

MIDWEST HARMONY *Region 3*

The logo for Midwest Harmony Region 3 features the words "MIDWEST" and "HARMONY" in a large, bold, sans-serif font. "MIDWEST" is on the top line and "HARMONY" is on the bottom line. The word "HARMONY" is partially overlaid by a musical staff. The staff has a treble clef on the right and a bass clef on the left. There are several musical notes on the staff, including a quarter note, an eighth note, and a sixteenth note. The word "Region 3" is written in a cursive script below "HARMONY".

Regional Convention and Competition
April 19 – 22, 2018 - Appleton, Wisconsin

February 12, 2018

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

From: Convention Steering Committee

RE: Convention Mailing #2 – Chorus, International 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 April 13th. You must be sure that all new members and all renewals are processed through Tulsa no later than April 13th. 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 Harmony Boutique 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 Badges.
- **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 Harmony Boutique.
- **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 March 7, 2018. Here are a few points to assist you in your planning.
 - The pattern will begin in the lobby of the Radisson hotel
 - Contestants will be bused to competition stage
 - Choruses will receive a 10 minute warm-up
 - 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 at 8:30 am Friday - Presidents & Directors only please. You will be able to walk the pattern and ask questions. Meet in the Radisson hotel lobby. The walk through will end at the contest stage in time for sound check. Please note that we will be walking outside from the hotel to the PAC – no busing.
- **Busing** – Contestants will be bused from the hotel to the back stage area of the Performing Arts Center (PAC). Only competing members, directors, convention assistants and those helpers named in forms are allowed in the buses. Please note that busing is not provided for audience members and no return transportation will be provided for anyone.

- **Emcee** – This year's emcee is Corinna Garriock. Corinna is a member of the Education Direction Committee, a Music Judge and is the tenor of our 2012 International Champion Quartet, Martini.
- **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 Harmony Boutique** – Located in the Grand Ballroom. Stop by and shop 'til you drop. River City Sound Chorus is creating raffle items – all kinds and something for everyone. Be sure to get your tickets and help our champions raise money for competition in St. Louis. See the schedule of events for times.
- **Education Class** Save Friday at 1:00 pm for Joan Boutilier as she shares her musical excellence with all of us.
- **Mass Sing** – Region 3 is holding our ninth annual Mass Sing. Please join us on Friday at 3:00 pm in the Grand Ballroom. Start your convention with a song!
- **Regional Party** – PARTY SATURDAY NIGHT!! The Convention Team will get the party started. Get there early for all kinds of fun – there will be prizes!! The Convention Team will then hand the night over to the Regional Management Team. Join them for even more fun including the presentation of all the Regional Awards.



Schedule of Events

Thursday, April 19, 2018

6:00 pm – 10:00 pm	Harmony Boutique	Grand Ballroom C & D
6:00 pm – 10:00 pm	Registration (pick up only)	Grand Ballroom C & D
7:00 pm – 7:30 pm	Briefing Registration*	Grand Ballroom A
7:30 pm – 8:00 pm	Combined Briefing	Grand Ballroom A
8:30 pm – 10:30 pm	Quartet Reception**	The Great Hall

Friday, April 20, 2018

9:00 am – 11:00 am	Sound Check	Thrivent Hall, PAC
9:00 am – 3:45 pm	Registration (pick up only)	Grand Ballroom C & D
9:00 am – 5:00 pm	Harmony Boutique	Grand Ballroom C & D
12:00 pm – 2:00 pm	All Events Ticket Sales	Grand Ballroom C & D
1:00 pm – 3:00 pm	Education Class <i>with Joan Boutilier</i>	Grand Ballroom A & B
3:00 pm – 3:30 pm	Mass Sing	Grand Ballroom A & B
4:00 pm – 10:00 pm	Registration & Ticket Sales	Radisson Lobby
5:00 pm – 11:00 pm	Quartet Contest	Thrivent Hall, PAC

Saturday, April 21, 2018

9:00 am – 10:30 am	Registration (pick up only)	Grand Ballroom A & B
9:00 am – 11:00 am	Harmony Boutique	Grand Ballroom A & B
11:00 am – 3:30 pm	Registration & Ticket Sales	Radisson Lobby
12:00 pm – 5:00 pm	Chorus Contest	Thrivent Hall, PAC
8:30 pm	Regional Party <i>Hosted by the Convention & Regional Management Teams</i>	Grand Ballroom A-D

All locations listed are in Radisson unless PAC (Performing Arts Center) appears.

* 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 15th
- **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 15th.
- **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 April 2nd.
- **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 April 2nd.
- **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 April 2nd.
- **Photography Form** – Photographs of your chorus are available for purchase. Completed forms with payment must be received by April 2nd.
- **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. Please note the boxes at the bottom of the form regarding starting or ending your package with emcee work. This form is due at briefing.

ALL forms must be completed and returned by every contestant.

Chorus Forms Checklist

Due March 15, 2018

- ☐ **Special Circumstances Form**
- ☐ **Fair Assessment Fee Form and payment**

Due April 2, 2018

- ☐ **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 19 – 22, 2018

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 15th to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or
email to skhsnoopy@comcast.net



Convention & Competition
April 19 - 22, 2018

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 15, 2018

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



List of Competing Members

INSTRUCTIONS:

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): _____

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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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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Chorus Performance Form

International Division

Chorus Name _____ Contestant # _____

Chorus Contact _____ Email _____

Choruses will enter stage right and exit stage left. The chorus emcee lectern will be stage left.

First Song (official title): _____

Arranger: _____

Second Song (official title): _____

Arranger: _____

2nd Song 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 April 2, 2018**

Riser Chairs



Convention & Competition
April 19 – 22, 2018

Chorus: _____

Chorus Contact: _____

Email: _____ Phone #: _____

Number of risers 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 (9:00 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 April 2nd to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or
email to skhsnoopy@comcast.net

CUSTOMER INFORMATION

 Contact Name

 Quartet/Chorus Name

 Shipping Address

 Semi-Finals/Finals

 City, State/Prov, Country, ZIP/PC

 Costume Description: Provide costume details, please
 include more information than color.

 Daytime Phone

 Email Address

☐ CHECK THIS BOX IF YOU DO NOT WANT BORDER WITH TEXT/TITLE ON ALL YOUR PHOTOS

ALL photos will be available to order from our website approximately 4 weeks after convention.

*All candids purchased from our online store will include the same border that is
 printed on the images at the convention.*

VINYL BANNERS: If interested in ordering a banner please inquire at our booth at the convention
 OR
 contact the studio (319) 393-0547.

SPECIAL QUARTET PACKAGES	INCLUDES	PRICE	QUANTITY	TOTAL
A	4- 8x10	\$60		
B	4- 8x10 1-PR Image	\$70		
C	4- 8x10 4- color wallets 1- PR Image	\$75		
D	4- 8x10 4- 4x5 1- PR Image	\$100		
E	4- 8x10 PR Candid Disc 1- PR Image	\$110		

* These packages are for Quartets only

*Please add total from here to
 the last page and remember
 to add shipping.*

PACKAGE SUBTOTAL:

INDIVIDUAL PRINTS: CHORUS & QUARTETS	PRICE	QUANTITY	TOTAL
2.5 x 3.5 Color Wallets (comes in quantities of 8)	\$10		
4 x 6 Color	\$7		
5 x 7 Color	\$13		
8 x 10 Color (ideal up to 30 members)	\$16		
11 x 14 Color (ideal up to 40 members)	\$20		
8 x 16 Color	\$22		
8 x 18 Color	\$25		
10 x 16 Color (ideal for 40-60 members)	\$22		
10 x 18 Color (ideal for larger choruses; 70+ members)	\$25		
<div> <p>*Please add total from here to the last page and remember to add shipping.*</p> <p><u>INDIVIDUAL PHOTO SUBTOTAL:</u></p> </div>			

PR IMAGES

For publication purposes only; not to be used for personal reproduction.

When images are published they should be followed by the caption:

© Read Photography

A disc of all 4x6 candid images can be provided to a chorus or quartet.

The price for a PR disc depends on the amount of people in your chorus and ONLY INCLUDES ONE PERFORMANCE.

Posed photos (Choruses onstage; or Quartet against photographic background) can also be purchased.

PR IMAGES	PRICE	QUANTITY	TOTAL
Posed Quartet or Chorus (only 1 image)	\$15		
Quartet Candids	\$50		
Chorus Candids: less than 41 members	\$50		
Chorus Candids: 41-70 members	\$75		
Chorus Candids: 70+ members	\$100		
Awards, Opening Ceremony- please specify below	\$100		
<div> <p>*Please add total from here to the last page and remember to add shipping.*</p> <p><u>PR IMAGE SUBTOTAL:</u></p> </div>			

Sweet Adelines Region 3 2018: Appleton

www.sweetadelines.com

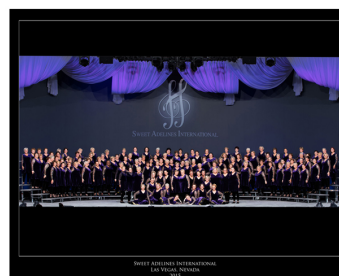
Read Photography
ORDER FORM
(please print clearly)
www.readphotography.com

ONSTAGE PHOTOS:

When ordering onstage chorus photos we suggest choosing a more rectangular print size to accommodate the width of the stage. See Examples Below.



8 X 18



8 X 10

For onstage posed photos at conventions we recommend making sure you practice your final onstage pose to make sure that everyone's faces can be seen, as our photographer will not be able to direct the group. These photos are taken at the end of your performance during the applause and are taken automatically without any direction from the photographer.

SHIPPING

Orders will be shipped to the address specified on the first page

US SHIPPING

-Flat Rate-
\$10

INTERNATIONAL SHIPPING

ORDER TOTAL		
\$0-\$99		\$20
\$100-\$199		\$30
\$200-\$599		\$40
\$599+		\$50

AMOUNT DUE & PAYMENT

Read Photography

1800 42nd St. NE
Cedar Rapids, IA 52402
(319) 393-0547

val@readphotography.com
www.readphotography.com

Credit Card # _____

Sec. Code _____

Zip Code _____

Exp. Date _____

PACKAGE SUBTOTAL:

INDIVIDUAL PHOTO SUBTOTAL:

PR IMAGE SUBTOTAL:

SHIPPING:

TOTAL AMOUNT DUE:

Chorus Briefing Checklist

**Combined Chorus & Quartet Briefing
Plaza Ballroom, Crowne Plaza Hotel
Thursday, April 19, 2018**

Briefing begins at 7:30 pm

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

- ☐ 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