should you have any questions, please know that we're all here to support one another on our journey and in our ministry of music through Mosaic Harmony. Please do contact the Membership Chair, your Section Leader, or any of the choir leadership with ideas, comments, or questions. We're interested in what you think and in helping to make your Mosaic Harmony experience rewarding.

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WELCOME TO MOSAIC HARMONY!

OUR HISTORY

In 1993, two churches, one European American and one African American, felt a desire to bring together many people from different cultures, religions, ages, and backgrounds. African American spiritual music was chosen to act as a vehicle for such a vision, as its rich tradition has emerged from ordinary lives and speaks to the celebration of a joyful spirit that overcomes all obstacles.

We welcome anyone who loves to sing inspirational music with a community choir that embraces multiple cultural backgrounds. Our choir has sung from the stages of the Kennedy Center in Washington, DC, at the Pentagon, and to large and small audiences in a multitude of settings. We have also served homeless communities, interacted with children at a residential treatment facility, and with patients at a mental health clinic. The breadth and depth of these experiences are equally poignant and meaningful to the choir, for our underlying message is always to honor unity through the rich diversity of the human condition.

In March 2003, Mosaic Harmony extended its message internationally with a Goodwill Concert Tour to Germany and Slovenia. Our Tenth Anniversary Season culminated with a gala concert at the Rachel M. Schlesinger Concert Hall and Arts Center, on the Northern Virginia Community College Alexandria Campus. In 2016 we held the first of our annual Mosaic Harmony and Friends: One Humankind in Music concerts in celebration of the United Nations World Interfaith Harmony Week. In 2017 Mosaic Harmony participated in the Festival of Peace and Brotherhood in Rome, Italy.

During the Clinton Administration, Mosaic Harmony was selected by the President's Initiative on Race as a model program that encourages participation of people from different racial backgrounds. Mosaic Harmony was included on the White House website as a "Promising Practice" that highlights efforts to improve race relations and build one America. In 1997, Mosaic Harmony was chosen by the Fairfax County Human Rights Commission to receive its prestigious Human Rights Award.

Because the core of our vision heightens the awareness of oneness, we are frequently invited to participate in programs that result in expanded community building and social change. The impact of our commitment has reached national and international proportions. From supporting efforts to construct houses for the Lakota Nation to efforts to build churches in the Dominican Republic; and from celebrating the 135th anniversary of a Maryland church built by freed slaves to creating a personal bond with people of Germany and Slovenia during a time of war, we continue to demonstrate and evoke our message of harmony.

THE PRESENT

Our 2023/24 season culminated with a celebration of our 30th anniversary as Mosaic Harmony.

Mosaic Harmony continues to sing inspirational music, much in the African American gospel tradition. Committed to the belief that inspirational music can create a community of interfaith and racial harmony, the choir members represent several different races, numerous faith traditions, and a variety of occupations. We are joined together by the ministry of music and by beliefs that unite us as a choir, which energize us to share our message and connect to others. Together, we celebrate a commitment to creative expression, musical excellence, commitment to service and shared joy and support. We are a unique choir in that no auditions or ability to read music are required. Mosaic Harmony's concerts are high-energy, inspiring performances that leave audiences feeling uplifted and encouraged. Music performed by the choir includes traditional and contemporary gospel music and new music written by Reverend North. Mosaic Harmony draws on the rich heritage of African American inspirational music to demonstrate and encourage unity in the midst of diversity. The choir brings together people of diverse cultures, ages, backgrounds, and multiple faith traditions to celebrate unity and humanity. Our mission is to unify the world, one song at a time – join us.

At the end of each rehearsal and concert, we close by joining hands with all those present and singing our theme song, "Make us one Lord, make us one. Let Your love flow so the world will know, we are one in You."

MUSICAL STAFF

Please reference our public website (www.mosaicharmony.org/about-us/) for bios on the following individuals:

Rev. David K. North, Director
Laura Weiss, Assistant Director
Christian Davis, Keyboards
Ron Skinner, Bass Guitarist
Allen Caesar, Percussionist

SECTION LEADERS

Each singing section has a section leader. They are a resource for the members of the section, helping them coordinate with the choir directors and Board of Directors members and keeping everything running smoothly. Contact your section leader if—

- You have questions about rehearsals or performances;
- You have questions about using Learn the Songs;
- You have changes to your personal information;
- You have any other concerns.

The following are the current section leaders:

- Soprano Section Leader—Eddy Nalls
- Alto Section Leader—Teresa McConnel
- Tenor Section Leader—Sue Price/Sallie Williams
- Bass Section Leader—Tim Donovan

Contact information for the section leaders is in **Appendix I**.

COMMUNICATION

Mosaic Harmony does a lot of communicating, not always in the form of song. The following are some other ways.

E-Mail

Google provides Mosaic Harmony with Google Workspace for Education and Non-profits, a set of helpful collaboration solutions. It enables us to set up “@mosaicharmony.org” email addresses for individuals and groups of individuals. Some of the email addresses for individuals are shown in **Appendix I**.

Useful email addresses for groups are shown in **Appendix II**. Do not share them with people outside of the choir. Please be considerate when using these group e-mail addresses and be selective in using “Reply All” in responding to them.

Four of the most important email addresses are those of our section leaders: If you have questions about the choir, we encourage you to e-mail your section leader at—

- bass1@mosaicharmony.org
- alto1@mosaicharmony.org
- tenor1@mosaicharmony.org
- soprano1@mosaicharmony.org

We use Mailchimp to send attractive, professional-looking email messages to many people at once. For example, we send monthly newsletters to our supporters.

Often, we also use Mailchimp to send the Choir Notes after each rehearsal. This important email contains a list of songs rehearsed, upcoming events, links to Sign-up Genius and Ticket web sites, and other useful information. Since they are sent by way of Mailchimp, your email application might mistake it for junk mail. If you don't receive it within a week after each rehearsal, and can't find it among your spam folders, write to webmasters@mosaicharmony.org.

Zoom

Many MoHa meetings are conducted on Zoom, and if you have symptoms of a communicable disease or can't attend in person for another reason, you can attend rehearsals by Zoom. This is the Zoom link for *all* rehearsals:

<https://us02web.zoom.us/j/85826110195?pwd=Y1A2VVZwWm9aYlQxVCs5L25uSG0ydz09>

One of the webmasters, usually Kurt Jaeger, hosts the Zoom rehearsals. If you need last-minute help, a phone call or text to his cell is the best way to reach him (703-307-7591). The rehearsal Zoom sessions are usually recorded so you can review the video later. They will be posted on Learn the Songs.

Mosaic Harmony Website

The Mosaic Harmony website URL is www.mosaicharmony.org. You should be familiar with the public pages—they contain information that is useful to choir members and to their friends and family. The public pages change periodically, so browse through them often. Suggestions for changes are welcome.

The Members-only section is password-protected. The “username” is either your email address or your name (firstnamelastname, no caps, no spaces), and the password is probably “1humankind!.” You will need to access it often. Important features of the Members-only section include the Members’ Calendar, the Member Directory, the Bulletin Board, Learn the Songs, Pay Member Dues/Donate, and Sign-up Genius links.

To request help with or suggest changes to the Mosaic Harmony website, always send messages to webmasters@mosaicharmony.org. This address delivers email messages to *all* the people who act as MoHa technical supporters, which greatly increases your chances of getting a prompt response.

Members’ Calendar

The Members’ Calendar and the public Concerts/Events page are two arrangements of the same information, but private events are visible only on the Members’ Calendar. In both the private Members’ Calendar and the public Concerts/Events page, clicking on the title of the event takes you to a separate Event page with detailed information about the event. If you are logged in as a choir member, you may see additional details, such as choir arrival times, parking instructions, where to gather before the performance starts, and planned song list. The Members’ Schedule may also provide links to Sign-up Genius.

Member Directory

The Member Directory provides a full listing of our members – who they are, how to contact them, what they do in their life outside Mosaic Harmony, and what they like to do with their spare time. Shortly after your dues are paid, your own listing will be added. Ask your section leader about having your photo taken. You can update your listing as often as you like by emailing changes to webmaster@mosaicharmony.org.

The Member Directory is a handy reference – it's useful to bookmark it on your cellphone or print out a hardcopy. It's helpful to have it accessible at rehearsals so you can associate faces with names. You can sort the Member Directory alphabetically by members' last names, by zip code (to see who lives near you for carpooling), or by section (Soprano, Alto, Tenor, Bass). You can also display a list of people who have particular roles in MoHa, such as officers or musician accompanists.

Bulletin Board

The Members' Bulletin Board has four subsections: Notices (e.g., choir notes), General information (e.g. choir member guide), MoHa Board of Directors Documents (e.g., minutes of Board meetings), and an Archive. You never know what you'll find on the Members' Bulletin Board. Check it often!

Learn the Songs

MoHa only rehearses for only two hours every other week, so we depend on choir members to practice independently between rehearsals. One of the best tools for doing this is [Learn the Songs](#). Learn the Songs has five subsections: Current Songs, Rehearsals, Performances, All Songs (Archive), and Scores & Lyric Sheets.

You are welcome to download or print for your personal instructional purposes any files you find on Learn the Songs. File names include a date (mostly in YEAR, MONTH, DAY sequence) so you can easily tell whether any that you already have are current. Editable versions of the files may be available on request (write to webmaster@mosaicharmony.org).

[Current Songs](#) displays the songs we're focusing on for upcoming performances. [All Songs \(Archive\)](#) displays most of the songs we've ever rehearsed. Be sure to check the All Songs (Archive) page to review songs marked with "(P)." These are "Perennial Favorites," which we should prepare to perform on short notice.

Each song segment might include—

- The song's title, writer, arranger;
- A link to the song being performed by Mosaic Harmony and/or other choirs;
- Instructional audio recordings for each singing section (soprano, alto, tenor, bass) prepared by MoHa choir directors;
- Edited excerpts of audio recordings made at rehearsal for each singing section;
- Excerpts of video recordings of rehearsals on Zoom;
- Lyric sheets, vocal scores, song maps.

You are welcome to download or print for your personal instructional purposes any files you find on Learn the Songs.

The [Rehearsals](#) page contains segments for each of the last 75 (about) choir rehearsals. Each rehearsal segment might contain—

- The date of the rehearsal;
- The purpose, plan, or agenda of the rehearsal;
- Video recordings, divided into manageable pieces;
- Audio recordings, mostly unedited, for each song for each singing section;
- Choir Notes;
- Comments, instructions, etc.

The [Performances](#) page contains the programs and expertly-produced (thank you, Neil Romstedt!) audio recordings of most of our major concerts going back to 2003.

The [Scores & Lyric Sheets](#) page contains text material for every song we've ever sung and many we only thought about singing. If the titles do not include dates, they're really, really old.

See Appendix III for more information about Learn the Songs.

Pay Member Dues/Donate

From this page, you can pay annual membership dues or make donations by credit card. Secure processing is provided by PayPal.

Mosaic Harmony on Social Media

The best promoters of Mosaic Harmony are its members, and the cheapest, most effective tool for them to use is social media. Search engines (such as Google, Bing, Yahoo, Safari) estimate how interesting to users an organization is likely to be based on how much social media refer to that organization. Three popular social media are Facebook, X (aka Twitter), and LinkedIn.

Facebook¹

If you are on Facebook, you can help promote Mosaic Harmony by “Liking” and “Following” the **Mosaic Harmony PAGE** (<https://www.facebook.com/mosaicharmony/>). Facebook pages are open to anyone with a Facebook account. Anyone can “Like” our page and then be able to react to and comment on posts. They can also make posts with approval of one of the administrators (MoHa webmasters and social media chairperson). If a Facebook user also “Follows” the page, the user will be notified when something is posted on the Mosaic Harmony page. The Mosaic Harmony Facebook page is entertaining, informative, and useful for publicizing Mosaic Harmony events.

¹ There's also an account for the Mosaic Harmony Promotions Manager (mosaicharmonyva), which was opened so MoHa people who don't have or don't want to use their own personal Facebook account to manage the MoHa Page and the MoHa Members Group.

The MoHa Choir Members Facebook GROUP

(<https://www.facebook.com/groups/932594833488845/>) is a “Closed” group, restricted to Mosaic Harmony members and former members. You must ask to join, and your request must be approved by one of the administrators (MoHa webmasters and membership chairperson). Once you’re an approved member, you can post, comment on posts, and share things you think might be interesting to other choir members. Since it’s a closed group, it’s more private than the Mosaic Harmony page, and you will not be able to share items you find there with the general public.

X (Twitter)

You can follow Mosaic Harmony on Twitter at – (<https://twitter.com/mosaicharmony>)

LinkedIn

Mosaic Harmony can be found on LinkedIn at – (<https://www.linkedin.com/in/mosaicharmony>)

Instagram

You can follow Mosaic Harmony on Instagram at -- <https://www.instagram.com/mosaicharmony>

Sign-up Genius

Mosaic Harmony relies on members to attend and participate in all kinds of events. These include concerts and performances, as well as fund-raising events, volunteer service opportunities, and social gatherings. We use Sign-up Genius to collect attendance numbers and organize volunteers. Links to Sign-up Genius will be in choir notes and posted on the web site and members’ Facebook group page. *Please look for the links and respond.*

REHEARSAL AND PRACTICE

You are strongly encouraged to attend every rehearsal, if not in person, then on Zoom. Rehearsals are every other Tuesday evening, 7:30-9:30 PM, starting the Tuesday after Labor Day, until the end of June. Doors open at 6:30 and people come early to socialize. Singing starts promptly at 7:30.

Of course, two hours every two weeks isn’t sufficient to accomplish the high quality of performance that is our goal, and choir members are expected to practice independently outside of rehearsals.

During the two weeks between rehearsals, you should—

- *Read the Choir Notes!* You’ll receive them by email, and they’ll be posted on the Bulletin Board and on Learn the Songs/rehearsals.
- Visit Learn the Songs/rehearsals and review the last rehearsal.
- Visit Learn the Songs/current songs and prepare for the upcoming rehearsal.

- Browse through Learn the Songs/All Songs Archive and get familiar with songs marked “(P)” (for “Perennial Favorite”).

At a minimum, you should come to rehearsal having (1) printed the latest version of the lyric sheets and scores and (2) listened to examples of each song being sung by MoHa or another choir for all the Current Songs.

WHEN CAN I START SINGING WITH THE CHOIR AT AN EVENT?

A new member should:

- Have formally joined the choir (filled out all paperwork, paid dues, etc.)
- Have received new member information/packet.
- Be oriented by section leader or membership chair on approved concert dress.
- Have attended at least three choir rehearsals.
- Have sung scheduled event songs during rehearsal and know the lyrics/song/map of those songs.

Note: Mosaic Harmony strives to deliver the highest quality performance possible at every event. In order to do so, it is incumbent upon us to ensure that all singers have a solid command of the songs being performed. While we want choir members to be able to perform with the choir "when they feel ready," the choir director and assistant director reserve the right to request that a member attend additional rehearsals before performing with the choir.

CONCERT AND PERFORMANCE ATTENDANCE

Concert attendance is part of our ministry as members of Mosaic Harmony. Sharing an inspirational message in a concert performance is most gratifying. All the pieces come together to really make us one with each other and with our audience.

Prior to the upcoming concert(s), choir members are asked to indicate their anticipated attendance on **Sign-up Genius**. It’s important that we keep to our commitment to attendance at concerts so that the full complement of voices is represented.

Via email, you will be kept apprised of performance (and rehearsal) schedules. If you are not receiving MoHa emails, (for example, “Choir Notes” after every rehearsal) please notify one of the “webmasters.”

CONCERT DRESS—SCARVES, BOWTIES & POCKET SQUARES

Prior to each performance, women members receive a Mosaic Harmony scarf to wear. In some instances, a member may be asked to change to a scarf of another color to ensure there will be a variety of colors throughout the group. Scarves will be collected at the end of each performance for cleaning. Men will receive a black Mosaic Harmony bow tie and colorful pocket square for use during performances. Men will be asked to return these

items only if leaving the choir. **Please refer to your Mosaic Harmony Concert Dress Guide (Appendix IV) for additional information regarding appropriate attire for concerts.**

INITIATING AND PROPOSING CONCERTS

The Assistant Director is the point person for incoming performance requests and scheduling. Should you have an event that you would like to propose, please contact the Assistant Director at concerts@mosaicharmony.org.

In response to a potential concert engagement, the Assistant Director provides a personal note that introduces an information package containing brochures, musical demos, and press kit. These same materials are available to all interested groups that you think might consider hosting a concert performance for their church, civic, or professional group.

With regard to a specific request, the Assistant Director is responsible for coordinating with the Director and Musicians to determine their availability and the appropriateness of the event. Once a decision has been reached and approved by the Board, the Assistant Director will inform the contact person and address all aspects of the concert performance with the host organization, including the time, place, and nature; technical requirements; applicable fee; appropriateness of providing free CDs; and attendance of family and friends of choir members.

SUMMARY OF MEMBER RESPONSIBILITIES

This “Singer’s Pledge” encapsulates Mosaic Harmony’s expectations of its members.

A Singer’s Pledge

I am a member of Mosaic Harmony, a professional volunteer choir. Membership in a choir is a commitment – to the directors and to the other members of the choir. Every voice is necessary. Without every voice, the choir is not the best it can be. My voice is just as important as every other member’s voice.

I do this because I love making music come to life for others. To do this successfully, I will maintain the highest standards of musicianship, performance artistry, and personal discipline my talents and circumstances will allow. I will strive to be a true professional in all that I do. My reward comes from participating in an inspiring performance that fulfills the audience and brings me pleasure in being a part of something bigger than myself.

To better accomplish this, I will—

- *Have good attendance – informing my section leader of any absences.*
- *Be punctual for both rehearsals and performances.*
- *Come prepared with a spirit of cooperation and respect.*
- *Learn the music, in the oral tradition, and practice at home.*

- *Socialize, but only when appropriate.*
- *Refrain from using scented products.*
- *Hydrate before performances. Water is allowed during rehearsals.*
- *Maintain a team effort, blend in your voice, and do not draw undue attention to yourself.*
- *Exercise self-control.*
- *Communicate via your section leader.*

Being allowed to make beautiful, inspiring music is a gift. I will seek every opportunity to maximize the talent I have been granted, in the company of like-minded individuals. I am truly grateful for the opportunity to do so, and I embrace Mosaic Harmony's spirit of community, unity, and fellowship.

APPENDIX I:

CONTACT INFORMATION FOR SOME KEY INDIVIDUALS

Choir Director

David North
david@mosaicharmony.org

Assistant Choir Director

Laura Weiss
lweiss@mosaicharmony.org

President

Hey-Jin Kong
president@mosaicharmony.org
(703) 967-0760 (cell)

Vice President

Barbara Ott
vicepresident@mosaicharmony.org
(202) 8341957 (cell)

Secretary

Kurt Jaeger
secretary@mosaicharmony.org
(703) 3077591 (cell)

Treasurer

Jim Price
treasurer@mosaicharmony.org
(703) 927-4389 (cell)

Membership Chair

Teri Bertsch
membership@mosaicharmony.org
(703) 915-2663(cell)

Fundraising Liaison

Barbara Ott
fundraising@mosaicharmony.org
(973) 714-2065 (cell)

Community Building Chair

Teresa McConnel
community@mosaicharmony.org
(703) 967-0356 (cell)

Soprano Section Leader

Eddy Nalls
soprano1@mosaicharmony.org
(703) 989-7433 (cell)

Alto Section Leader

Teresa McConnel
alto1@mosaicharmony.org
(703) 967-0356 (cell)

Tenor Section Leader

Sue Price or Sallie Williams
tenor1@mosaicharmony.org
(703) 424-6625 (cell)

Bass Section Leader

Tim Donovan
bass1@mosaicharmony.org
(703) 944-6307 (cell)

APPENDIX II: GROUP EMAIL ADDRESSES

<i>This address—</i>	<i>Goes to—</i>
all-altos@mosaicharmony.org	All Altos
all-basses@mosaicharmony.org	All Basses
all-sopranos@mosaicharmony.org	All Sopranos
all-tenors@mosaicharmony.org	All Tenors
all-moha@mosaicharmony.org	all-altos, all-basses, all-sopranos, all-tenors
board@mosaicharmony.org	Members of the Board of Directors
musicians@mosaicharmony.org	Instrumental Musicians (Band)
all-moha@mosaicharmony.org	All Choir Members (incl. Band, Directors)
sag@mosaicharmony.org	Strategic Advisory Group Members
sectionleaders@mosaicharmony.org	All Section Leaders
webmaster@mosaicharmony.org	Peggy Kramer, Kurt Jaeger, Jim Price

APPENDIX III:

FAQ'S ABOUT "LEARN THE SONGS" AUDIOS

Where do the audios come from?

Most of them come from the four recordings (one for each section) made at rehearsals. Some are produced by David and his assistants (or in a few cases, other choirs' people) specifically as instructional tools. Some are recorded at MoHa concerts, and some are "ripped" from Mosaic Harmony CDs.

How are the audios made?

Since 2014, four recordings in MP3 format, one from each section, have been made at rehearsals. Each section recording is divided into song files. Later, the files may be edited to cut out comments, errors, repetition, etc., to form shorter versions.

What do the 6 or 8 digit numbers (e.g. "110203" or "2011-02-03") in the file names mean?

Six/eight numbers in the filenames are dates, usually the date when the audio was recorded, which serves as a version identifier. The dates are in the format YYMMDD: "110203" would mean "February 2, 2011". More recent files might have 8 digits (YYYYMMDD sometimes with hyphens or spaces).

What do the lower-case letters in parentheses mean (e.g., "(a)")?

The lowercase letter in parenthesis tells you how much the file has been edited. The higher in the alphabet, the more the clip has been edited (and the shorter it's likely to be).

(a) means the audio has simply been cropped out of a rehearsal recording and includes pretty much everything from the time David says, "Now let's do..." to the time when he says "Okay! Good!" If you missed rehearsal or want to hear David's detailed instructions, listen to the (a) files or watch the videos.

(b) means everything that's not the subject section has been cut. For example, if it's an Alto audio, everything specifically Bass, Soprano, and Tenor has been deleted.

(c) means that there's been some elimination of comments, repetition, errors, etc.

(d) or higher means the recording has been edited down to the essentials that a singer absolutely has to know. Ideally, it includes one good iteration of the whole song sung clearly by one singer or the pertinent section; and one iteration of the whole song sung by all the sections, with the subject section clearly audible, and with instrumental accompaniment. If you're reviewing, listen to the (d) audios, which are usually 4-6 minutes long.

None of the audios are exactly what I need. Can I make my own?

Yes! It's easy, and audio editing software is free. Contact Peggy Kramer at webmaster@mosaicharmony.org.

APPENDIX IV:

MOSAIC HARMONY CONCERT DRESS GUIDE

MOSAIC HARMONY SCARVES, POCKET SQUARES & BOWTIES

Women will receive a Mosaic Harmony scarf immediately prior to each performance. Note: though you may start out with a scarf in one color, often in a concert setting the display of colors will require adjustment and you will be asked to exchange your scarf with another member. Men will receive a Mosaic Harmony pocket square and black bowtie for use during performances and are responsible for the care of these items (i.e., keeping them clean and pressed). Scarves will be collected at the end of each performance, for cleaning and ironing.

WOMEN'S FORMAL CONCERT DRESS

Our beautiful Mosaic scarf, combined with a solid **jet-black business professional** style outfit.

Acceptable examples are on the following pages.

Tops should be black **with sleeves** (long, $\frac{3}{4}$ length or short) and a modest neckline in any style with the following exceptions:

- ❖ No lace, rhinestones, sparkles, or shiny metal buttons.
- ❖ Black skirt, mid-calf to floor length with an even hemline, or dress slacks.
- ❖ Dresses should be black, mid-calf to floor length with an even hemline.
- ❖ Black **closed**-toe shoes and black pantyhose.
- ❖ Jewelry should be limited to very small earrings and watches.
- ❖ Hair ornaments should be neutral, without sparkles, shiny metal, etc. Head-wrap or scarf in black only.

Places to acquire black clothing for concerts include: www.dressbarn.com, www.concertblack.com, www.chicos.com and www.kohls.com. Consult with your section leader for additional guidance on appropriate concert dress.

MEN'S FORMAL CONCERT DRESS

Mosaic pocket square and bow tie, plus...

- ❖ Black jacket, black pants, or a black suit
- ❖ Plain white shirt
- ❖ Black shoes
- ❖ No cummerbunds

All choir members should refrain from wearing perfume, cologne, and scents at rehearsals and concerts, as some members are sensitive or allergic to them.

Examples of Preferred Concert Dress for Women

Note: All shirts are to be BLACK. Unless they are worn under a jacket, they must have short, $\frac{3}{4}$ or long sleeves—no sleeveless tops without a jacket.



Acceptable JACKETS, SKIRT, SHIRTS (Black only!)



These pants are **PERFECT** Examples—jersey knit that are comfortable in any kind of room temperature, flattering for every body type and height *and* wrinkle free.



These are tops that could go *under* women's jackets.



Acceptable JACKETS, SKIRT, SHIRTS (Black only!)



Acceptable JACKETS, SKIRT, SHIRTS (Black only!)

Men's shoes



Women's shoes – CLOSED toe; worn with black hose/dress socks.





OUTSIDE THE GUIDELINES – Not acceptable

Capri pants, very slim-fit pants, gaucho pants



Sleeveless tops or dresses (when worn without jacket or sweater)



Sheer, embellished or sparkle tops, dresses, pants, skirts jackets, sweaters

