

MIDWEST HARMONY *Region 3*

The logo for Midwest Harmony Region 3 features the words "MIDWEST" and "HARMONY" in large, bold, black, sans-serif capital letters. "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, italicized font below "HARMONY".

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

January 15, 2018

To: Chapter Presidents/Team Managers
Chapter Directors
Chapter-At-Large Members
Registered Quartets
Regional Management Team

From: Convention Steering Committee

RE: Convention Mailing #1

Enclosures

1. Convention Information
2. Important Dates
3. Schedule of Events
4. Riser Configuration
5. All Events Badge Order Form (attached)
6. Function Space Request Form (attached)
7. Hotel Reservation Form (attached)



Convention Mailing #1

Hello all and welcome to Convention 2018 in Appleton, Wisconsin.

Forms are no longer included within the mailing – they are separate attachments. All forms are fillable pdfs and only these forms will be accepted.

CONVENTION INFORMATION

- **Combined Briefing**, Chorus & Quartet, will be held at 7:30 pm, Thursday, April 19th in the hotel. Please plan to arrive at 7:00 pm to complete your competitor paperwork. Only one representative for each contestant has to attend.
- **Sound Check** will be held on Friday, April 20th at 9:00 am. The start time has been moved earlier to allow more time for our quartet competitors between sound check and competition. Please join us on the competition stage to make sure everything is perfect for our judges.
- **Quartet Contest** will begin at 5:00 pm in Thrivent Financial Hall at the Fox Cities Performing Arts Center on Friday, April 20th.
- **Chorus Contest** will begin at 12:00 pm in Thrivent Financial Hall at the Fox Cities Performing Arts Center on Saturday, April 21st. We will be using both alternate (small) and standard (large) riser configurations – the alternate (small) riser configuration will be first. The small riser configuration is 6 6-foot sections with NO inverted center. The large riser configuration is 11 6-foot sections with an inverted center. Riser diagrams are included within this mailing.
- **Convention Mailings** – This is the first of three mailings. This one is designed for all members and the next two are for competitors only. The second mailing will be sent when we receive notice that your chorus or quartet has registered for competition. The second mailing will focus on all the competition forms and orders. The third mailing will be sent after the draw – focusing on the traffic pattern. Copies of all the mailings will be available on the region's website - www.region3sweetadelines.org.
- **Appleton Information** – The websites for both the hotel and competition venue as well as Fox Cities Convention & Visitors Bureau have wonderful information about the facilities and surrounding areas including maps, amenities, restaurants, and so on. The websites are listed within – please feel free to share them with your members.

Note: *Appleton is in the Central Time Zone. All times listed within this mailing are in the Central Time Zone.*



Convention Information (Continued)

- **Radisson Paper Valley Hotel** will serve as our convention hotel. The hotel reservation form is attached and available on the region's website. Hotel rates for this year are \$117/night for a king bed room or 2 double beds. Rates do not include tax. If your reservation has 1 or 2 people listed, you will be given a king bed room. If your reservation has 3 or 4 people listed, you will be given a room with 2 beds. No more than 4 guests are allowed in each room.

If you are interested in suites, we do have some available. For prices and availability, please contact Shelly Hughes. DO NOT contact the hotel directly.

Due to a limited room block, we will use the following criteria to issue rooms:

Rooms where all listed guests have purchased an All Events
Rooms where all listed guests are Region 3 Members
Rooms with non-Region 3 Members

At this time, we expect all guests to be able to have a room at the Radisson. If we are unable to accommodate any reservation request, you will be notified.

All reservations must be guaranteed by credit card – only one card is needed for each room. The first person listed on each reservation must be the credit card holder.

Reservations must be canceled 48 hours prior to the day of arrival to avoid a cancellation penalty of one night room and tax. No shows will be charged one night room and tax and the remaining nights of the reservation will be cancelled.

Payment for your hotel room can be made with cash, check or credit card. At the time of check-in a \$25.00 per day refundable deposit for incidentals is required of all cash or check paying guests.

Parking is available at city owned garages. The garages are pay as you exit, accepting cash and credit cards. Rates are \$1 for less than 2 hours, \$2 for 2-3 hours, \$3 for 3-4 hours and \$5 for over 4 hours. Rates are subject to change – please verify rates as you enter the garage.

Please send your hotel reservation form to Shelly Hughes no later than February 28, 2018.



Convention Information (Continued)

- **Convention Fair Share Assessment Fee** – In June 2009, Region 3's RMT adopted a Convention Fair Share Assessment Fee. This fee is imposed when a competitor does not stay at least one night at the convention hotel. Competitors are required to pay this fee prior to the convention weekend. Competitors are defined as anyone appearing on stage which includes the host chapter and any special performances. Competitor lists will be matched against the hotel reservations to verify fees. The fee is \$50. A form to pay this fee will be sent in the next contestant mailing. This fee will be waived for any competitor not given a hotel reservation due to the rooming block limitation.
- **Fox Cities Performing Arts Center (PAC)** will serve as our competition venue. The PAC is one block from the Radisson. Busing will be provided for contestants entering backstage – no return busing will be provided. The competition will be held in Thrivent Financial Hall. There will also be a small concession stand before and during each competition. Drinks and small snacks are available.

NO tickets will be available at the PAC. Ticket sales and advance registration pick-up will be at the hotel.

- **Registration** – An All Events Badge order form is attached and available on the region's website. Badges will be available for pick up inside The Harmony Boutique beginning Thursday, April 19th. During the competitions, badges may be picked up in the hotel lobby.

Badges are transferable, but not refundable. All competitors are required to have an All Events Badge. Purchases, transfers and changes to All Events Badges will be handled by the ticket sales table only. This table will be located in The Harmony Boutique and in the hotel lobby during competition. **Any competitor who requires an All Events Badge transfer MUST utilize the ticket sales table. Failure to do so may result in our records having a competitor without an All Events Badge, thus making the entire group disqualified.**

This year, Region 3 member's All Events Badge include a box lunch. Lunch choices are:

Turkey with Monterrey Jack on a pretzel roll

Ham with Swiss on rye

Roast Beef with Cheddar on a steak roll

Garden Salad*

- All lunches include chips and a cookie

* Vegetarian and can be made gluten free or vegan upon request

Badge cost is \$85 for all when ordering prior to February 28, 2018. Lunch will ONLY be included for Region 3 members ordering by February 28, 2018. After March 1st, All Events Badges are \$90 for everyone; however NO lunch will be provided. Advance registration closes on March 15th.

Choruses wishing to have a breakfast or dinner in place of the boxed lunch, please contact Shelly Hughes for options.



Convention Information (Continued)

- **Single Event Tickets** will be available for purchase beginning one hour prior to each competition in the hotel lobby. Cost is \$45 for adults and \$30 for children 12 and under. The region accepts cash or checks only.
- **Rehearsals & Function Space** – Each chorus will be given a complimentary 60 minute, flat floor rehearsal on Saturday morning. If you would like to purchase additional time, please complete the enclosed Function Space Request Form. Form is due February 15, 2018.
- **Competition Deadlines** – International Headquarters emailed competitor packets to all choruses and quartets on January 5th. The packets are available on International's website.

Quartets: Competition entry deadline is February 19, 2018 (late entry is March 6, 2018 and will incur an extra fee). Entries after March 6th will not be processed.

Choruses: Competition entry deadline is February 20, 2018 (late entry is March 7, 2018 and will incur an extra fee). Entries after March 7th will not be processed.

- **Draw for Order of Appearance** will take place February 26, 2018. The Order of Appearance will be available on Sweet Adeline International's website.
- **Trophies** – All trophies, awards and their protective bags need to be returned to the region no later than briefing, Thursday, April 19th. If you have a problem with any of the trophies, please contact Shelly Hughes immediately.
- **Judging Panel** - We are delighted to welcome the following ladies to Appleton:

Sound – Dixie Dahlke
Music – Jan Meyer
Expression – Betty Clipman, Panel Chair
Showmanship – Tori Postma

Panel Secretary – Kate Veeder



Convention Information (Continued)

Chair of the Regional Convention (CRC)

Shelly K. Hughes	847-462-9733 (H)	skhsnoopy@comcast.net
	847-516-6800 (W)	
	312-209-4533 (C)	

Competition Coordinator (CC)

Brenda Bowman	260-438-4465 (C)	bbowmanpt@ballstate.bsu.edu
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Official Panel Liaison (OPL) Team

Jane Toftey	630-665-8387 (H)	jrhtoft@gmail.com
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Andrea Sonnenberg	847-310-9903 (H)	andrealead@gmail.com
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Convention Hotel

Radisson Paper Valley Hotel 333 W. College Ave. Appleton, WI 54911	920-733-8000	www.radisson.com/appletonwi
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Competition Venue

Fox Cities Performing Arts Center 400 W. College Ave Appleton, WI 54911	920-730-3760	www.foxcitiespac.com
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Fox Cities Convention & Visitors Bureau

3433 W. College Ave Appleton, WI 54911	800-236-6338	www.foxcities.org
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IMPORTANT DATES

February 15, 2018	Function Space Request Form due
February 19, 2018	Quartet entry deadline
February 20, 2018	Chorus entry deadline
February 26, 2018	Draw for Order of Appearance
February 28, 2018	All Events & Dinner Order – last day for Early Bird Discount Hotel Reservations due
March 6, 2018	Quartet late entry deadline (extra fee applies)
March 7, 2018	Chorus late entry deadline (extra fee applies)
March 15, 2018	Last day for advance All Events (purchase or changes) Special Circumstances Form due Fair Assessment Fee Form due
April 2, 2018	Riser Chair Form due Photo Order Form due Performance Form due Competing Member Verification Form due
April 19, 2018	Combined Briefing
April 20, 2018	Sound Check Quartet Contest
April 21, 2018	Chorus Contest Regional Dinner



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, 2017

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	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, 2017

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	Grand Ballroom A-D

Hosted by the Convention & Regional Management Teams

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

* Chorus & Quartet contestants to turn in competition paperwork

** By Invitation only

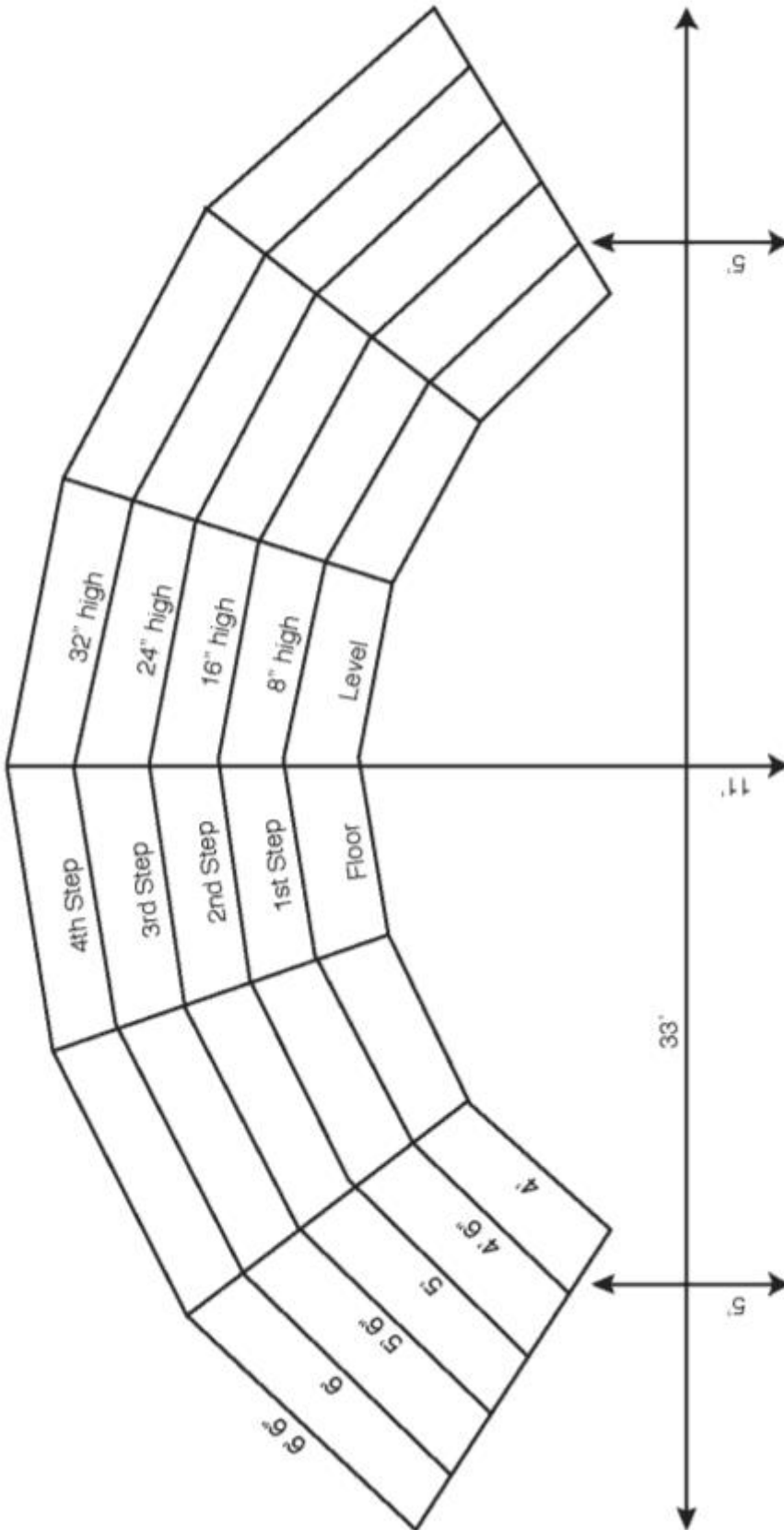


Diagram for 6 - 6' sections of 18" choral risers including 4th step and floor.

Maximum distance between front edge of riser and curtain is 5', this can be reduced to 3' to prevent loss of sound.

This configuration accommodates up to 70 chous members comfortably.

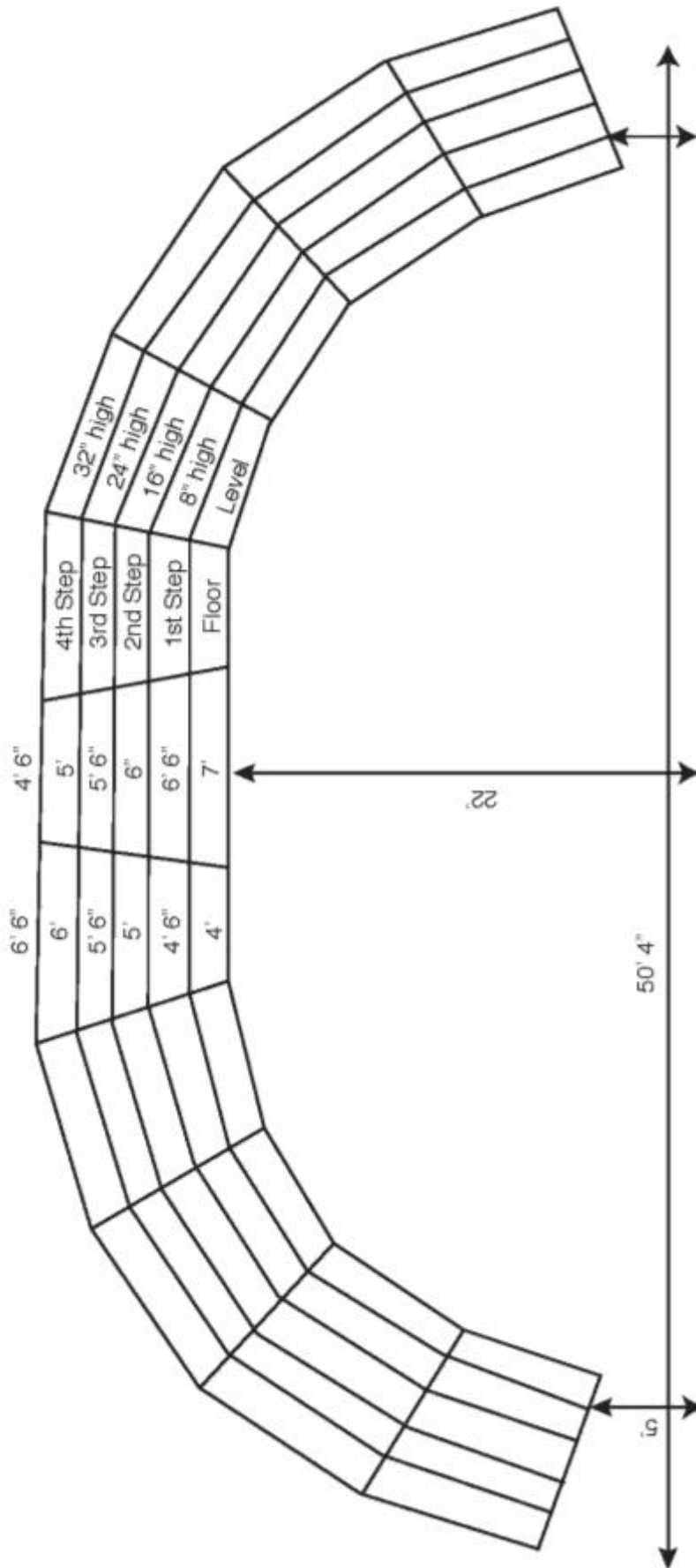


Diagram for 11 - 6' sections of 18" choral risers using reverse (inverted) section, including 4th step and floor.

Maximum distance between front edge of riser and curtain is 5'; this can be reduced to 3' to prevent loss of sound.

This configuration accommodates 120 or more chorus members comfortably.