

# Jersey Sound Chorus

Presents



**Regional Convention Handbook**

**May 2-5, 2019**

**Hershey Lodge and Conference Center**

**Hershey, PA**

## 2019 Regional Competition Steering Committee

<p><b><u>Chair RCSC</u></b> Liz Danielski Vocal Harmonix 3010 Oak Drive Sinking Spring, PA 19608 610-468-0728  <a href="mailto:hotpbari@outlook.com">hotpbari@outlook.com</a></p>	<p><b><u>Competition Coordinator</u></b> Alta Paronto Harbor City Music Co. 2006 Bunker Hill Court Odenton, MD 21113 410-672-3505 (h) 410-353-1722 (c) <a href="mailto:Hmcbari2@yahoo.com">Hmcbari2@yahoo.com</a></p>	<p><b><u>Official Panel Liaison</u></b> Anita McLarin CAL 250 South 13<sup>th</sup> St Apt 8C Philadelphia, PA 19107 804-307-8739 <a href="mailto:Anita.mclarin@gmail.com">Anita.mclarin@gmail.com</a></p>	<p><b><u>Backstage Coordinator</u></b> Stephanie Everett Harbor City Music Co. 507 Timberwoods Ct Gambrills, MD 21054 410-674-4002 (h) 410-562-9158 (c ) <a href="mailto:hmcbariSteph@gmail.com">hmcbariSteph@gmail.com</a></p>
<p><b><u>Convention Facilities</u></b> Marsha Adelson Heart of Maryland 103 Crosstimber Way Frederick, MD 21702 240-651-0912 (h) 301-233-1696 (c )  <a href="mailto:bass51@comcast.net">bass51@comcast.net</a></p>	<p><b><u>Directors' Representative</u></b> Patty Weeks Cape Shore/Greater Harrisburg PO Box 581 Tuckahoe, NJ 08250 609-628-2846 (h) 609-7037940 (w) <a href="mailto:Patty.weeks@comcast.net">Patty.weeks@comcast.net</a></p>	<p><b><u>Events Coordinator</u></b> Liz Danielski Vocal Harmonix 3010 Oak Drive Sinking Spring, PA 19608 610-468-0728  <a href="mailto:hotpbari@outlook.com">hotpbari@outlook.com</a></p>	<p><b><u>Registrar</u></b> Peggy Reno Arundelair 13549 Youngwood Turn Bowie, MD 20715-1471 301-805-4810 (h) 240-374-9952 (c)  <a href="mailto:singreno@aol.com">singreno@aol.com</a></p>
<p><b><u>Secretary/Photo</u></b> Barb Falkinburg CAL 954 Topview Dr Edgewood, MD 21040 410-459-4279 (c)  <a href="mailto:bfalkinburg@comcast.net">bfalkinburg@comcast.net</a></p>	<p><b><u>Stage Manager</u></b> Cheri Bowers Greater Harrisburg 47 N Liberty St Coopersburg, PA 18036 610-282-1879 (h) 610-570-0071 (c ) <a href="mailto:ghlead70@ptd.net">ghlead70@ptd.net</a></p>	<p><b><u>Public Relations</u></b> Diane Bartel Harbor City Music Co. 1 Park Circle Towson, MD 21286 443-668-5066  <a href="mailto:hmclead@gmail.com">hmclead@gmail.com</a></p>	<p><b><u>Assisting Chorus Chair</u></b> Stephanie Everett Harbor City Music Co. 507 Timberwoods Ct Gambrills, MD 21054 410-674-4002 (h) 410-562-9158 (c ) <a href="mailto:hmcbariSteph@gmail.com">hmcbariSteph@gmail.com</a></p>
<p><b><u>Host Chorus Chair</u></b> Chris Slusser Jersey Sound 6 Silvins Ct Sicklerville, NJ 08081 856-905-0437 <a href="mailto:chrissingslead@verizon.net">chrissingslead@verizon.net</a></p>	<p><b><u>Shadow Events Coord</u></b> Sally Kelly Harbor City Music Co. 8221 Sandy Stream Rd Laurel, MD 20723 301-325-8548 <a href="mailto:sallykelly@verizon.net">sallykelly@verizon.net</a></p>		

# SCHEDULE OF EVENTS

## Thursday, May 2, 2019

	Location	Time
Registration	Blue Room	3:00 - 10:00 PM
Boutique	Blue Room	3:00 - 9:00 PM

## Friday, May 3, 2019

Registration	Blue Room	9:00 AM - 6:00 PM
Boutique	Blue Room	9:00 AM - 9:00 PM
Ticket Sales	Blue Room	4:30 PM - 6:00 PM
Official Inspection	Great American Hall	9:00 AM
Joint Chorus/Quartet Briefing	Great American Hall	10:00 AM
Quartet Stage Walk On	Great American Hall	11:00 AM
Chorus Stage Walk On	Great American Hall	12:30 PM
Mass Sing	Hotel Lobby	3:30 PM (gather 3:15-3:20)
Curtain Call	Great American Hall	3:55 PM
Quartet Contest	Great American Hall	4:00 PM

## Saturday, May 4, 2019

Registration	Blue Room	10:00 AM - 12:00 PM
Boutique	Blue Room	10:00 AM - 9:00 PM
Ticket Sales	Great American Hall	9:30 AM - 1:30 PM
Curtain Call	Great American Hall	10:55 AM
Chorus Contest	Great American Hall	11:00 AM
Show of Champions	Great American Hall	8:00 PM
Afterglow/Regional Party	Cocoa Hallway	following show

\*\*Times are tentative based on information at the time of distribution. The final schedule, based on the actual number of contestants, will be published approximately 30 days before contest.

Please check in the boutique for an updated schedule of times

# Forms Deadlines

Please take note: All times are subject to change. Any changes to the times will be reflected in the coordinator's letter that will be sent a few weeks before contest.

## International Deadlines\*\*

Due Date	Form Name	Send to	Payment Required
3/4/2019	Quartet Entry	International	Yes
3/5/2019	Chorus Entry	International	Yes
3/11/2019	Draw for Order of Appearance		
3/19/2019	Late Entry for Quartets	International	Yes
3/20/2019	Late Entry for Choruses	International	Yes

## Regional Deadlines

All Forms and Fees must be received by the date(s) indicated

Due Date	Form Name	Send to	Payment Required	Mail / Email/Online	Completed Date
3/22/2019	Registration	Peggy Reno	Yes	Online form with payment mailed	
4/1/2019	Housing		No	Online link or phone	
3/22/2019	In-Chapter Host	Barb Falkinburg	No	Online Form	
3/22/2019	Photography Orders	Barb Falkinburg	Yes	Online form with payment mailed	
3/22/2019	Special Assistance Request	Alta Paronto	No	Online form/ Email for changes	
ASAP	Function Space	Contact hotel directly	No		
3/22/2019	Rehearsal Time Request	Patty Weeks	No	Online form	
4/12/2019	Late Registration	Peggy Reno	Yes	Email Peggy Reno payment mailed	
3/22/2019	Chorus/Quartet Video orders	Barb Falkinburg	Yes	Mail form with payment. Video will be available for download after contest.	
4/22/2019	OPEN DIVISION only – Cue Sheet	Alta Paronto	No	Online form then email to Alta Paronto	
4/22/2019	Quartet and Chorus Final Pose / Song Info Form	Alta Paronto	No	Online form	
5/3/2019	Chorus list of competitors***	Bring to Chorus Briefing	No	Typed, in alpha order - 2 copies	

\*\* These forms are sent from International. These forms must be RETURNED to International with the appropriate payment.

\*\*\*This form is received from International. This form **MUST** be completed, signed by the appropriate officials and **TWO** copies must be brought to the chorus briefing in order to compete. **The form supplied by International MUST be used.**

## INTERNATIONAL NOTES AND UPDATES

Each year Sweet Adelines International makes updates to the "Competition Handbook" and distributes them to the Chapter Team Leadership/Presidents and Directors and Registered Quartets. Choruses and Quartets are strongly advised to carefully review the most current publication of the Competition Handbook which is issued by International. A current copy may view online at:

<https://sweetadelines.com/ImgUL/files/2018%20Competition%20Handbook.pdf>

**This is still showing as 2018 on the International website.**

Both the Competition Handbook and the E-packets for the upcoming Regional Competitions carry EVERYTHING you need to know including the **option to register online**.

We strongly recommend you review the information (much of which is repeated in this Handbook).

- Chorus Packet: <https://sweetadelines.com/filesSite/chorus%20packet.pdf>
- International web page for all things Chorus Competition: <https://sweetadelines.com/competitionconvention/regionalcompetition/regionalchoruscompetitionpage/>
- Quartet Packet: <https://sweetadelines.com/filesSite/quartet%20packet.pdf>
- International web page for all things Quartet Competition: <https://sweetadelines.com/competitionconvention/regionalcompetition/regionalquartetcompetitorpage/>

International Entry Fees:

- Quartet Entry fee is \$100
- Chorus Entry fee is \$150
- \$100 late fee should be added for entries received after the deadline. (both chorus and quartet)

Please note that the International entry deadline is 60 days prior to the contest date. If you register for competition after the entry (60 day) deadline, you will have an additional \$100 fee added onto your registration. (as noted above) As well as the late fee, your chorus/quartet will not be entered into the initial draw for order of appearance which takes place 55 days prior to competition. A secondary draw two weeks later will be done for any late entrants. **No entries will be accepted after the late entry (45 day) deadline - no exceptions!** You may refer to the 2019 Regional Competition Dates & Deadlines for these very important dates.

<https://sweetadelines.com/ImgUL/files/2019RegionalDatesanddeadlines.pdf>

They are also noted on the deadlines page earlier in this handbook.

Open Division competitors will be in the random draw with International Division competitors. Evaluation Only competitors will still compete first in their respective riser configurations.

### Contest Entries

Entry Blank Forms are mailed from International Headquarters to Registered Quartets and Chorus Presidents/Team Leaders on or about December 29, 2018. These forms **MUST BE RECEIVED AT INTERNATIONAL HEADQUARTERS IN TULSA** with the appropriate entry fees (\$100 for quartets; \$150 for choruses) no later than 60 days before the contest date. If the entry form is received after the entry deadline, that quartet or chorus will be considered a "late entry" and will be eligible to compete only after paying an additional late entry fee of \$100. Late entries will not be accepted later than 45 days prior to the competition. Contestants whose late entries are accepted by International sing at the beginning of the designated riser configuration session, prior to those contestants included in the official drawing for order of appearance.

## **Order of Appearance**

The drawing for order of appearance for both competitions is scheduled for March 11, 2019 at International Headquarters. The order of appearance will be posted on the Sweet Adeline International home page at [www.SweetAdelineintl.org](http://www.SweetAdelineintl.org) and the regional website at [www.region19sai.org](http://www.region19sai.org). Open Division competitors will be in the random draw with International Division competitors. Evaluation Only competitors will still compete first in their respective riser configurations.

## **Quartets**

Your quartet's name and personnel must be registered (Form QR-1) with International Headquarters no later than January 15, 2019 to be eligible to enter to compete or perform for evaluation in this year's Regional Competition. Quartets registering after January 15 will be assessed an additional \$50.00 processing fee and must be registered prior to your region's late entry date (45 days prior to the regional quartet contest date).

Members may now compete in up to two different quartets during the same regional contest, as long as they are in different competition divisions (e.g., one quartet in the International Division and one in the Open Division). No more than two members per quartet may compete in the second quartet in the same regional contest.

## **Directors**

Those directors that score at least 500 points at regional competition for the first time, and have achieved the level of *Certified*, are eligible for the advancement of *Harmony 500 Director*.

## **Sharing Performances via Social Media**

### **Permission To Post Video Recordings (from the SAI website)**

Any competitor interested in posting their regional competition performance on YouTube, social media or their website must have Sweet Adelines International's written permission before posting and sharing. Please complete [this survey](#) for permission.

If the above link does not work: <https://docs.google.com/forms/d/e/1FAIpQLSdblylGtvK6FrVQ - KSdfks4B7ojpvbsS93YpBKlaxUf7ztzw/viewform>

## **REGIONAL NOTES AND UPDATES**

## **Pattern**

Complete instructions, a time schedule, the order of appearance, and a traffic pattern will be sent to Chorus Presidents and/or Team Coordinators, Directors, and Competing Quartets a few weeks before contest weekend.

## Recordings

- 1) Video recordings for each competitor's performance are available for purchase. Information and digital links will be distributed to the contact information provided on the PERFORMANCE VIDEO REQUEST FORM a few days after Contest weekend.
- 2) Audio recordings are no longer distributed in CD format with each competitor's Score Sheet packet; any competitor who does not order a video download of their performance will receive an audio download a few days after Contest weekend.
- 3) This year **there will be no Director videos** available for purchase.

Before sharing your performance video please make sure you have obtained permission from Sweet Adelines International. [https://docs.google.com/forms/d/e/1FAIpQLSdblyIGtvK6FrVQ - KSdfks4B7ojpvbsS93YpBKlaxUf7ztzw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdblyIGtvK6FrVQ_KSdfks4B7ojpvbsS93YpBKlaxUf7ztzw/viewform)

## Registration Forms

Registration fees:

Members	\$100
Youth Members	\$50
Guests	\$110
Youth Guests	\$60

Registration forms MUST be submitted online. Links to forms will be from the Member's Only section of the regional website ([www.region19sai.org](http://www.region19sai.org)). Registration will not be considered **complete** until the check has been **received** by the Registrar. In the event a registration form is not submitted or payment **received** by the deadline of March 22, 2019, a \$10 late fee PER REGISTRANT will be assessed. In order to access the Members' Only Area of the regional website a registration must be completed and approved. If you have not already done so, you can register at <http://www.region19sai.org/members-only.html>.

The forms are in electronic format and each chorus will have an exclusive link. Please be sure to click on the links specifically for your chorus. Additions and changes may be made until the deadline, at which time the forms will be locked. Chapter at Large members will also have specific registration and housing forms. It is suggested that one person be designated to input the information on the electronic spreadsheet.

There is a single registration form for each chorus. For each entry the submitter use the dropdown arrow to select the type of registration (member, youth member, guest, and youth guest). The form will also calculate your total fees. **Please read the directions on the form carefully to calculate correctly.**

If you encounter difficulties please contact Barb Falkinburg [bfalkinburg@comcast.net](mailto:bfalkinburg@comcast.net) Email contact is preferred.

It is strongly suggested that you print copies of the forms before submitting. There is no "Submit" button. Changes to the form are saved automatically.

## Housing

**Housing will be handled by contacting the hotel.** An electronic link and a phone number will be provided from the regional website. Either method can be used to book your room. Each room must be booked **individually.**

When you click on the link, you will be directed to a page maintained by the Hershey Lodge – not by the region. On that page you will be able to indicate the chorus with which you want to be grouped. You will also need to list all roommates, and any special needs such as handicapped access. Make sure you indicate arrival and departure. When calling, you will need to provide the same information.

Suites will be available on a first come, first serve basis. Types, number and rate are listed later in the handbook.

Link to hotel Passkey site for reservations: <https://book.passkey.com/go/Sweetadelines2019>

You may also call the hotel: Hershey Lodge Reservation office at 855-729-3108, and ask for the room block for the Sweet Adelines Region 19 event May 1 - 6, 2019.

**Deadline to reserve your rooms with the hotel is April 1, 2019.**

## Riser Configuration

Two riser configurations will be provided and two drawings for the order of appearance will be held. The drawing will be as follows:

1. Alternate: Evaluation Only, International Division and Open Division
2. Standard:, Evaluation Only, International Division and Open Division

Open Division competitors will be in the random draw with International Division competitors. Evaluation Only competitors will still compete first in their respective riser configurations.

For the **ALTERNATE RISER CONFIGURATION** there will be no flat reverse center section. We anticipate using a total of **six sections of six-foot risers with fourth step and safety rail. Six sections should comfortably accommodate approximately up to 70 chorus members.** Choruses that have elected to use this configuration will compete in the first portion of competition.

For the **STANDARD RISER CONFIGURATION** we anticipate using **eleven sections of six-foot risers with a reversed center, fourth step, and safety rail. According to International Guidelines, eleven sections should comfortably accommodate approximately, more than 100 chorus members.** Choruses that have elected to use this configuration will compete in the second portion of the competition.

Should it be necessary to make any changes to riser configuration (**specifically riser footage size and/or number of sections**) Chorus Directors and Presidents/Team Leaders will be notified at the earliest opportunity.

Choruses changing riser designation after the initial draw for order of appearance will be assessed a \$50.00 fee and are included with late entries at the beginning of the competition session in question.

## Chorus and Quartet Pattern and Stage Information

Complete instructions, a time schedule, the order of appearance, and a traffic pattern will be sent to Chorus Presidents and/or Team Coordinators, Directors, and Competing Quartets a few weeks before contest weekend.



## **Transportation**

Since we are housed in the Lodge and the contest will occur in the Lodge as well, no transportation is being provided.

## **Purse Bags**

Please make sure that you bring your chorus bags to the chorus briefing. Each chorus is responsible for providing its own purse bags.

## **Pattern Walk Through**

All In-Chapter Hosts will be taken through the pattern immediately after the Chorus Briefing.

## **INTERNATIONAL AWARDS**

Only those awards designated by the International Organization may be announced or presented within the framework of the Regional Quartet and Chorus Competitions.

### **Eligibility**

To be eligible to win ANY award based on performance, the contestant must have a total score of 400 points ("C+" level) or above with the exception of the Most Improved Award which does not require a minimum score.

### **MidSize (AA) & Small (A) Chorus Divisions**

In addition to the current standard chorus competition, internationally sponsored chorus competitions will include the following divisions:

- Small (Division A) Chorus 15 – 30 Competing members on Stage
- MidSize (Division AA) Chorus 31 – 60 Competing members on Stage

Medals will be presented to the first, second, and third place choruses in both divisions.

The five highest scoring first-place choruses among the small (A) and midsize (AA) divisional winners will be invited to subsequent year's Harmony Classic to compete in a small (Division A) chorus competition and a midsize (Division AA) chorus competition, respectively. The maximum number of singing members on stage for Division A (small) choruses has been increased to 40 and for Division AA (Midsize) to 75 for the Harmony Classic. The Board recognizes that once a chorus wins an opportunity to compete at the International level, this is used as a membership recruitment opportunity. The rule change supports a chorus' opportunity to grow, but still maintains the integrity of the two divisions. This rule change does NOT affect regional competitions. Small choruses still compete with 15-30 singing members and midsize choruses with 31-60.

## REGIONAL AWARDS

### Audience Choice/Bravo Award

The Audience Choice/Bravo Award is now a regional award available to Open Division Quartet and Chorus competitors selected by the audience. It is to be awarded prior to the announcement of official results. If there is only one eligible competitor, the Bravo Award is given.

Information on the Open Division may be found at <http://sweetadelineintl.org/index.cfm?id=467>. This page on the International website includes an FAQ as well as judging criteria and scoresheets. Updated information on the Open Division may be found at:

<http://sweetadelinesintl.org/ImgUL/files/EntertainmentPackage%28JCDB%29SideBySide.pdf>. You will need to scroll past the Entertainment Package information which relates to International Contest.

### Regional Novice Quartet Award

The purpose of this award is to honor the highest scoring Novice Quartet who has scored at least 400 points in Region #19 each year. Novice is defined as no more than two (2) members having competed together or separately, in any previous Regional or International Contest.

### Most Improved Quartet Award

The purpose of this award is to recognize the quartet which shows the most improvement over last year. In order to be eligible for this award, quartets may only have 1 personnel change since last regional Quartet Competition.

### Senior Quartet Award

To be eligible for the award, the quartet must be the highest scoring of all qualified senior quartets, (all members aged 55 or over) and score 400 or above.

## JUDGING PANEL

**Sound** – Jean Barford

**Expression** – Patti Burklund (Panel Chair)

**Panel Secretary** – Pattee Bender

**Music** – Corinna Garriock

**Showmanship** - Anna Rosenberg

## HOUSING

Hershey Lodge and Conference Center 325 University Drive, Hershey, PA 17033. Phone (717) 533-3311  
<http://www.hersheyloodge.com> (not the reservation link – see the Region 19 website for the link)

**This year housing will be handled by contacting the hotel.** An electronic link and a phone number will be provided from the regional website. Either method can be used to book your room. Each room must be booked **individually**. **Deadline to ensure Region 19 rate and availability is April 1, 2019!**

When you click on the link, you will be directed to a page maintained by the Hershey Lodge – not by the region. On that page you will be able to indicate the chorus with which you want to be grouped. You will also need to list all roommates, and any special needs such as handicapped access. Make sure you indicate arrival and departure. When calling, you will need to provide the same information.

Suites will be available on a first come, first serve basis. Types, number and rate are listed below.

**Rates: \$175 + 11% taxes**

Room types available are 1 King bed or 2 Queen beds. There are a limited number of suites available. They are described below. They will be assigned on a first come, first served basis. Please note below the available suites, descriptions, and costs. PLEASE NOTE! **You cannot be guaranteed a room with two queen beds.** Every effort is made to meet your requests, but rooms with two beds will go first to those with more than two people in a room.

### Available Suites

Bridal Suite (king bed)	One Room Suite ( only one entrance into suite) - (1) King Bed w/Full Bath - Bedroom is closed off from Parlor area by double doors	\$175 plus 11% taxes
Governor's Suite (2 QQ Beds)	One Room Suite ( only one entrance into suite) - (2) Queen beds w/Full Bath - Bedroom is closed off from Parlor area by double doors	\$175 plus 11% taxes
Hershey Tower 2 Bedroom Suites (6 available)	Standard room w/(2) Queen Beds and a Full Bath	\$499.0 plus 11% taxes
	Parlor Room Includes a sofa/double sofa bed, coffee table, chairs, desk, refrigerator, and a full bath.	
	Standard room w/(1) King Bed and a Full Bath	
Premium Queen/Queen Rooms (4 available)	Deluxe Room with (2) Queen beds. The room includes small alcove with a sofa/sofa bed, chair & ottoman. The room only has 1 bathroom.	\$175 plus 11% taxes

Personal checks are **not** accepted by the Hershey Lodge for payment of housing. Credit cards accepted: MasterCard, VISA, American Express, Discover and Diners Club

Room fees **may not** be divided among guests by the hotel at check in or check out. According to the hotel this will make the check in process go more quickly. Please work out payments among roommates. Hotel cancellation policy is 3 days before your arrival date. All changes or cancellations must go through the hotel. If you must cancel a room, it must be done 3 days in advance of your scheduled arrival date or the hotel will charge your credit card for 1 night's lodging.

Based on hotel room occupancy on Thursday night, rooms cannot be guaranteed to be ready on Friday until the 4:00 PM published check in time. The hotel will make every effort to have rooms ready as soon as possible. However, checkout time is 11:00 AM for departing guests and all rooms must then be cleaned. If you plan to arrive before 4:00 PM, and if your assigned room is not ready, the hotel CANNOT change room assignments. There will be a place provided for you to store your luggage, so you may attend the scheduled activities until your room is ready.

All rooms at the Hershey Lodge have complimentary Wi-Fi, a refrigerator, flat screen TV, iPod alarm clock, iron and ironing board, safe, and hair dryer.

***NO signs may be hung on room doors or in the elevators under any circumstances.***

### **Restaurants**

There are several restaurants at the Hershey Lodge. Only Fire and Grain, Forebay, and Hershey Grill will take reservations. Others are on a first come, first served basis.

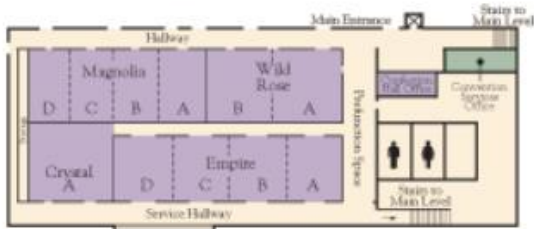
- Hershey Grill                                      Breakfast, Lunch, Dinner
- Forebay    Dinner
- Bear's Den                                         Lunch, Dinner
- Fire and Grain                                    Breakfast, Dinner
- Cocoa Beanery                                 Coffee Shop with sandwich selection

There is free self-parking available and valet parking for \$18 per night.

A layout diagram of the conference area of the hotel is below.

The competition will be held in the Red & White rooms of the Great American Hall; the boutique and registration will be in the Blue Room. Warm-up and rehearsal rooms will be located off the Cocoa Lobby.

# HERSHEY Lodge



## VIDEO BILLBOARD ADS

Choruses, quartets, vendors, and individuals may purchase slides to be shown throughout the weekend on the big screens. These should be in the form of a PowerPoint slide(s), pdf, or jpg. The cost is \$50. Deadline for submitting ads is March 31, 2019. **NO SUBMISSIONS ACCEPTED AFTER THAT DATE!** See form later in the handbook and on the regional website.

## SHOW OF CHAMPIONS

The Saturday Night Show lineup, schedule, and time allotments cannot be determined until contest results are released.

Those eligible to perform will be:

- Host Chorus
- 1st Place Small (Division A) Chorus
- 1st Place Midsize (Division AA) Chorus
- Quartet Audience Choice/Bravo Award Winner
- Chorus Audience Choice/Bravo Award Winner
- Lustre - 2018 Sweet Adelines International Queens of Harmony
- ClassRing – 2019 Sweet Adelines International Queens of Harmony
- 2019 Region #19 Quartet Champions
- 2019 Region #19 Chorus Champions

The Schedule for performers will be distributed directly after the chorus contest.

As the actual order of appearance for the show cannot be determined until results are announced, all performers are to arrive in costume.

This schedule is subject to change.

## SATURDAY NIGHT PARTY

There will be a Regionally-Hosted Party on Saturday night.

## OUTSIDE TICKET SALES

All advanced single session ticket sales for contest sessions and the show of champions will be handled through the Region 19 Store on the regional website. ([www.region19sai.org](http://www.region19sai.org)) These tickets can be ordered online and will be available at Will Call/Ticket Sales onsite at convention. You can also purchase tickets during the convention weekend, onsite.

## FORMS

Please visit the Members' Only Area of the regional website for all forms. You must register if you have not already done so in order to access this area. There no longer is a generic password. <http://www.region19sai.org/members-only.html> Everything will be submitted electronically this year. Forms requiring payment will not be considered complete until payment has been RECEIVED by the appropriate person. Forms will be specific to choruses and CAL. All deadlines for items mailed will be considered met if postmarked by the due date.

For issues with completing forms, please email Barb Falkinburg @ [bfalkinburg@comcast.net](mailto:bfalkinburg@comcast.net).

## **FUNCTION SPACE**

There is no form for Function Space at Hershey. Choruses should contact the hotel directly with the information provided below.

You can contact the hotel directly starting immediately, and talk to the catering manager there. They will do their best to accommodate everyone. The earlier you call, the more likely you'll get what you need for your Saturday morning get-togethers.

The contact information is as follows:

### **Patricia M Kauffman**

*Catering Events Coordinator*

Hershey Lodge

325 University Drive | Hershey, PA 17033

Office: 717-520-5419 | Fax: 717-534-8683 | [pmkauffman@HersheyPA.com](mailto:pmkauffman@HersheyPA.com)

REMEMBER....

THE EARLIER YOU CALL, THE MORE CHANCE OF GETTING WHAT YOU WANT!!!

## **HOUSING**

There is no housing form this year. Please contact the hotel directly using the link on the regional website, convention info page or call using the phone number listed on the same regional website.

## **PHOTOGRAPHY**

The Photography Order Form may be found on the regional website in the Members Only area. All Chapter Presidents/Team Leaders, Directors, and REC's will receive an email with the link to the website along with this handbook. All Registered quartets will also receive the link. Any non-competing quartet may also order photos. You will be contacted with a scheduled time slot for you to report to the photography room. Any photography order not **RECEIVED** by March 22, 2019 will be subject to a **late fee of \$10.00**

### **CHORUS PHOTOGRAPHY WILL BE DONE ON STAGE AGAIN THIS YEAR.**

Your chorus should have a pose prepared. When the lights go down after your performance, you should immediately strike your pose. **All chorus members will be responsible for making sure their face is in a window so it can be seen in the photo.** When the lights come back up, the pose should be held until the lights go down again. When the lights go down the chorus may release the pose and exit the stage.

Your Chapter Photography form will be completed online and ONE chapter check (payable to Atlantic Bay-Mountain Region 19) should be mailed directly to:

**Barb Falkinburg 954 Topview Dr. Edgewood, MD 21040.**

Please **DO NOT** send photography checks via certified or registered mail. However, please feel free to email Barb ([bfalkinburg@comcast.net](mailto:bfalkinburg@comcast.net)) when you mail your check.

All photography orders are handled IN ADVANCE of competition. Please be sure your order is final before submitting. Any changes must be handled directly with the photographer AFTER competition. It is important to include detailed costume descriptions on the order form. The photographer uses this information to match each proof with the order. Orders without



descriptions may be considered incomplete. Pictures will be mailed directly to each chorus or quartet approximately 6 weeks after competition.

**Shipping charge is required on ALL photo orders.** All **Pennsylvania** residents **MUST** add 6% sales tax to your order total.

When ordering photos, it is important to keep in mind the proportion of the group to the size of the print you are requesting. In other words, a wide narrow group is not in proportion to the almost square size of an 8 x 10 photo and would have floor and ceiling in the picture. **For this reason, it is recommended for the larger choruses that an 8x12 or 10x20 photo be selected.** Medium choruses who are not using every step on the risers may consider doing so just for the photo pose if they prefer the 8 x 10 prints. In every case, the photographer will be shooting from the video platform.

## **REGISTRATION FORM**

The Regional Registration Forms may be found on the regional website in the Members Only area. All Chapter Presidents/Team Leaders, Directors, and REC's will receive an email with the link to the website along with this handbook. All registrations will be done on one electronic form specific to each chorus.

Anyone registered with your chorus will be seated with your chorus. If you are registering dual members please ensure that the other chorus has not registered them.

There is a separate form for CAL but they can be registered and seated with your chorus.

Your registration is not completed until your check is received by Peggy Reno, Registrar. **Choruses please send ONE Chapter Check made payable to Atlantic Bay-Mountain Region 19.** The form will calculate the amount due. Please read the directions carefully to calculate correctly. Each form has pull-down menus for some fields and all types of membership may be submitted on the form including members, guests, youth members, and youth guests.

All members attending the convention are required to register (including non-competing members). **Registration for any person 25 years or under is half price.** Your registration form and the fee must be RECEIVED by March 22, 2019. If received after this date, your registrations will not be processed until applicable late fees are received. **Late fees are assessed on a PER REGISTRANT basis.**

Please do not send your checks by certified or registered mail nor ask for a return receipt. However, you may call or email Peggy to verify that your payment has been received.

Registration includes:

- ticket to the Quartet Competition
- ticket to the Chorus Competition
- ticket to the Show of Champions

**Cost of Registration: Members: \$100.00 Youth Member: \$50.00 [Male directors pay the MEMBER Registration Fee] Guests: \$110.00 Youth Guests: \$60**

The "Regional Registration" Form and the International "Entry Blank" forms are **two different forms.**

**Late Fee: \$10.00 per person.**

**Late Registrations** will be accepted until April 12, 2019. After that date, registration will be handled on convention weekend at the Sweet Adelines Registration Desk – subject to the Late Registration fee of \$10.

- Please email Peggy Reno [singreno@aol.com](mailto:singreno@aol.com) with registration changes and late registrations. Payment must be received by Peggy Reno, Registrar by the April 12, 2019 deadline.

**Refunds and Transfers: No refunds of registrations for any reason will be allowed. Transfers must be handled within the chorus and WILL NOT be facilitated by the region or the host chorus at convention.**

**Americans with Disabilities Act** requires us to obtain the following information. If any of your members requires these auxiliary aids, please indicate such on your Registration Form.

- Do you require wheelchair seating in the auditorium?
- Do you require a seat nearby for a companion?



- Do you require special seating for any other disability? If yes, what type?
- Do you have a disability that requires special materials or services? If yes, please explain.

All requests for special seating are handled according to specifications. We cannot guarantee that persons requesting special seating will be seated with their chorus.

### **REHEARSAL TIME REQUEST FORM**

A link to the Rehearsal Time Request Form may be found on the Regional website in the members' only area. This form is electronic and will be submitted online.

Time will be available all day Friday and until the pattern begins on Saturday. Each chorus will receive one assigned rehearsal time. The Region will be using all function space at the hotels for Regional activities, rehearsals and chapter functions. Therefore, choruses will not be allowed to bring their own risers to the hotel to be used exclusively for their own rehearsals.

All rehearsals will be on flat floor.

### **SPECIAL ASSISTANCE FORM**

In order to provide the best possible coordinated appropriate assistance for our members, there is a Special Assistance Form on the regional website in the members' only section. This will be submitted electronically.

Provide information for any member(s) requiring assistance and be as specific as possible with the nature of the assistance required.

For instance:

- Difficulty with steps
- Difficulty walking long distances, etc

In addition, include information regarding the use of special riser chair(s). The region cannot supply wheelchairs at the hotel or convention venue. If one of your members requires one, your chorus must provide it. The hotel may be able to provide information regarding the rental of wheelchairs from Hershey area establishments.

The Special Assistance form must be submitted by March 22, 2019.

### **PERFORMANCE VIDEO REQUEST FORM**

The video request form may be found in the Members Only area of the regional website. All video will be available for download for a limited time soon after contest. Forms and payment should be sent to Barb Falkinburg 954 Topview Dr Edgewood, MD 21040 by the March 22, 2019 deadline. Instructions and a link for download will be provided to the contact person listed on the form after contest.

### **OPEN DIVISION CUE SHEET**

The Open Division Cue Sheet may be found on the Regional website for both Choruses and Quartets in the members' only area as well as from the links below.

Choruses: <https://sweetadelines.com/filesSite/CHORUSODCUESHEET2019.pdf>

Quartets: <https://sweetadelines.com/filesSite/QUARTETODCUESHEET2019.pdf>

This sheet MUST be complete and submitted by April 22, 2019 for any Chorus or Quartet that will be participating in the Open Division.

The form should be completed and submitted **electronically** and emailed to Alta Paronto.

**There are separate forms for the Chorus & Quartet Open Divisions. Please use the appropriate form and fill it out completely.**

International has created an Open Division website with helpful information.

<https://sweetadelines.com/competitionconvention/opendivision/>

## VIDEO BILLBOARD ADS

See the order form on the next page. Ads and Best Wishes slides will be shown on the big screen before contests and in between contestants.



# Video Billboard Advertising

Get your message out to a captive audience as it scrolls by on two jumbo screens in front of over 900 attendees and 1000's of webcast viewers. Big screen ads are shown on the screens during contest (between competitors). For only \$50.00 these ads are a GREAT way to promote, support and acknowledge your chorus, quartet, upcoming event, favorite coach, director or business! Are you selling costumes or looking for a director? A video ad is a great way to advertise! **YOUR AD WILL RUN THE ENTIRE WEEKEND!**

Please submit your request for advertising **no later than March 31<sup>st</sup>**. **No requests for submissions after this date will be added to the slide show. Sorry, no exceptions.**

Submission requirements:

- ✦ Please provide .ppt slide. You can also submit PDF, jpeg or other graphic files as well.
- ✦ You may have animation
- ✦ Be sure that your graphics and/or text do not extend all the way to the edge of the page to help prevent them from being cut off when displayed.

Video Advertising Order Form:

Chorus or Quartet name \_\_\_\_\_

Name of requestor \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

If you will be emailing your ad copy, please include **"Region 19 ad submission"** in the subject line email to Di: [hcmclead@gmail.com](mailto:hcmclead@gmail.com) Please include the name that will be on the check, and the check number. Make checks out to ABMR 19 and mail to:

Diane Bartel  
1 Park Circle  
Towson, MD 21286