

MIDWEST HARMONY

Region 3

The logo features the words "MIDWEST HARMONY" in a large, bold, black sans-serif font. The word "MIDWEST" is on the top line, and "HARMONY" is on the bottom line. The letter "H" in "HARMONY" is partially obscured by a musical staff. The top staff has a treble clef and contains four eighth notes. The bottom staff has a bass clef and contains four eighth notes. Below the word "HARMONY", the words "Region 3" are written in a black, cursive script font.

Regional Convention and Competition
April 6 – 9, 2017 - Springfield, Illinois

February 10, 2017

To: Competing Chapter Presidents/Team Managers
Competing Chapter Directors
Regional Management Team

From: Convention Steering Committee

RE: Convention Mailing #2 – Chorus, Open Division

Enclosures

1. Convention Information
2. Forms

Convention Mailing #2 - Chorus

- **Schedule of Events** – There have been some updates to the convention schedule since the first mailing. Please review the enclosed Schedule of Events.
- **Watch Your Membership Roster** – All members competing on the regional stage must be listed on each chorus' membership roster on March 31st. You must be sure that all new members and all renewals are processed through Tulsa no later than March 31st. If a chorus competes with a member not appearing on their membership report, the chorus could be disqualified. Chapter leaders may access their membership reports through International's website. If you have questions about this, please ask. Waiting until the briefing will be too late.
- **Registration** – Registration will be located in The HUB beginning at 6:00 pm on Thursday. You are able to pick up your registration before or after the briefing. Programs will be distributed with the All Events Badge.
- **Badges** – Members will need to provide their own lanyard or badge holder. Registration will only be handing out the paper portion. Lanyards and badge holders will be available for sale at the Region 3 sales booth within The HUB.
- **Competition Details** – Our next mailing will have all the detail information surrounding the competition. The next mailing will be sent after the final entry deadline which is February 22, 2017. Here are a few points to assist you in your planning.
 - The pattern will begin in the lobby of the Crowne Plaza hotel
 - Contestants will be bused to Sangamon Auditorium
 - Choruses will receive a 10 minute warm-up at Sangamon Auditorium
 - Purse bags will be collected as you enter the backstage area and returned as you exit
 - Choruses will enter Stage Right and exit Stage Left
 - Emcee lectern is Stage Left
 - During sound check, directors may stand up by those conducting the sound check chorus; however, you will not be allowed to direct the sound check chorus
- **Pattern Walk Through** – Please plan to join us for a contestant-only walk through Friday morning - Presidents & Directors only please. You will be able to walk the pattern and ask questions. The walk through will end at the contest stage in time for sound check. In the next mailing we will provide the meeting location and time. Busing will be provided.
- **Busing** – Contestants will be bused from the hotel to Sangamon Auditorium. Only competing members, directors, convention assistants and those helpers named in forms are allowed in the buses. Please note that separate busing will be provided for audience members. Return transportation will be provided for everyone.

- **Emcee** – This year’s emcee for both competitions is Liz Hardcastle. Liz is the lead of the 1986 International Champion Quartet, Ambiance, and the marvelous emcee of the Coronet Club Show.
- **Regional Chorus Awards** – Midwest Harmony Region 3 is proud to present our very own regional awards. Here are the awards and the criteria upon which they will be awarded:
 - **Membership Chorus of the Year** – Presented to the chorus with the largest growth in membership. The chorus receives a trophy and a monetary gift.
 - **Renée Porzel Showmanship Trophy** – This award was established in honor of Renée Porzel, International President 2012-2014. The stylish trophy is presented to the chorus scoring highest in the Showmanship category that is not the Division A Champion Chorus, the Division AA Champion Chorus or the Regional Champion Chorus. Only choruses in the International Division are eligible.
- **The HUB** – Located in the Plaza Ballroom G & H. Stop by and shop ‘til you drop. Melodeers and Choral-Aires Choruses are creating raffle items – all kinds and something for everyone. Be sure to get your tickets and help these choruses raise money for competition in Las Vegas. See the schedule of events for times.
- **Showmanship!** Join Showmanship judge extraordinaire, Renée Porzel, as she shares her insights on putting characterization in performances. Dance on over to Plaza Ballroom E & F at 1:00 pm on Friday.
- **Mass Sing** – Region 3 is holding our ninth annual Mass Sing. Please join us on Friday at 3:00 pm in the Grand Ballroom E & F. Start your convention with a song!



Schedule of Events

Thursday, April 6, 2017

6:00 pm – 10:00 pm	The HUB	Plaza G & H
6:00 pm – 10:00 pm	Registration (pick up only)	Plaza G & H
7:00 pm – 7:30 pm	Briefing Registration*	Plaza E & F
7:30 pm – 8:30 pm	Combined Briefing	Plaza E & F
8:30 pm – 10:30 pm	Quartet Reception**	Plaza I & J

Friday, April 7, 2017

9:00 am – 7:00 pm	The HUB	Plaza G & H
9:30 am – 11:30 am	Sound Check	Sangamon Auditorium
9:00 am – 4:30 pm	Registration (pick up only)	Plaza G & H
12:00 pm – 2:00 pm	All Events Ticket Sales	Plaza G & H
1:00 pm – 3:00 pm	Showmanship with Renée	Plaza E & F
3:00 pm – 3:30 pm	Mass Sing	Plaza E & F
4:30 pm – 9:30 pm	Registration & Ticket Sales	Crowne Plaza Lobby
5:30 pm – 11:00 pm	Quartet Contest	Sangamon Auditorium

Saturday, April 8, 2017

11:00 am – 3:30 pm	Registration & Ticket Sales	Crowne Plaza Lobby
12:00 pm – 5:00 pm	Chorus Contest	Sangamon Auditorium
7:00 pm	Regional Dinner	Plaza Ballroom

Listed locations are in the Crowne Plaza except Sangamon Auditorium.

* Chorus & Quartet contestants to turn in competition paperwork

** By Invitation only

FORMS

There are many forms to complete for competition. Please thoroughly read through this section. **MOST** of the forms need to be mailed ahead. Copies of all forms are included within this mailing (separate attachment) and will be posted on the website.

- **Special Circumstances Form** – We will be using school buses to transport chorus contestants from the hotel to the competition venue. These buses involve a few stairs. This form must be received by March 1st.
- **Fair Assessment Fee Form** – For those competing members choosing not to stay at the convention hotel, a fair assessment fee must be paid. A competing member is defined as any member appearing on the contest stage. Please complete the attached form. Completed forms with payment must be received by March 1st.
- **List of Competing Member Verification Form** – This form from International must be mailed ahead – *please disregard the instruction to bring the form to briefing*. Please list any member that may appear on the contest stage. If a member's appearance on the stage is questionable, put them on the list. You may delete a name; however, you are not able to add anyone. At the briefing, we will confirm the list with you. This form must be received by March 20th.
- **Performance Form** – This form provides us with your competition information – song titles, song arrangers and photo pose. Digital video of your chorus' competition is available for purchase. Completed forms with payment must be received by March 20th.
- **Riser Chair Form** – We must know ahead of time if your chorus plans to use a riser chair on the contest stage. NO riser chair can be transported on the buses. Please review the form for all details pertaining drop off and pick-up times. This form must be received by March 20th.
- **Photography Form** – Photographs of your chorus are available for purchase. Completed forms with payment must be received by March 20th.
- **Cue Sheets (Open Division Only)** – This form from International provides us with the technical information for your package. Region 3 will offer 3 emcee microphones – one center stage, one stage left and one stage right. We will NOT be offering a choice of lighting colors. This form is due at briefing.

ALL forms must be completed and returned by every contestant. Please note the check box at the end of the form.

Chorus Forms Checklist

Due March 1, 2017

- Special Circumstances Form**

- Fair Assessment Fee Form and payment**

Due March 20, 2017

- List of Competing Members Verification Form (TWO COPIES)**

- Chorus Performance Form (TWO COPIES) and payment**

- Riser Chair Form**

- Chorus Photography Form (TWO COPIES) and payment**

All forms may be found on Region 3's website, www.region3sweetadelines.org

Items should be mailed/emailed to:

Shelly Hughes
238 Bell Dr
Cary, IL 60013
skhsnoopy@comcast.net

Special Circumstances – Chorus



Convention & Competition
April 6 – 9, 2017

Chorus: _____

Chorus Contact: _____

Email: _____ Phone #: _____

IMPORTANT NOTICE: Scooters and wheel chairs must be provided by the individual. If a member of your chorus needs a scooter or wheelchair in the traffic pattern, it must be taken on to the contest stage or parked in the designated area. For safety and liability reasons, no member of the convention committee, convention assistants nor Regional Management Team can move scooters or wheelchairs. If you have any questions, please contact Shelly Hughes.

Please list any competing member that will be utilizing a scooter or wheelchair in the pattern.

Name	Check One	
	Wheelchair	Scooter
	Wheelchair	Scooter
	Wheelchair	Scooter
	Wheelchair	Scooter
	Wheelchair	Scooter

If your chorus will have a helper (someone not competing with your chorus) assisting a competing member, please list the helpers below.

Helper Name	

We have no special circumstances

Your completed form is due by March 1st to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to skhsnoopy@comcast.net



Convention & Competition
April 6 - 9, 2017

FAIR ASSESSMENT FEE FORM

Chorus Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

The Fair Assessment Fee is charged when a competing member* of a quartet or chorus chooses to NOT stay at the convention hotel. The current fee is \$50 per member.

Please list each of these members below.

Member Name: _____

Member Name: _____

Member Name: _____

Member Name: _____

Member Name: _____

Member Name: _____

Member Name: _____

No member owes a fair assessment fee

Please make checks payable to Midwest Harmony Region 3

Please mail to:
Shelly Hughes
238 Bell Dr
Cary, IL 60013
skhsnoopy@comcast.net

Form and payment must be received by March 1, 2017

*Competing member is defined as any member appearing on the contest stage
- includes swan songs and special performances

List of Competing Members

Fill out the list below in ALPHABETICAL ORDER with members' information and signatures, or attach a list in ALPHABETICAL ORDER with the name, Sweet Adelines International I.D. number and signature of each performer including director(s) who will be appearing on stage. Should a performer not be able to compete after this form is completed, draw a heavy line through the entire line, and correct the TOTAL number listed below. Two copies of this form and the list of competing members (only if it is a separate document) is to be submitted to the COMPETITION COORDINATOR during the chorus directors' briefing at the regional competition. **Please DO NOT mail to international headquarters.**

Date of Competition: _____ Region: _____ Contestant Number: _____

Chapter Name: _____

Director(s): _____

As officers of said chorus we certify that all participants in the Regional Chorus Competition in Region # _____ are in good standing in the chapter and the chapter is current in the payment of Per Capita Fees (processed at international headquarters).

NOTE: Regional competitions are considered to be the culmination of the region's fiscal year. When competitions are held after April 30 (the end of the fiscal year), "good standing" shall be interpreted as pertaining to the payment of Per Capita Fees for the fiscal year represented by the competitions, i.e., the year that just ended.

Should a complaint regarding ineligibility of any participant be registered with international headquarters within 30 days following the competition, and should that complaint be verified, we understand that our chorus will be disqualified and any rank earned will revert to the next highest scoring chorus.

Signed by:

Chapter President _____

Chapter Director _____

Chapter Co-Director _____

**Please note, by signing above, the director does not need to sign the list below.*

The number listed below is used in determining eligibility for the Division A Small Chorus Awards (15 - 30) and the Division AA Mid-size chorus awards (31-60). Eligibility is determined by the number of singing members on stage.

TOTAL number of singing members on stage (*director not included in count*): _____
**In the case of co-directors, only count one director in the official on-stage count.*

Performing for Evaluation Only? Yes No

By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.

	ID Number	Member Name	Member Signature
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By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.

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Chorus Performance Form

Open Division

Chorus Name _____ Contestant # _____

Chorus Contact _____ Email _____

Choruses will enter stage right and exit stage left. This is your only option – please ignore the entrance choice on the cue sheets. The chorus emcee lectern will be stage left.

Please list all songs in your performance, place an asterisk after the title of your contest song and provide the arranger's name for the contest song. You may use the back of this form if more space is needed.

First Song : _____

Second Song : _____

Third Song : _____

Fourth Song : _____

Contest Song Arranger : _____

Final Pose _____

Chorus Photographs

We will be taking chorus photographs on the contest stage. After accepting applause for your last song, move into your photo pose. The lights will NOT be brought down. Once everyone is in place, the director will need to cue the convention staff member on stage left. The photographer will take four (4) pictures from the balcony. When the photographer is finished, the stage lights will be brought down and you will exit stage left.

Photo Pose _____

Video Recordings Order

Our recordings are produced in a digital format. Video will be available for purchase for \$35 and will be delivered on site.

Please make your check payable to Midwest Harmony Region 3, Inc. Mail to: Shelly Hughes, 238 Bell Dr., Cary, IL 60013

**Two copies of this form with payment
due by March 20, 2017**

Riser Chairs



Convention & Competition
April 6 – 9, 2017

Chorus: _____

Chorus Contact: _____

Email: _____ Phone #: _____

Number of riser chairs: _____

Choruses are allowed to have riser chairs on the contest stage. Chairs are to be provided by the individual or the chorus. It is the chorus' responsibility to transport the chair as well as place and remove the chair surrounding your performance.

IMPORTANT NOTICES:

- Riser chairs must be labeled with the chorus name, contact name and a cell phone number
- Riser chairs may NOT be transported on the buses (contestant and/or audience)
- Riser chairs may be delivered backstage of the stage at the listed times below ONLY
- Riser chairs must be removed within 30 minutes of the close of the chorus competition
- Any riser chair left for more than 30 minutes will be considered property of the region and the auditorium and will be disposed of accordingly

Delivery times: Friday
Sound Check (9:30 am to 11:00 am)
30 minutes prior to Quartet Contest (currently 5:00 pm to 5:30 pm)*

Saturday
30 minutes prior to Chorus Contest (currently 11:30 am to 12:00 pm)*

**These times are based on the current competition start times and may change based upon the number of contestants.*

You may have a helper (someone not competing with your chorus) assisting with placing and removing your riser chair. The helper is allowed to ride the bus with your chorus. Please list the helpers below

Helper Name

We have no riser chairs or helpers

Your completed form is due by March 20th to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to skhsnoopy@comcast.net

Chorus Photo Order Form

Chorus Name: _____

Contact Name: _____

Address: _____

City, State & Zip: _____

Daytime Phone Number: _____

Email Address: _____

Costume Description: _____

_____ 8" x 16" picture, color @ \$21.00 each _____

_____ 11" x 14" picture, color @ \$18.00 each _____

_____ 8" x 14" picture, color @ \$17.00 each _____

_____ 8" x 10" picture, color @ \$16.00 each _____

_____ 5" x 7" picture, color @ \$12.00 each _____

_____ 4" x 5" picture, color @ \$ 8.00 each _____

_____ 2" x 3" picture, color @ \$ 4.00 each _____

_____ **Electronic file photograph @ \$25.00 each**
(for publicity use only – will be emailed) _____

Postage \$10.00 - 40 or less members
\$15.00 - more than 40 members _____

PHOTO TOTAL _____

Please make your check payable to Jon Petersen Photography, Inc.

Mail to: Shelly Hughes, 238 Bell Dr., Cary, IL 60013

**Two copies of this form with payment
due by March 20, 2017**

Chorus Briefing Checklist

**Combined Chorus & Quartet Briefing
Plaza Ballroom, Crowne Plaza Hotel
Thursday, April 6, 2017**

Briefing begins at 7:30 pm

Doors open at 7:00 pm to process the following:

- Cue Sheets
- Review previously mailed forms for any changes
- Provide room numbers of your director and president/team leader
- Receive your chorus bus count
- Receive purse bags

2017 Regional CHORUS Open Division Cue Sheet

You MUST turn in a copy of this form to your region's Competition Coordinator AT THE BRIEFING. This form MUST be used. No other form will be accepted!

Chorus Name:	Contestant #:
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Note: Timing begins at the first word spoken or the first chord of the first song, whichever begins the performance, and continues through the final chord of the last song or the last word spoken, whichever concludes the performance. The prepared program must list all planned activity occurring on stage after completion of the entrance and following the official introduction. Planned activity occurring prior to the first word spoken or the first chord of the first song, whichever begins the performance, will result in disqualification if in the opinion of the panel chair and a majority of judges on the panel the time spent is excessive and results in a delay of the contest.

PLEASE USE LAYMAN'S TERMS; DON'T USE A CUE INDICATING THE NUMBER OF MEASURES INTO A SONG

	OPTIONAL LIGHTING	MICROPHONES	EMCEE WORK	PLANNED ACTIVITY
List song titles and check all boxes that apply. If a medley is used, list ALL songs included in the medley. Please check which song is to be judged as your contest song.	Traditional White/White is used during competition songs. White, combined with one additional color (Red, Lavender, Blue, Amber, Green, or Magenta), is for non-contest songs only . Indicate additional lighting color if desired. *If available from region.	Indicate mic(s) used for each non-contest song. * Center stage is fixed in the quartet configuration. *If available from region.	Briefly indicate whether emcee work occurs before, during or after the song.	Briefly describe any special moves, indicating location on stage.
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No				This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No				This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No				This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad
Is your package starting with spoken word? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is your package ending with spoken word? <input type="checkbox"/> Yes <input type="checkbox"/> No			

2017 Regional CHORUS Open Division Cue Sheet

Chorus Name:	Contestant #:
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PLEASE USE LAYMAN'S TERMS; DON'T USE A CUE INDICATING THE NUMBER OF MEASURES INTO A SONG

	OPTIONAL LIGHTING	MICROPHONES	EMCEE WORK	PLANNED ACTIVITY	
List song titles and check all boxes that apply. If a medley is used, list ALL songs included in the medley. Please check which song is to be judged as your contest song.	Traditional White/White is used during competition songs. White, combined with one additional color (Red, Lavender, Blue, Amber, Green, or Magenta), is for non-contest songs only . Indicate additional lighting color if desired. <i>*If available from region.</i>	Indicate mic(s) used for each non-contest song. * Center stage is fixed in the quartet configuration. <i>*If available from region.</i>	Briefly indicate whether emcee work occurs before, during or after the song.	Briefly describe any special moves, indicating location on stage.	
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad	
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad	FINAL POSE
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No					Briefly describe final bow and pose at the end of the performance.
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad	
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is your package starting with spoken word? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is your package ending with spoken word? <input type="checkbox"/> Yes <input type="checkbox"/> No		