

# MIDWEST HARMONY *Region 3*



Regional Convention and Competition  
April 11 – 14, 2019 - Appleton, Wisconsin

**February 6, 2019**

**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
3. Schedule of Events

## 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 5<sup>th</sup>. You must be sure that all new members and all renewals are processed through Tulsa no later than April 5<sup>th</sup>. 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 February 27, 2019. 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 exit warm-up and returned as you exit the stage
  - 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
- **Sound Check & Pattern Walk Through** – New this year, the sound check will begin with the quartets and quartet and chorus traffic pattern reviews will be conducted separately. Presidents & Directors may join us for the chorus pattern walk through at 9:30 am Friday. Meet in the lobby of the PAC. You will be able to walk the pattern and ask questions. We will end at the contest stage in time for chorus sound check. All members are welcome to sing in the sound check chorus at 10:00 am on the contest stage.
- **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 our very own MJ Mortillaro.
- **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. Our 4 New Orleans bound choruses will have items for sale and raffles – all kinds and something for everyone. Be sure to get your tickets and help our champions raise money for competition in New Orleans. See the schedule of events for times.
- **Mass Sing** – Region 3 is holding our ninth annual Mass Sing, but **IT IS MOVING TO THE PAC**. Please join us on Friday at 3:00 pm in the PAC Lobby. Sing together before the quartet competition!
- **Regional Party** – PARTY SATURDAY NIGHT!! The Choral-Aires Chorus will be hosting the party. The Regional Management Team will be presenting awards. Our New Orleans bound choruses will be announcing the raffle winners. Join in for a night of fun!

## 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 1<sup>st</sup>
- **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 1<sup>st</sup>
- **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 22<sup>nd</sup>.
- **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 22<sup>nd</sup>.
- **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 22<sup>nd</sup>.
- **Photography Form** – Photographs of your chorus are available for purchase. Completed forms with payment must be received by March 22<sup>nd</sup>.
- **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 by every contestant.

# Chorus Forms Checklist

## **Due March 1, 2019**

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

## **Due March 22, 2019**

- 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](http://www.region3sweetadelines.org)

Items should be mailed/emailed to:

Shelly Hughes  
238 Bell Dr  
Cary, IL 60013  
[skhsnoopy@comcast.net](mailto:skhsnoopy@comcast.net)

# Special Circumstances – Chorus



Convention & Competition  
April 11 – 14, 2019

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 1<sup>st</sup> to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to [skhsnoopy@comcast.net](mailto:skhsnoopy@comcast.net)



Convention & Competition  
April 11 - 14, 2019

## 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, 2019

\*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.

	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.

	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: \_\_\_\_\_

2<sup>nd</sup> 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 Mach 22, 2019**

# Riser Chairs



Convention & Competition  
April 11 – 14, 2019

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 3:30 pm to 4:00 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 22<sup>nd</sup> to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to [skhsnoopy@comcast.net](mailto:skhsnoopy@comcast.net)

# CHORUS ORDER FORM

## 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 4-6 weeks after convention.

\*All candids purchased from our online store will include a border unless you choose  
 the no border option when ordering.\*

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 (ideal for 40-60 members)	\$22		
8 x 18 Color (ideal for larger choruses; 70+ members)	\$25		
10 x 16 Color (ideal for 40-60 members)	\$22		
10 x 18 Color (ideal for larger choruses; 70+ members)	\$25		

**INDIVIDUAL PHOTO SUBTOTAL:**

*Sweet Adelines Region 3  
2019: Appleton*

www.sweetadelines.com

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

## CHORUS ORDER FORM

### 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		
Chorus Candid: less than 41 members	\$50		
Chorus Candid: 41-70 members	\$75		
Chorus Candid: 70+ members	\$100		
Awards, Opening Ceremony- please specify below	\$100		

**PR IMAGE SUBTOTAL:**

### 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: \$10.00**

**TOTAL AMOUNT DUE:**

Check, credit card or cash are all accepted

Online orders through our website can be paid with paypal or credit card.

# **Chorus Briefing Checklist**

**Combined Chorus & Quartet Briefing  
Grand Ballroom A, Red Lion Paper Valley Hotel  
Thursday, April 11, 2019**

**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





## Schedule of Events

### Thursday, April 11, 2019

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 12, 2019

9:00 am – 11:30 am	Sound Check	Thrivent Hall, PAC
9:00 am – 2:45 pm	Registration (pick up only)	Grand Ballroom C & D
9:00 am – 5:00 pm	Harmony Boutique	Grand Ballroom C & D
12:00 pm – 1:30 pm	All Events Ticket Sales	Grand Ballroom C & D
3:00 pm – 8:00 pm	Registration & Ticket Sales	Radisson Lobby
1:00 pm – 2:30 pm	Education Class	Grand Ballroom A
3:00 pm – 3:30 pm	Mass Sing	PAC Lobby
4:00 pm – 10:00 pm	Quartet Contest	Thrivent Hall, PAC

### Saturday, April 13, 2019

11:00 am – 3:00 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
	<i>Hosted by the Choral-Aires Chorus</i>	

All locations listed are in Red Lion unless PAC (Performing Arts Center)

\* Chorus & Quartet contestants to turn in competition paperwork

\*\* By Invitation only