

### Regional Convention and Competition April 2 - 5, 2020 - Appleton, Wisconsin

**January 25, 2020** 

**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
- 3. Schedule of Events



Convention & Competition April 2 – 5, 2020

### **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 <u>All members competing on the regional stage must be listed on each chorus' membership roster on March 27<sup>th</sup>. You must be sure that all new members and all renewals are processed through Tulsa no later than March 27<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.</u>
- **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 19, 2020. Here are a few points to assist you in your planning.
  - The pattern will begin in the lobby of the Red Lion hotel
  - Contestants will be bused to competition stage
  - Choruses will receive a 10 minute warm-up
  - o Purse bags will be collected as you exit warm-up and returned as you exit the stage
  - o Choruses will enter Stage Right and exit Stage Left
  - o 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 Sound check will begin with the quartets. The 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.



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- **Emcee** This year's emcee is Michelle Little, the Lead of 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. Our 2 Louisville 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 Louisville. See the schedule of events for times.
- Mass Sing Region 3 is holding our tenth annual Mass Sing, but IT HAS MOVED 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 Regional Management Team will be hosting the party and presenting awards. Our Louisville bound choruses will be announcing the raffle winners. Join in for a night of fun!



Convention & Competition April 2 – 5, 2020

### **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 February 18<sup>th</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 February 18<sup>th</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 2<sup>nd</sup>. NEW THIS YEAR. You must use the attached form you may NOT create your own list
- 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 2<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 to drop off and pick-up times. This form must be received by March 2<sup>nd</sup>
- Photography Form Photographs of your chorus are available for purchase. Completed forms with payment must be received by March 2<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. Please do NOT copy your form back to back. One sided copies only please. This form is due at briefing.

ALL forms must be completed by every contestant.

### **Chorus Forms Checklist**

### Due February 18, 2020

	Special Circumstances Form						
	Fair Assessment Fee Form and	payment					
Du	ie March 2, 2020						
	☐ 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 fo	All forms may be found on Region 3's website, www.region3sweetadelines.org						
Items	s should be mailed/emailed to:	Shelly Hughes 238 Bell Dr Cary, IL 60013 skhsnoopy@comcast.net					

### **Special Circumstances – Chorus**



Convention & Competition April 2 – 5, 2020

Chorus Contact:		
Email: F	Phone #:	
IMPORTANT NOTICE: Scooters and wheel chair your chorus needs a scooter or wheelchair in the toor parked in the designated area. For safety a committee, convention assistants nor Regional Malf you have any questions, please contact Shelly F	raffic pattern, it must be taker nd liability reasons, no mer anagement Team can move s Hughes.	n on to the contest stage mber of the convention scooters or wheelchairs
Please list any competing member that will be utili	zing a scooter or wheelchair	in the pattern.
Name	Check One	
	Wheelchair	Scooter
If your chorus will have a helper (someone not omember, please list the helpers below.  Helper Name	competing with your chorus	) assisting a competing
We have no special circumstances		

Your completed form is due by February 18<sup>th</sup> to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to skhsnoopy@comcast.net



### **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:
No member owes a fair assessment fee
Please make checks payable to Midwest Harmony Region 3

Form and payment must be received by February 18, 2020

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

<sup>\*</sup>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 member's information and signatures. 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 are to be submitted to the COMPETITION COORDINATOR during the chorus directors' briefing at the regional competition. Please DO NOT mail to International Headquarters.

**REGION:** CHORUS NAME:

CONTESTANT#

Number of Competing Members including director(s):

We certify that as participants in the Regional are in good standing in the chapter, and that the chapter is current in the payment of Per Capita Fees (processed at International Chorus Competition in Region # Headquarters).

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

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

) below:	Signature																						
Please indicate the director(s) below:	First Name																						
4	Last Name																						
	ID Number																						
		1	2	3	4	5	9	7	8	6	10	. 11	12	13	14	15	16	17	18	19	20	21	22

CHORUS NAME:	REGION:			CONTESTANT #
We certify that as participants in the Regional	ID Number	Last Name	First Name	Signature
Chorus Competition in Region #, we	23			
are in good standing in the chapter, and that	24			
the chapter is current in the payment of Per	25			
Capita Fees (processed at International	26			
neadquarters).	27			
NOTE: Regional competitions are considered	28			
to be the culmination of the region's fiscal	29			
year. When competitions are held after April	30			
30 (the end of the fiscal year), "good standing"	31			
shall be interpreted as pertaining to the	32			
payment of Per Capita Fees for the fiscal year	33			
represented by the competitions, i.e., the year	34			
that just ended.	35			
3	36			
Should a complaint regarding ineligibility of	37			
Headquarters within 30 days following the	38			
competition, and should that complaint be	39			
verified, we understand that our chorus will be	40			
disqualified and any rank earned will revert to	41			
the next highest scoring chorus.	42			
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CHORUS NAME:	REGION:			CONTESTANT #
We certify that as participants in the Regional	ID Number	Last Name	First Name	Signature
Chorus Competition in Region #, we	20			
are in good standing in the chapter, and that	51			
the chapter is current in the payment of Per	52			
Capita Fees (processed at International	53			
neadquarters).	54			
NOTE: Regional competitions are considered	55			
to be the culmination of the region's fiscal	56			
year. When competitions are held after April	57			
30 (the end of the fiscal year), "good standing"	58			
shall be interpreted as pertaining to the	59			
payment of Per Capita Fees for the fiscal year	09			
represented by the competitions, i.e., the year	61			
that just ended.	62			
3	63			
Should a complaint regarding mengibility of	64			
Headquarters within 30 days following the	65			
competition, and should that complaint be	99			
verified, we understand that our chorus will be	67			
disqualified and any rank earned will revert to	89			
the next highest scoring chorus.	69			
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	76			

CHORUS NAME:	REGION:			CONTESTANT #
We certify that as participants in the Regional	ID Number	Last Name	First Name	Signature
Chorus Competition in Region #, we	77			
are in good standing in the chapter, and that	78			
the chapter is current in the payment of Per	79			
Capita Fees (processed at International	80			
neadquarters).	81			
NOTE: Regional competitions are considered	82			
to be the culmination of the region's fiscal	83			
year. When competitions are held after April	84			
30 (the end of the fiscal year), "good standing"	85			
shall be interpreted as pertaining to the	98			
payment of Per Capita Fees for the fiscal year	87			
represented by the competitions, i.e., the year	88			
that just ended.	89			
3	06			
Should a complaint regarding mengibility of	91			
Any participant be registered with international Headonarters within 30 days following the	92			
competition, and should that complaint be	93			
verified, we understand that our chorus will be	94			
disqualified and any rank earned will revert to	95			
the next highest scoring chorus.	96			
	97			
	86			
	66			
	100			
	101			
	102			
	103			

CONTESTANT# Signature First Name Last Name ID Number REGION: 110 113 114 115 118 119 120 104 105 106 107 109 111 112 116 121 122 123 126 129 108 117 127 130 125 124 128 30 (the end of the fiscal year), "good standing" payment of Per Capita Fees for the fiscal year any participant be registered with International verified, we understand that our chorus will be disqualified and any rank earned will revert to represented by the competitions, i.e., the year NOTE: Regional competitions are considered We certify that as participants in the Regional are in good standing in the chapter, and that year. When competitions are held after April the chapter is current in the payment of Per Should a complaint regarding ineligibility of competition, and should that complaint be Headquarters within 30 days following the to be the culmination of the region's fiscal shall be interpreted as pertaining to the Capita Fees (processed at International Chorus Competition in Region # the next highest scoring chorus. that just ended Headquarters). **CHORUS NAME:** 

CONTESTANT# Signature First Name Last Name ID Number REGION: 138 139 140 142 146 148 149 132 133 134 136 137 141 144 150 131 145 154 156 135 143 147 153 151 152 155 30 (the end of the fiscal year), "good standing" payment of Per Capita Fees for the fiscal year any participant be registered with International verified, we understand that our chorus will be disqualified and any rank earned will revert to represented by the competitions, i.e., the year NOTE: Regional competitions are considered We certify that as participants in the Regional are in good standing in the chapter, and that year. When competitions are held after April the chapter is current in the payment of Per Should a complaint regarding ineligibility of competition, and should that complaint be Headquarters within 30 days following the to be the culmination of the region's fiscal shall be interpreted as pertaining to the Capita Fees (processed at International Chorus Competition in Region # the next highest scoring chorus. that just ended Headquarters). **CHORUS NAME:** 

### Chorus Performance Form Open Division

Chorus Name	Contestant #
Chorus Contact	Email
	d exit stage left. This is your only option – please ignore the s. The chorus emcee lectern will be stage left.
• • • • • • • • • • • • • • • • • • • •	rmance, place an asterisk after the title of your contest song and ne contest song. You may use the back of this form if more space
First Song:	
Second Song :	
Third Song:	
Contest Song Arranger :	
Final Pose	
Charrie Dhatarranha	

### 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 2, 2020

### **Riser Chairs**



Convention & Competition April 2 – 5, 2020

Chorus:		<del></del>
Chorus Contact:		
Email:	P	hone #:
Number of risers	chairs:	
individual or the ch		ontest stage. Chairs are to be provided by the ility to transport the chair as well as place and
<ul><li>Riser chairs</li><li>Riser chairs</li><li>Riser chairs</li><li>Any riser chairs</li></ul>	must be labeled with the chorus may NOT be transported on the may be delivered to the backstamust be removed within 30 min	s name, contact name and a cell phone number buses (contestant and/or audience) age of the PAC at the listed times below ONLY utes of the close of the chorus competition will be considered property of the region and the
Delivery times:	Friday Sound Check (9:00 am to 11:0 30 minutes prior to Quartet Co	00 am) ntest (currently 3:30 pm to 4:00 pm)*
		ntest (currently 11:30 am to 12:00 pm)*
*These times are base	d on the current competition start time.	s and may change based upon the number of contestants.
-		ith your chorus) assisting with placing and removing us with your chorus. Please list the helpers below
Helper Name		
☐ We have no	riser chairs or helpers	

Your completed form is due by March 2<sup>nd</sup> to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to skhsnoopy@comcast.net





### **CHORUS ORDER FORM**

### **CUSTOMER INFORMATION**

Contact Name	Quartet/Chorus Name				
	Midwest Harmony Region 3				
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 NO	t want border with text/title on <u><b>ALL</b></u> your photos				
ALL photos will be available to order f	rom our website approximately 4-6 weeks after convention.				

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
$2.5 \times 3.5$ 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:**





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

### PR IMAGE SUBTOTAL:

AMOUNT DUE & PAYMENT  Read Photography	PACKAGE SUBTOTAL:	
1800 42nd St. NE Cedar Rapids, IA 52402 (319) 393-0547	INDIVIDUAL PHOTO SUBTOTAL:	
val@readphotography.com www.readphotography.com  Credit Card #	PR IMAGE SUBTOTAL:	
Sec. Code	SHIPPING:	\$10.00
Zip Code Exp. Date	TOTAL AMOUNT DUE:	

Check, credit card or cash are all accepted

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

Check #	
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### **Chorus Briefing Checklist**

### Combined Chorus & Quartet Briefing Grand Ballroom, Red Lion Paper Valley Hotel Thursday, April 2, 2020

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

### Sweet Adelines International

## 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! Contestant #: Chorus Name: 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

# Regional CHORUS Open Division Cue Sheet

Contestant #:	9								FINAL POSE		Desirable desirable from the second	pose at the end of the performance.					$\square$ Yes $\square$ No
	PLEASE USE LAYMAN'S TERMS; DON'T USE A CUE INDICATING THE NUMBER OF MEASURES INTO A SONG	CHOREOGRAPHY	Briefly describe any special moves, indicating location on stage.				This song is: Uptune Ballad				•	This song is: Uptune Ballad				This song is: Uptune Ballad	Is your package ending with spoken word?
	THE NUMBER O	EMCEE WORK	Briefly indicate whether emcee work occurs before, during or after the song.														Is your package end
	E A CUE INDICATING	MICROPHONES	Indicate mic(s) used for each non-contest song.* Center stage is fixed in the quartet configuration.  *If available from region.	Check all that apply	Stage Left	Stage Center	Stage Right	-	Check all that apply	Stage Left	Stage Center	Stage Right	Check all that apply	Stage Left	Stage Center	Stage Right	
	AN'S TERMS; DON'T USI	OPTIONAL LIGHTING	Traditional White White is used during competition songs. White, combined with one additional color (Red, Lavender, Blue, Amber, Green, or Magenta), is for noncontest songs only. Indicate additional lighting color if desired. **# favailhle from region.														No No
Chorus Name:	PLEASE USE LAYM		List song titles and check <b>all</b> boxes that apply. If a medley is used, list <b>ALL</b> songs included in the medley.  Please check which song is to be judged as your contest song.	SONG TITLE:			Contest Song? Yes No	SONG TITLE:				Contest Song? Yes No	SONG TITLE:			Contest Song? Yes No	Is your package starting with spoken word?



### **Schedule of Events**

Thursday, April 2, 2020	Thursday	/. April	2, 2020
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6:00 pm – 10:00 pm	Harmony Boutique	Grand Ballroom C
6:00 pm - 10:00 pm	Registration (pick up only)	Grand Ballroom C
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 3, 2020

9:00 am – 11:30 am	Sound Check	Thrivent Hall, PAC
9:00 am - 2:45 pm	Registration (pick up only)	Grand Ballroom C
9:00 am - 5:00 pm	Harmony Boutique	Grand Ballroom C
12:00 pm - 1:30 pm	All Events Ticket Sales	Grand Ballroom C
3:00 pm - 8:00 pm	Registration & Ticket Sales	Red Lion Lobby
1:00 pm – 2:30 pm	Education Class with Martini	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 4, 2020

11:00 am -	3:00 pm	Registration & Ticket Sales	Red Lion Lobby
12:00 pm –	5:00 pm	Chorus Contest	Thrivent Hall, PAC
7:00 pm		Regional Dinner Party	Grand Ballroom A-D

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

<sup>\*</sup> Chorus & Quartet contestants to turn in competition paperwork

<sup>\*\*</sup> By Invitation only