



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

**Competition Coordinator's Competitor's 1st Memo**

**March, 2017**

**To: 2017 Region 12 Competing Choruses and Quartets**

**From: Donna Prochazka, 2017 Region 12 Competition Coordinator**

Greetings, Competitors!!

I am so excited to be your Competition Coordinator this year. I have been "assisting" Joanna Davis for the past two years, and Joanna will be my assistant this year. This has ensured a smooth transition, and we hope a smoothly run contest.

It seems there are always changes every year and there will be a few changes this year; however, most things will remain the same as last year---HURRAY!

- The pattern walk will remain the same. The walk is relatively short, although choruses will still move between floors for warm ups. We've allowed plenty of time in the pattern for this movement – so don't worry about ANYTHING!
- Quartets will have the option to enter from center stage again this year.
- Choruses will have their photo taken in a separate ballroom space again this year.
- There will be a combined Chorus/Quartet briefing on Thursday, May 4th at 5:30 pm. The early start will allow time for paperwork, registration and meet 'n' greet, and the formal briefing will begin promptly at 6:00 p.m.

**Please read this memo in its entirety.** You will find detailed information about the items above, among other things! Most importantly, review the list of forms that will need to be returned, the quicker you can get the form drudgery out of the way, the less Joanna and I will have to bug you!!

More information will be provided to you in my final memo, which will be sent out next month; and in the last bulletin from the Regional Convention Steering Committee, also due out soon.

Joanna will be collecting the various forms that are due, we hope most can be delivered to her electronically, before the briefing. Contact Joanna directly at: <mailto:1983mjdavis@gmail.com>.

If you have any questions please feel free to contact me, e-mail is best. See you very soon!

In harmony,  
*Donna Prochazka*

## **Thursday Chorus and Quartet Briefing**

The Chorus and Quartet Briefing is happening on **Thursday, May 4th, from 5:30-7:00 pm!**

Only one member of the quartet is required to be present at the briefing. Both the Chorus Director and Team Coordinator should plan to attend the briefing. If there are issues with these attendance requirements, please e-mail me and we'll work something out.

Immediately after the briefing, my staff and I will escort anyone who is interested on a pattern walk-thru. There will be two groups, one for chorus and one for quartet. Each group will trace the path that will be taken on the respective contest day. This is an optional activity.

## **Site Inspection/Sound Check**

The official judging panel will perform their site inspection from 9-10am on Friday, May 5<sup>th</sup>, in the Rose Ballroom. A large number of singers (75-100) are needed in the Rose Ballroom, warmed up, at 9am to act as a "sound check" chorus.

I have already requested that members of the Assistance Chorus, Bay Area Showcase chorus, that are at the Nugget at that time come to the inspection. **I also encourage other chorus leaders, chorus members, and quartet members to attend the sound check!** Not only will it guarantee enough singers on the risers to do a proper large chorus sound check, but it will allow you to sample the new stage and venue.

Julie Starr, director of Bay Area Showcase, will perform warm-ups beginning at 8:45 am and then direct one or more of the following songs: **How We Sang Today, Harmonize the World,** and/or **The Winner's Song** while the judging panel works with the light and sound crew to get everything *just right!*

**All Chorus Directors will be given a chance to stand out and listen!**

Once the judges have set the sound for the large chorus, non-Bay Area Showcase members will be excused and the remaining singers will form a small chorus to ensure the sound settings will be equally as good.

After the chorus sound check is complete, the stage will be set for the quartet contest and the official mic testers, With A Twist, will work with the Judging Panel to set the mics for that event.

## Contestant Forms/Information

**Return all the following forms to:**  
[Joanna Davis](mailto:1983mjdavis@gmail.com) at <mailto:1983mjdavis@gmail.com>

- [List of Competing Members Form](#) (**Choruses only**)

**Due no later than  
04/05/17**

*The List of Competing Members Form requires the performer's signature!!*

Submitting this list by the deadline ensures that the Chair of the Regional Convention and Convention Financial Coordinator have the necessary time to verify that the members are in good standing.

Please review the rules of [Competition Eligibility](#) as found in the Competition Handbook, published by Sweet Adelines International.

**By signing this form, you are certifying that the chapter and its performing members are in good standing with International, the region and the chapter.**

At the briefing, you will be asked to bring the original of this **same list** showing any modifications by striking through members who are not competing and adding the names of any additional members to the bottom of the list. Please **do not** submit a brand new list as it would cause our Convention Financial Coordinator extra work.

- Open Division Cue Sheet (**Open Division Competitors only**)

**Due no later than 04/16/17**

This form describes the elements of the Open Division competitor's performance. This includes the name of each song, what type of song it is intended to be (i.e.; Uptune or Ballad), the microphone requirements, a description of the emcee work, what is occurring on stage while the song is being sung, and what the final pose is for the song. The form allows for 6 (six) songs. If you find you need space for more songs, just attach another form.

This information will be given to the Judges, webcast staff, videographer and photographer.

Although the form says that it is due at the briefing, please submit it to [Joanna Davis](#) electronically, by the due date stated above.

Below are the links to the Cue Sheet for both the Chorus and Quartet contest. They can also be found on the Regional Website:

[Chorus Cue Sheet](#)  
[Quartet Cue Sheet](#)

- Competitor Form Data (**All Competitors**)

**Due no later than  
04/16/17**

As we have done in the past, I would like you to fill out a single Excel spreadsheet. The data that you provide will be given to a myriad of people, from the judges to the person reporting on the [Sing List](#) (a Discussion group run by Marty Lovejoy of Region 23). Having you enter the data in Excel, will allow the data to be sliced and diced, allowing me to provide the exact information, in the desired format, to the appropriate person(s).

There are two spreadsheets: one for Chorus competitors and another for Quartet competitors. Both are on the Regional website and I've included the link to each below

[Chorus – Competitor Form Data 2017](#)  
[Quartet – Competitor Form Data 2017](#)

Please **READ** the instructions, found at the bottom of the spreadsheet, for each data element. Make sure you saved the file to your own hard drive before exiting; otherwise any updates will be lost. If you are unsure or have questions about the data requested, please contact me.

If you simply do not have the ability to use Excel to complete this information, please contact Joanna and she will help you work out an alternative method.

## Competitor DVD Information

The region contracts with a professional Videographer to provide the contest video to both International as well as to each competitor. Just as our music is protected by copyright laws, so is the product of the Videographer.

You will order the initial DVD using the Competitor Form spreadsheet and you will either mail the check to Joanna or bring it to the Briefing. Instructions are in the spreadsheet. Extra copies can be ordered after contest. The order form to order extra copies will be included with the DVD you receive at contest.

It is expressly forbidden to make copies from the DVD given to the Quartet, Director, or Team Coordinator after contest.

**To get extra copies of the DVD, please use the order form that is provided by the Videographer and included with the original DVD.**

**Again this year: High-Definition DVD's will be made available for order after contest.**

## Quartet and Chorus Photos

Both Chorus and Quartet photos will be taken in the pattern, prior to performing on stage. **Please remember to bring the [Photo Order Form](#) and check made out to Read Photography with you to [the briefing](#).** You may also send the form and check to Joanna Davis – but it must be in Joanna's possession no later than Monday, May 1, 2017.

## Schedule of Competition Events

Thursday, May 4th	5:30 - 7:00 pm	Combined Chorus and Quartet Briefing
	7:00 - 7:20 pm	Quartet Pattern Walkthrough (Optional)
	7:00 - 7:20 pm	Chorus Pattern Walkthrough (Optional)
Friday, May 5th	8:45 - 9:00 am	Warm-up for Sound Check Chorus (All Directors, Team Coordinators/Presidents, other chorus leaders, quartet members, and BASC chorus members welcome)
	9:00 - 10:00 am	Site Inspection – Chorus and Quartet Sound Check
	10:00 - 10:30 am	Quartet Stage Walk-ons (Contestants 1-8)
	10:30 - 11:00 am	Quartet Stage Walk-ons (Contestants 9-16)
	11:00 - 11:30 am	Quartet Stage Walk-ons (Contestants 17-24)
	1:30 pm	QUARTET COMPETITION
	8:45 pm (approx.)	End of Quartet Contest
Saturday, May 6th	8:00 - 11:45 am	Flat Floor Rehearsals
	12:30 pm	CHORUS COMPETITION
	6:30 pm (approx.)	Regional Announcements

## **Flat Floor Rehearsals**

Each chorus is scheduled for an hour and a half rehearsal. The Flat-Floor Rehearsal Schedule will be published soon with the exact time and location of your chorus' Flat-Floor Rehearsal. A separate e-mail will be sent with a link at that time.

## **Official Judging Panel**

Renee Porzel	Showmanship and Panel Chair
Jana Gutenson	Music
Marcia Pinvidic	Expression
Beth Smith	Sound
Cammi MacKinlay	Panel Secretary

## **Documents and Schedules on the Regional Convention Webpage**

Listed below are schedules and documents that may be of interest to you. Some are new and some have been sent out previously. They are listed here for your convenience.

- [Quartet Traffic Pattern](#)
- [Chorus Traffic Pattern](#)
- Chorus Flat-Floor Rehearsal Schedule **Coming Soon**
- [Quartet Order of Appearance as of March 13, 2017](#)
- [Chorus Order of Appearance as of March 13, 2017](#)
- [Contest Bulletin #1 – December, 2016](#)
- [Contest Bulletin #2 – February, 2017](#)

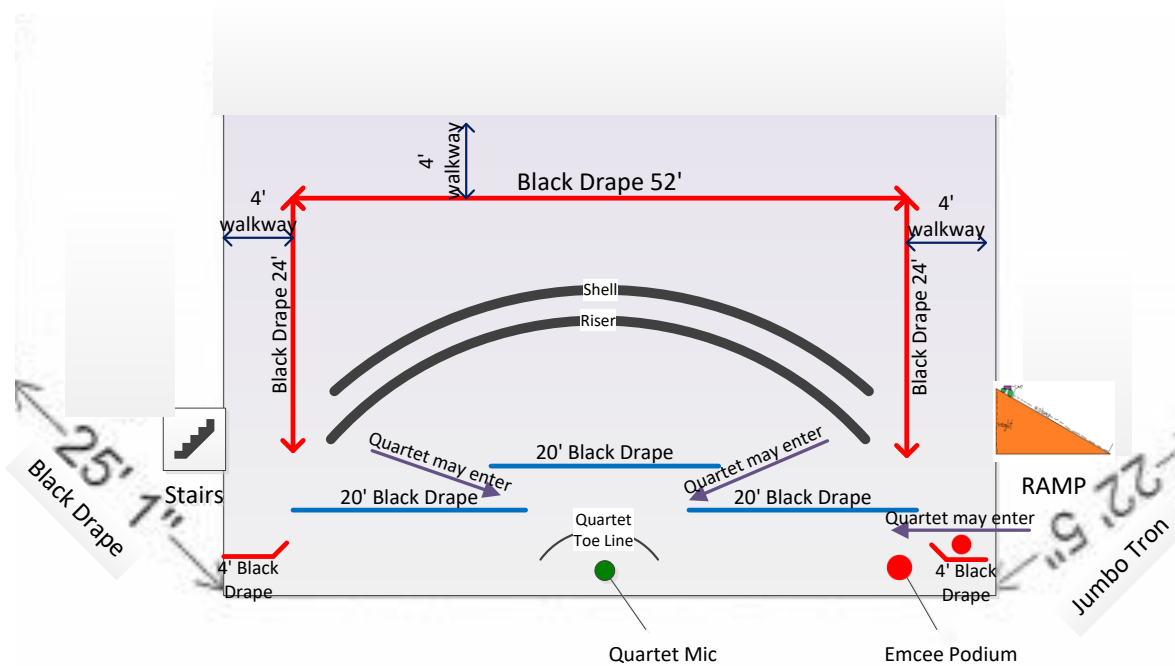
## Stage

The stage is a raised platform constructed in a ballroom setting. For the chorus contest, there is no curtain. The stage is carpeted. **Quartets will sing against a BLACK backdrop.**

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

On the Quartet – Competitor Form Data spreadsheet, you will indicate whether you wish to enter from the Center or from Stage Left.

The diagram below indicates where the quartets may enter.



## **Withdrawals**

Should you find it necessary to withdraw from the competition, a **written withdrawal notice** (e-mail is okay) must be sent to International Headquarters ([competition@sweetadelines.com](mailto:competition@sweetadelines.com)).

## **Props**

No penalty is attached to the use of props or visual devices in any regional contest session. The degree to which such use enhances or detracts from the performance is reflected in the Showmanship score. However, keep in mind that all contestants are required to leave the stage in the condition they found it. Anything discarded or dropped must be removed and exit the stage with the contestants. Penalty for violation is twenty-five (25) points.

For Open Division competitors, please note that any off-stage helpers cannot be seen (even a toe or eyelash) during the performance. Disqualification of the competitor could occur.

## **Riser Chairs and Mobility Assistance Devices**

Riser chairs and other mobility assistant devices are the sole responsibility of the individual chorus. These devices must be delivered backstage or carried through the pattern and attached to the risers. After the performance, the chorus is also responsible for removing the devices.

Riser Chairs may be delivered backstage on **Saturday, May 6th prior to 10:30 AM**. There will be a sign backstage – stage left in the approximate area where these chairs should be placed. Please do not deliver them prior to Saturday; the ballroom is a very busy place and the region cannot be responsible for the security of these chairs.

If you are having a non-member assist in the attaching of the chair to the risers, please have that non-member meet you in the Ready Room – **Ponderosa A** - at the prescribed time your chorus is due in that room.

Those attaching the riser chair(s) should precede the chorus and communicate with the backstage personnel who will let them know when it is okay to go onto the stage to attach the chair. The non-member must then leave the stage area. There will be plenty of time to get into the ballroom and join the audience to watch the chorus perform. After the performance, the assistant should immediately re-enter the backstage area. Once the chorus has exited the stage, the assistant will be allowed to remove the riser chair.

The riser chair can be left backstage until the end of the contest and Regional Announcements. The riser chair should be removed immediately after any Regional Announcements. The region will not be held responsible for any equipment left unattended.

## **Dual Members Costume Changes**

Dual members may use the dressing room at stage - **RIGHT**. The dual member may exit stage **RIGHT** for very quick changes, otherwise; they should exist stage **LEFT** with their



chorus and cross to stage **RIGHT** behind the stage. Please note that, when exiting stage right, there will be curtains to navigate around and you must be able to walk down a set of stairs as there is only a single ramp, on stage **LEFT**.

There will be clothes racks and tables set up in the Dual Member changing room, and the room is well lit. After changing, the dual member may join their second chorus in the pattern; backstage - stage **Left** as the chorus enters the backstage area; or, for back-to-back choruses, on stage – entering stage **RIGHT**.

It is recommended that dual members who have a quick turnaround should coordinate with the members of their first chorus so that they leave the risers first. And if the costume change is particularly tricky, they should get someone to assist them with the costume change.

Dual members who will be changing in the Dual Member Dressing Room - stage **RIGHT** may drop off their costumes between **9:00 am and 10:30 am on Saturday**.

If time allows between the chorus performances, dual members are encouraged to go back to their room and change.

**Please remind members who are using the Dual Member Changing Area, to  
BE QUIET!!**

### **End of Quartet Competition Activities**

After the last quartet competes, there will be a 10 minute intermission. During this break, quartets will gather backstage - stage **RIGHT**.

Immediately after the break, quartets will be introduced in order of appearance and return to the stage and will stand on the choral risers. Quartet members will be using stairs backstage on stage right of the risers to enter the stage area. If any member is not able to navigate the stairs, please contact me and we'll work out a way for that member to use the ramp on Stage **LEFT**.

The Audience Choice award will be presented; announcements of awards will be made; and the champion quartet will sing their acceptance song.

The audience will be led in the singing of "The Winners Song", after which; Quartets will exit, using both the stairs located at the front of the stage and the ramp backstage, if desired.

## **End of Chorus Competition Activities**

After the last chorus competes, there will be a 10 minute intermission, at which time; stairs will be placed at the front of the stage – stage **RIGHT** and stage **LEFT**. Chorus team leaders and directors should take their reserved seats in the audience - stage **RIGHT**. Members of Sacramento Valley Chorus, Wildcard International Competitor, will queue backstage – stage **LEFT**.

As Sacramento Valley sings, members of Bay Area Showcase, will queue backstage – stage **LEFT**. When Sacramento Valley has completed their performance, they will exit the stage using **BOTH** sets of stairs at the front of the stage – stage **RIGHT** and stage **LEFT**.

Bay Area Showcase, 2016 Champion Chorus, will sing their Outgoing Champions package. While Bay Area Showcase is performing, all chorus directors should make their way backstage – stage **RIGHT**. Team Leaders should remain in their reserved seats.

After Bay Area Showcase has performed, the directors will be introduced and return to the stage in order of appearance. Bay Area Showcase will remain on the risers for this activity.

After all directors have been recognized, EVERYONE will exit the stage using BOTH sets of stairs at the front of the stage – stage **RIGHT** and stage **LEFT**. Directors should join their Team Leaders to await the announcements of the winners.

If anyone needs to use the handicapped ramp to enter or exit the stage, please let me know before May 2nd, and we'll arrange to accommodate your needs.

Announcements of awards will be made and the Champion Chorus will come to the stage to get their medals and sing their acceptance song. When directed, small and mid-sized chorus winners will join the Champion Chorus on the risers.

The audience celebrates the winners by singing “The Winners Song”. After the song has been completed, all chorus winners should exit the stage **immediately** via the stairs at the front of the stage.