



**Pacific Shores Region 12  
Sweet Adelines International  
Regional Convention, May 4 - 6, 2017**

**Competition Coordinator's Final Memo to Choruses**

**April 2017**

**To: All Competing Choruses**  
**From: Donna Prochazka, 2017 Competition Coordinator**

Contest is almost here! Hope you're all ready for a wonderful weekend! I just want to give you a few more little details and remind you about a few things!!

**Briefing**

The Combined Quartet and chorus Briefing will be held **Thursday, May 4th** from 5:30-7:00 pm in the **Rose Ballroom**. All Chorus Directors and Team Coordinators/Presidents are expected to attend.

Roll Call will be taken at this meeting and the pronunciations of chorus and director names will be confirmed by the emcee. Other information will be provided and reviewed and any questions will be answered.

This is a closed meeting for designated attendees only.

If you have any changes to the **List of Competing Members Form**, please bring **2 copies** of the original list that you previously sent with names of members not singing struck through and any additional members singing added to the bottom of the list. **All competing members must sign this form. The TOTAL number of singing members on stage should NOT include the director. The DIRECTOR must sign the front page on the line indicated.**

You will also turn in the photo order form at the briefing. The [Photo Order Form](#) can be found on the [Regional Convention web page](#). The form should be accompanied by a check, made out to [Read Photography](#), in the appropriate amount.

Also remember to bring a **\$20 check** made out to [Region 12 Convention](#) if your chorus has requested a DVD of your competition performance and have not already mailed a check **and received a confirmation from my assistant, Joanna Davis**. This provides you with a single copy of your chorus' performance. Included with the DVD will be an order form that will allow you to order additional copies of the DVD. These copies will be better quality recordings as background noise and other such distractions will have been removed by the videographer.

**Please do not count on forms being available at the briefing to be filled out.**

You will be given **Riser Bags** at the briefing for holding the belongings of chorus members while they are performing on stage. **Please remind your members that these belongings should consist of only the bare necessities such as lipstick, their room key, and a little money or credit card, if desired.**

## **Pattern Walkthroughs**

Immediately following the briefing, Joanna Davis and her assistant LuLu Johnson, will walk the full pattern with any Chorus Director/Team Coordinator that wishes to participate. This tour may or may not go onto the stage as the hotel may still be working on setting up the lights and sound.

*This pattern walk-thru is optional.*

## **Official Inspection/Sound Check**

The Official Inspection and Sound Check will be held on Friday, May 5th at 9:00 am in the **Rose Ballroom**. All Chorus Directors and Team Coordinators/Presidents, along with members of the Assistance Chorus, Bay Area Showcase, have been asked to become the "Sound Check Chorus". Julie Starr has agreed to warm up this group and direct while the judges work with the sound and light technicians from the Nugget Casino and Resort.

The possible songs that will be sung during this time are: **How We Sang Today, Harmonize the World** and **The Winners Song**.

**Warm-ups** will begin at 8:45 am in the Rose Ballroom

**Official Inspection** will be from 9:00-10:00 in the Rose Ballroom

**Any chorus member that knows the songs listed above is invited to become a member of the large-sound check chorus. Please spread the word.**

Once the judges are satisfied with the sound and light settings for the large-sound check chorus, most participants will be excused. A number of Bay Area Showcase chorus members will be asked to stay to become the small-sound check chorus.

There will also be time for directors to step out and listen to the sound.

## **Chorus Traffic Pattern**

The purpose of having a traffic pattern is to assure that the contest runs smoothly and orderly. There are stations along the pattern to provide competitors time and a place to prepare for going on stage. Please see the [Chorus Traffic Pattern Overview](#) and the [Chorus Traffic Pattern – Second Floor Only](#) diagrams included at the end of this document for a visual picture of the traffic pattern.

Each contestant is provided for equally.

We occasionally experience time delays. On those rare occasions, competitors may end up spending more time at one station than was scheduled. This is unavoidable. We may occasionally experience being ahead of schedule. On those occasions, competitors will NOT be required to move ahead of schedule. Full time will be allotted at each station.

Coaches are welcome to accompany competitors through the pattern, including the backstage area. People, who are assisting competing members with riser chairs or wheelchairs, will also be allowed backstage. No other personnel are allowed to accompany competitors.

You will be assisted through the pattern by members of the Assistance Chorus, Bay Area Showcase Chorus. They will also monitor your time in the various stations and make sure that you move through the pattern as prescribed by the [Chorus Traffic Pattern](#).

### Chorus Pattern Stations

The following is a description of each of the stations in the Chorus Traffic Pattern:

1. You will meet the Traffic Pattern assistant at the beginning of the pattern in the area between the Arcade and the East Tower Elevators, near the restrooms.
2. At the prescribed time, a Traffic Pattern assistant will lead you to the Photo Room (Bonanza A/B). You will have ten minutes in this room. You may sing in this room, if you desire.
3. The chorus will then be led by a Traffic Pattern assistant to the Arcade elevators. There are 2 elevators that will take you to the 3<sup>rd</sup> floor, where the warm-up room is located. The Traffic Pattern assistant will also point out stairs that may be used to move between floors. You will be directed to either Southern Pacific D/E or Southern Pacific A/B/G. You will have 15 minutes in the warm-up room. Your time begins when the first chorus member enters the room. The hotel will provide water. There is a bathroom across from Southern Pacific F. *This bathroom would be a person's last chance to use the facilities until after they have finished performing and have exited the backstage area.*
4. Upon leaving the warm-up room, the chorus will proceed back to the 2<sup>nd</sup> floor using the same elevators/stairway that were used to get to the 3<sup>rd</sup> floor. The Traffic Pattern assistant will lead the chorus to the Ready Room (**Ponderosa A**). This room is directly adjacent to **Rose Ballroom** where the contest is being held.

### **You have 10 minutes in the Ready Room.**

Last minute supplies will be available. The riser bags will be collected at this time and will be returned to you after you have exited the stage and just before you enter the ballroom.

**You may NOT sing in this room and you MUST be ready to leave when your 10 minutes are up.**

Your Traffic Pattern assistant will give you a two-minute warning before it is time to leave. The chorus members should exit the Ready Room in the same order that they plan to enter the stage – there will **NOT** be enough time to arrange the chorus in any order prior to going on stage once you exit the Ready Room.

5. Upon leaving the Ready Room, you will be directed through **Ponderosa B** to the stage ramp. Anyone using equipment to help them move through the pattern, but who does not want to take the equipment on stage, may leave the equipment at the bottom of the ramp – please get direction from the backstage assistant as to where the equipment should be left.

You may have to wait a few minutes or you may be directed immediately onto the stage, depending on the judges. There is no curtain; the stage lights will be down, but there will be enough light for you to see.

6. As soon as both the Judges and the Chorus Director signal that they are ready, the emcee will announce your chorus (see below for more details).
7. After your performance, you will exit Stage Left, the same way that you entered the stage.
8. You will be directed back out to **Ponderosa A** where you will pick up your Riser Bags. Please have your “bag ladies” take the Riser Bags into the ballroom before distributing their contents.
9. A Traffic Pattern assistant or Usher will control the door into the ballroom. Remind your chorus members that if they find themselves outside the main ballroom when the next chorus begins their performance, please be **very quiet**.
10. Once inside the ballroom, remember that everyone should be seated by the time the next chorus is announced. **Please take any open seat, as quickly as possible**, when the emcee begins to announce the next contestant.

### **Dual Members**

Please refer dual members to the [Competition Coordinator's 1<sup>st</sup> Memo to Competitors](#), pages 8-9, for information regarding the dual changing area.

**Please note: Duals using the Dual Changing area (Rose B Closet) should drop their costumes off on Saturday between 9:00 – 10:30.**

**These rooms are not monitored or locked  
Dual members should not leave anything of value unattended**

## **Judges Signals and Emcee's Introduction**

Upon leaving the Chorus Ready Room; chorus members, who have previously arranged themselves in the appropriate order, will be directed onto the ramp that leads to the stage. One of my assistants will be at the top of the ramp and will direct everyone to the front of the stage. There is pipe and drape concealing this movement from the audience.

I or one of my assistants and the emcee will be waiting at the front of the stage. The Chorus Director will be told when to take the chorus on stage. Please wait to go on stage until you are told to do so.

Once the chorus is settled onto the risers, the Director will give a nod and I or one of my assistants will turn on the backstage signal to let the Panel Chair know that the next chorus is ready. When the judging panel is ready, they will turn on their signal. When both the chorus and panel are ready, the emcee will walk out to the podium to introduce the chorus.

The introduction will most likely be as follows:

**WE ARE READY FOR CONTESTANT # \_\_\_\_**  
**FROM location**  
**UNDER THE DIRECTION OF Director's Name**  
**Chorus Name!**

Please note that, unless the emcee notices the doors are open, she will **NOT** say, "May we have the doors closed, please."

The stage light will come up as the emcee says, **UNDER THE DIRECTION OF.**

## **Videography**

Using the Final Chorus Pose information that was supplied earlier this month, the videographer will know when you have completed your performance. The Videographer will stop filming you at that time.

## **Exiting the Stage**

After the chorus performance, the lights will remain on for a short period of time to let the *wild* applause to die down. The lights will be brought down and the chorus will exit the stage in a quick and organized manner. They will exit the stage the same way they entered, via stage left.

The chorus will be directed out of the backstage area. A Traffic Pattern person will lead the chorus to a door that will lead into the Rose Ballroom. Just prior to this door, your "bag ladies" will collect the Riser Bags. This is a short walk and, for most choruses, the chorus members should easily make it into the ballroom before the next contestant is announced. An usher will control the doorway from this room into the ballroom. If the door is closed, it means that the next contestant is performing, so please be very quiet so as not to disturb the audience or the performers on stage.

## **Waiting for the Awards Presentation**

After the last contestant has finished their performance, there will be a 10-minute intermission. **Chorus Directors** and **Presidents/Team Leaders** will go to the chairs that have been reserved in the audience for them. Signs with their names have been placed on the chairs in the order of appearance. Ushers will be available to assist Directors and Presidents/Team Leaders in finding their seats.

Before the Awards Presentation, we will be entertained by the Wild Card and the Outgoing Champion choruses.

Warm-up/gathering rooms have been provided for these end-of-contest performances. Sacramento Valley members should exit the ballroom and go **Southern Pacific room DE** once Contestant #19 (Sea Breeze Harmony) finishes their performance. Bay Area Showcase members should exit the ballroom immediately following Contestant #20's (Bella Acappella) performance and go to **Southern Pacific room ABG** for warm-up. A Traffic Pattern person will direct these choruses to the stage at the appropriate time.

When exiting the stage – please use BOTH stairways at the front of the stage. People who physically cannot use the stairs should exit using the ramp as quickly as safely possible.

Traffic Pattern personnel will direct the choruses to the stage at the appropriate time.

As Bay Area Showcase presents their Outgoing Champions package, all **Chorus Directors** should go **Backstage – Stage Right**. Directions will be given at the Briefing. All **Award Presenters** will go through the Tunnel of Love door to get **Backstage – Stage Left**.

Bay Area Showcase will sing their outgoing champs package and remain on the risers while the Directors are acknowledged, after which both the Directors and Bay Area Showcase chorus members should exit the stage as quickly as possible. **Please use both stairways in front of the stage**. People who physically cannot use the stairs should exit using the ramp as quickly as safely possible.

Directors should return to their reserved seats and sit beside their President/Team Leader.

## **Announcement of Chorus Awards**

Prior to the official announcement of the winners, the emcee will announce the BRAVO award. The recipient of this award should follow the same procedure as describe below for all medal winners.

Then there will be a special appearance by our own 2014 Queens of Harmony, LoveNotes.

The Panel Chair will be introduced and will, in turn, introduce her panel. She or one of the panel members will introduce each award presenter and the winner of the award. The Director and President/Team Leader of each chorus who receives an award will go up the stairs that are located at the front corner of stage right. The Director and President/Team Leader should proceed to **Center Stage** where they will be met by the award presenter with their medals. Chorus members should stand in place to receive their much deserved applause from the audience.

After receiving their awards, the Director and President/Team Leader will exit stage right **BEHIND** the curtain, where they will be given the medals for their chorus members. They will then return to their chairs. Directions will be given at the Briefing. to await the announcement of the rest of the awards.

**IF YOU ARE THE 2017 CHAMPION CHORUS, ALL CHORUS MEMBERS SHOULD PROCEED TO THE STAGE TO RECEIVE THEIR MEDALS.** They may use the steps at the front of the stage or they may also go back through the Tunnel of Love door and travel to the backstage area to use the ramp.

**The 2017 Champion Chorus will sing an acceptance song at this time.**

After the Champion Chorus has sung their acceptance song, the members of the **Division A** and **Division AA** winners will be invited to join the Champion Chorus on the risers. Use the steps at the front of the stage or go back through the Tunnel of Love door and travel to the backstage area to use the ramp.

The three choruses will be honored with the singing of "The Winners Song". All choruses will then exit the stage. Regional Announcements/Presentations will be made.

### **Attention: Directors and Team Coordinators/Presidents**

International Competition Services and their Marketing and Communications team has developed a new easier way to request permission to post your current regional contest video, or past contest videos, on social media or your website. All you have to do is fill out this [Google form](#) survey and submit it. You can expect an email from International Competition Services within two weeks granting your permission.

### **Information from Previous Mailings**

Please review the [Competition Coordinator's Competitor's 1<sup>st</sup> Memo](#) for more information, including, but not limited to:

- Schedule of Competition Events
- Withdrawals
- Riser Chairs and Mobility Assistance Devices
- Props

Other documents of interest reside on the [Regional Convention 2017 webpage](#). These include, but are not limited to:

- [Chorus Traffic Pattern](#)
- [Flat Floor Rehearsal Schedule](#)
- [Make-up Schedule and Room Assignments](#)

**Ballroom Foyer Etiquette**

Lastly, please remind your chorus members that when the ballroom doors are closed, someone is performing on stage. If they are in the hallway, visiting with friends or family, or waiting in rooms adjacent to the ballroom; they should keep their voice quiet and respond positively to reminders from the Assistance Chorus members.

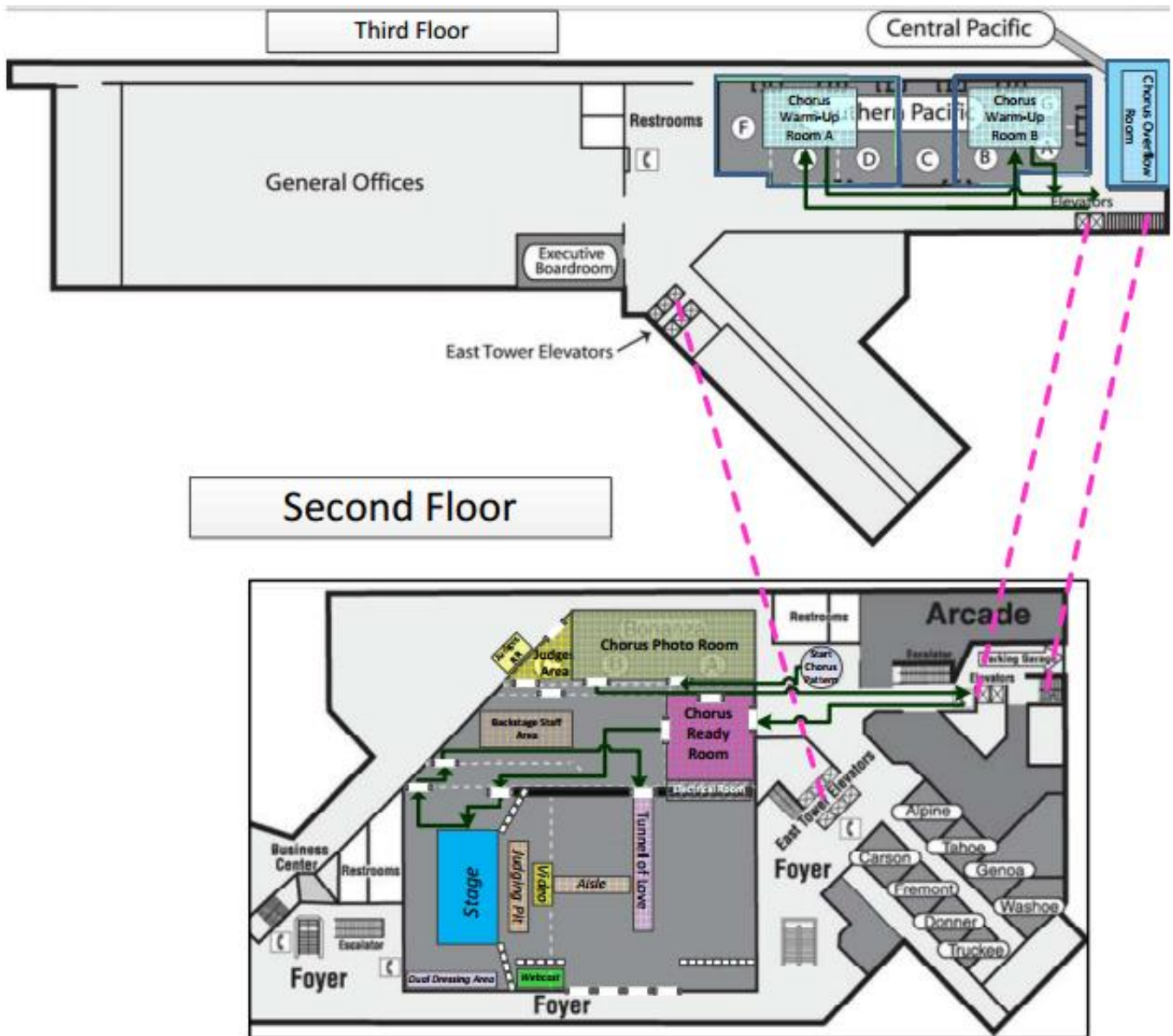
I am looking forward to a wonderful convention and especially all the beautiful music that will be shared! See you in Sparks!

If you have any questions or concerns, please call or e-mail me using the contact information below.

In harmony,  
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# Chorus Traffic Pattern Overview



### Chorus Traffic Pattern – Second Floor Only

