

## CHORUS CHECKLIST

### 2018 CONVENTION

1/19/18	Register for Regional Contest	An e-mail from International will be sent to each chorus director/ team coordinator
2/15-4/2/18	Housing Registration (managed by your Chorus Housing Chair)	Chorus Housing Chairs should attend the Housing meeting at January AIM Weekend. The Housing Co-Chairs, Patti Wright and Angie Yokay, have posted Housing information on the Region 12 website. <a href="http://www.sairegion12.org/events/regional-convention-2018.html">http://www.sairegion12.org/events/regional-convention-2018.html</a>
3/23/18	Registration Forms (managed by your Chorus Registration Chair)	Registration Information will be returned to the Convention Finance Coordinator, Re Grandeen. Registration is posted on the Region 12 website (link above)
4/1/18	For choruses competing in the Open Division ONLY, CUE SHEET to the Joanna Davis.	This form identifies the song that the chorus is presenting as the contestable song. It also defines the microphones that will be needed and provides the videographer, photographer and lighting crew with performance information.
4/1/18	Spreadsheet of competitor information	This spreadsheet will be sent to all competitors after the final draw for Order of Appearance has been done. This spreadsheet provides information to the judges, photographer, videographer, Webcast emcees and the Competition Coordinator and her staff. This form should be returned to Joanna Davis.
5/3/18	Photo Order Form and payment (managed by Chorus Photo Chair)	The Photo Order form and payment should be submitted at the Chorus briefing. This form is available on Region 12 Website at the link above.
TBA	Meals Order Form and Payment (managed by Chorus Meals Chair)	If your chorus wishes to have a breakfast and/or dinner supplied by the hotel, you must submit this form and payment to the Site Coordinator, Judi Naill., who will send out more information about meals soon.
3/2/18	Charms Order Form and payment (managed by Chorus Charms Chair)	Charms may be pre-ordered by your chorus members. The form and payment must be submitted to the Chorus Charms Chair. The Charms Order Form is posted on the Region 12 website, link above.
4/7/18	JumboTron/Program Order Form and payment	Members, quartets, and choruses may order directly from the Assistance Chorus Ads Chair. Ads will be placed on the JumboTron for viewing during the Convention. Print Ad space is also available. Order form is posted on the Region 12 Website.

02/06/18  
GMR/LAB