



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

Competition Coordinator's Final Memo to Quartets

April 2017

To: All Competing Quartets
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!!

PLEASE REVIEW THE QUARTET TRAFFIC PATTERN BEFORE COMING TO SPARKS
file://localhost/Go to <http://sairegion12.org/events/regional-convention-2017.html>
It may have changed due to contestant withdrawals!

Briefing

The Combined Quartet and Chorus Briefing will be held **Thursday, May 4** from 5:30-7:00 pm in the **Rose Ballroom**. At least one member of each quartet must attend. If no one from your quartet can attend, please let me know via e-mail prior to the Briefing.

Roll Call will be taken at this meeting and the pronunciations of the quartet name 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 your quartet has requested a DVD of your competition performance and you've not already sent a check (and received a confirmation my assistant Joanna Davis), please bring a \$20 check made out to Region 12 Convention to the briefing. This provides you with a single copy of your performance. Included with the DVD will be an order form that will allow you to order additional copies. These copies will be better quality recordings as background noise and other such distractions will have been removed by the videographer.



If you wish to order photos taken by the Convention photographer, please fill out the Photo Order Form and bring the form and payment, made out to Read Photography, to the **briefing**. Please do not count on forms being available to fill out at the briefing.

A Quartet Bag will be provided for the quartet members to place their personal belongs in during the time that the quartet is on stage. The Quartet Bags will be in the **Rose Ballroom** along the front of the stage. You may leave good wishes to the other quartets by placing items in the open Quartet Bags. If you plan on doing this, please arrive early, so that you do not disturb the briefing after it has started.

DO NOT pick up your Quartet Bag until **after** the briefing and remember to bring the Quartet Bag **with you** into the contest pattern on Friday.

Immediately following the briefing, my assistant, Mary Kramer, and I will walk the full pattern with any quartet 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. *The pattern walk-thru is optional.*

Official Inspection/Sound Check

The Official Inspection and Sound Check will be held on Friday, May 5 at 9:00 am in the **Rose Ballroom**. Quartets are not expected to be at the Official Inspection, but you are invited to become part of the "Sound Check Chorus". We need enough singers on stage to provide the Judging Panel a large-chorus sound. Your participation would be greatly appreciated.

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

Quartet Walk-ons

On Friday, Quartets will be given an opportunity to walk onto the stage, practicing their entrance, and sing an intro or tag during the "Quartet Walk-ons". This will take place in the Rose Ballroom.

The schedule for the Quartet Walk-ons is shown below:

10:30	-	11:00 am	Contestants 1-10
11:00	-	11:30 am	Contestants 11-20
11:30	-	12:00 pm	Contestants 21-25

These are not strict times. If there are no other quartets waiting to do their walk-on, your quartet will be allowed onto the stage, even if the time has not come for your group. **If you miss your allotted time**, and all the 11:30-12:00 quartets have done their walk-ons, we will end the walk-ons and you will not be allowed to sing on stage until your competition performance.

Upon entering the Rose Ballroom, go through the air-wall that is across from the Rose Ballroom entrance and there will be someone to direct you to the stage area. Quartets should queue, in order of appearance, in the Ponderosa B area that leads to the backstage area.

You will be directed backstage and up the ramp, where you'll wait your turn to take the stage. You may sit in the ballroom while you wait for your turn.

The toe line for quartets will be in place and you may walk on and sing an intro or tag. Also, if approved by the Panel Chair, the stage monitors will be on. Each quartet will have no more than two minutes.

Quartet Entrance – rerun from Competition Coordinator’s First Memo to Competitors

The stage is a raised platform constructed in a ballroom setting. The stage is carpeted. Quartets will sing against a BLACK Lattice & Drape.

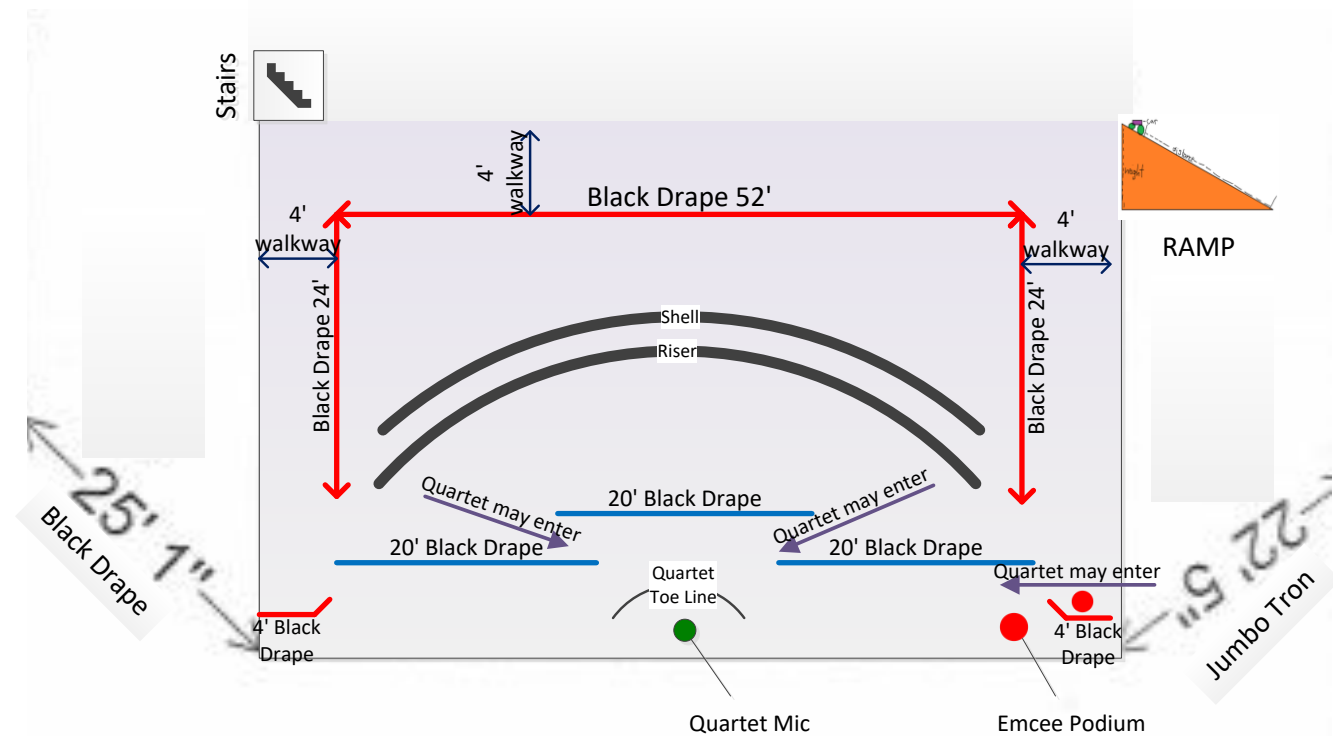
Quartets will enter and exit the stage at stage left. The stage will be draped much like International configures its quartet curtains, but with a black lattice and drape background.

Quartets will be allowed to enter from behind the curtains on either side of the stage. This option would be better suited for more experienced quartets as you will be required to listen to the announcement and begin your entrance when the emcee says the word “from”. No one will be present to cue you to enter.

Quartets will also be allowed to enter the traditional way, from stage left where one of my staff or I can cue you at the appropriate time. This would be a better option for new or relatively inexperienced quartet.

Plan to practice your entrance during your walk-on time.

The diagram below indicates where the quartets may enter.



Quartet 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 take time to review or print a copy of the most recent [Quartet Traffic](#)

[Pattern](#) found on the [Regional Convention webpage](#). If there are any last minute withdrawals, I will have printed copies of the adjusted [Quartet Traffic Pattern](#) and have those at the briefing. You may also wish to review the [Quartet Traffic Pattern Diagram](#) for a visual picture of the traffic pattern. This diagram is included at the end of this document.

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 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. They will also monitor your time in the various stations and make sure that you move through the pattern as prescribed by the [Quartet Traffic Pattern](#).

Quartet Pattern Stations

The following is a description of each of the stations in the [Quartet Traffic Pattern](#):

1. You will meet the Traffic Pattern assistant at the beginning of the pattern in the hallway just outside of the **Snowy** rooms – specifically, the room called **Alpine**. The East Tower elevator banks will leave you off very close to the Snowy rooms. Your hostess will direct you to the Photo Room (**Fremont**).
2. You will spend ten minutes in the Photo room. You may sing in this room, if you desire.
3. A Traffic Pattern assistant will direct you to your warm-up room (either **Carson** or **Donner**) at the appropriate time. You will have 10 minutes in the warm-up room. There will be water and other last minute supplies.

There is a short walk from the Snowy rooms to the restroom and it is on the way to the backstage area. If you need to use the restroom make sure you do it so that it does not cause a delay in the traffic pattern.

Penalties may be imposed if your quartet causes a delay in contest.

This bathroom is a person's last chance to use the facilities until after they have finished performing and have exited the stage area.

Upon leaving the warm-up room, you will be led through a public area to a hallway, which will lead to the backstage area (**Ponderosa B**). Your Quartet Bag 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.

4. A Backstage Assistant will allow you into the backstage area, where you will wait for the quartet currently performing to finish and exit the stage. At that time, you will be directed to the top of the ramp. A backstage assistant will direct you to the appropriate entrance position to await the judge's signal that they are ready for the next contestant.

Once you are in position, I will signal the judges that you are ready. **If you are using the Center entrance, it will be up to your quartet to listen for the announcement of your quartet.** Your entrance should begin on the word "from" (see below for more detail on the exact announcement).

5. After you have sung, you will exit Stage Left and leave the backstage area (the same way you entered). The Traffic Pattern Assistant will lead you to the door that will lead into the Rose Ballroom. Your Quartet Bag will be returned to you at this point. When you are ready, you may enter the ballroom when the Usher determines that there is not a contestant performing on stage.
6. Once inside the ballroom, remember that you should be seated by the time the next quartet is announced. **Please take any open seat, as quickly as possible**, when the emcee begins to announce the next contestant.

Judges Signals and Emcee's Introduction

I or one of my assistants will meet you at the top of the ramp and direct you to the appropriate entrance location. When you are in place, I will turn on the backstage signal to let the Panel Chair know that the next quartet is ready. When the judging panel is ready, they will turn on their signal. When both the quartet and panel are ready, I will cue the emcee to walk out to the podium to make your introduction.

The introduction will most likely be as follows:

WE ARE READY FOR CONTESTANT # ____
FROM chorus names
Quartet 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 lights will come up as the emcee says, **FROM**. When you hear that word, please walk confidently onto the stage with a big smile! If your quartet comes from several choruses, you might want to wait just a bit longer after hearing the word "**From**" to make your entrance. If using the traditional side entrance, I or one of my assistants will prompt you to make your entrance, if necessary.

Once your performance is complete and you have accepted the audience applause, you can quickly exit Stage Left (the same side you entered from). The stage lights will be brought down (you will still be able to see) and the house lights will be brought up. Exit the stage area

by going down the same ramp that you walked up to enter the stage. There will be plenty of light for you to see.

You will be guided out of the backstage area and into the ballroom as described above.

Waiting for Results

After the last contestant has finished their performance, there will be a 10-minute intermission. All quartets will be asked to go **Backstage - Stage Right** during the break. Directions will be given at the Briefing. There will also be Assistance Chorus people to direct you. There will be some chairs backstage, but not enough to accommodate every quartet member.

Before the quartets are announced there will be a special performance by Region 12's Circle 12 chorus.

Quartets will return to the stage and be presented to the audience. They will be announced in the order of appearance. There will be steps with a handrail on the side of the stage; someone will be there to assist you up the steps.

When your Quartet Name is announced, walk to Center Stage, and acknowledge your applause, then turn and go straight back to the risers. Move all the way down to the far right (stage right). **There should be a quartet member on each step of the risers, one behind the other. No one should be standing on the floor.**

LiveWire (Contestant #11) and **Livin' Out Loud** (Contestant # 12) should split the center on the risers. We have fewer competitors this year – so the fit is going to be comfortable!

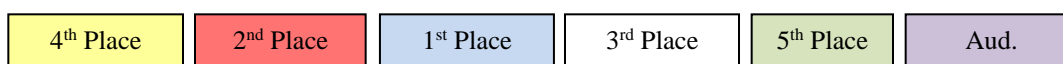
Announcement of Quartet Awards

Prior to the official announcement of the winners, the emcee will announce the winner of the BRAVO award. That quartet should come center stage to accept their award and applause. After the photographer has taken a photograph of the BRAVO winner, that quartet should return to the **Front Row** of the risers as shown in the diagram below.

The Panel Chair, Renee Porzel, will be introduced. She will announce the top five quartets. Those quartets will come to center stage to accept their medals and their applause. The photographer will take a picture with the presenter of the award.

DO NOT return to your place on the riser, but remain on the floor, forming the front row. Please assemble yourselves in the following order facing the audience:

RISERS



Do your best to get into this formation; your presenters will help you! If it's not quite perfect, no worries! Just make sure you leave room in the center for the first place quartet. When the first

place quartet is announced, they should come to center stage to receive their awards and applause!

They will sing their acceptance song at this time, and then move back to the center of the front row.

The audience will sing "The Winners Song", directed by Caitlin Castelino, to honor our quartet winners. The quartets will leave the stage. You may leave by any steps available and also via the ramp on Stage Right.

Attention: ALL COMPETING QUARTETS!!!

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 1st Memo](#) for more information, including, the Schedule of Competition Events and information regarding Withdrawals.

Ballroom Foyer Etiquette

Lastly, please remember that when the ballroom doors are closed, someone is performing on stage. If you are in the hallway or in any of the backstage areas; please keep your voice quiet and respond positively to reminders from the Assistance Chorus members.

I am looking forward to a wonderful convention and especially the beautiful music we will all make and listen to! 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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Quartet Traffic Pattern

