

Chorus Competition Coordinator's Checklist

Chorus Manager may mean President or Team Coordinator in your chorus.

PRE-COMPETITION:

- _____ 1. Appoint sub-committee chairs as needed, for instance:
 - [] Registration
 - [] Housing
 - [] Special Functions (Meal, Regional Reception, Afterglow, etc.)
 - [] Transportation
 - [] Volunteer Coordinator
 - [] Rah/Rah
 - [] Competition "Bible"
 - [] Photography
 - [] Silent Auction Coord.
 - [] Other

- _____ 2. Schedule a meeting of key people to coordinate all your competition activities.

- _____ 3. Duplicate key information for respective subcommittee chairs, quartets, and chorus members as needed. Be sure each member receives a copy of the "for all members" information from the competition packet.

- _____ 4. **REGISTRATION CHAIR**
 - a. Have members complete their individual registration forms. Then compile the information into the spreadsheet for the registration chairman.
 - b. Include guest all-events or ticket orders on the spreadsheet.
 - c. BE SURE YOUR FORM IS SUBMITTED ON TIME, preferably via email, and that your second (paper) copy, with check, is ON TIME. BOTH of these must be received in order for your registrations to be processed.
 - d. Submit any changes no less than 72 hours before contest weekend.

- _____ 5. **HOUSING CHAIR**
 - a. Have members complete the hotel reservation forms – ONE form per room, NOT one form per person.
 - b. Submit completed forms ON TIME.
 - c. Submit any changes no less than 72 hours before contest weekend.

- _____ 6. **SPECIAL FUNCTIONS CHAIR**
 - a. Prepare hotel function form (meal) for the Hotel Contact Coordinator.
 - b. If no special functions are scheduled, request rehearsal time and space on the hotel function form.
 - c. In any case, send form – indicating you don't need help this year.

- _____ 7. **TRANSPORTATION CHAIRMAN**
- a. Make sure your chorus is aware of transportation plans.
 - b. If you are using a bus, be sure all arrangements are confirmed.
 - c. In any case, make sure every chorus member has transportation.
- _____ 8. **VOLUNTEER STAFFING COORDINATOR**
- a. Make sure your chorus is aware of the need for volunteers.
 - b. Prepare a sign-up sheet for volunteers.
 - c. Contact the Volunteer Staffing Coordinator with any questions and to forward your list of volunteers when it is complete.
- _____ 9. **RAH/RAH CHAIRMAN**
- a. Be sure to schedule Rah/Rah and “unit camaraderie” sessions.
 - b. Promote togetherness. Secret Pals?
 - c. Plan to support your quartets. Have them perform often at rehearsal.
 - d. Work on ways to develop a positive attitude. Plan some FUN stuff.
 - e. Help your chorus develop ways to deal with stress.
 - f. Don’t forget SPECIAL things/information for your new members, such as making sure they each have a veteran member in their room!
- _____ 10. **COMPETITION “BIBLE”** (Information given to all chorus members)
- a. Give the chorus a packing list – all parts of your costume, (dress, foundations, shoes, makeup), sewing kit, swim suit, medications, etc. **DON’T FORGET A MAKEUP TOWEL OR TISSUES!** (We don’t use hotel linens to remove makeup.)
 - b. Give chorus a detailed schedule of activities, times, places, etc.
 - c. Give hints on how to handle competition.
 - d. Review Judging Category Description Booklet – if you’re going to play the game, you should be familiar with the rules!
 - e. Circulate messages from your Chorus Manager or Director.
 - f. Do anything else that will help make your chorus weekend as easy as possible with **NO SURPRISES** as far as your participation or performance is concerned.
 - g. Stress **TOGETHERNESS**. Be sure your members know where to go and/or whom to see if there are problems or concerns.
- _____ 11. **PHOTOGRAPHY CHAIRMAN**
- a. Take orders for official photos. This is a regional fund-raiser.
 - b. Collect money and get one chapter check for the order.
 - c. Pre-plan pose with Director. (Chorus and Quartet photos will be taken before competition in the specified atrium area.)
 - d. Bring completed order form and check to competition – be sure you have it with you when the photographs are taken.
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_____ 12. **COMPETITION COORDINATOR**

- a. Check with Chorus Manager to be sure all forms are completed and sent in ON TIME, or taken to contest, if necessary.
- b. Prepare congratulatory cards to present to winners.
- c. Make sure you bring duplicate copies of all forms at the competition in case there are problems.
- d. Be sure your photo order and ONE CHAPTER CHECK get to the contest.
- e. Be sure members understand hotel checkout procedures.
- f. Be sure your sub-chairs meet all regional deadlines.

AT COMPETITION:

- a. Check in at SWEET ADELINER REGISTRATION DESK.
- b. Assist your chapter quartets.
- c. Assist with any arrangements, if needed, for SHOW OF CHAMPIONS.
- d. Familiarize yourself with schedules, locations, people in charge, etc., so that you are available to HELP, to ANSWER QUESTIONS, and to EXPEDITE activities for your chorus.

AFTER COMPETITION:

- a. Make copies of score sheets for all members and distribute.
- b. Show performance recording to chorus and play audio CD.
- c. Send congratulatory messages to winners if you did not already do it AT competition.
- d. Make a written evaluation of what went right or wrong and any suggestions for your file for next year's Coordinator.
- e. Chorus Team Leader, complete Evaluation form for your Chorus and return to the Chair of the Regional Convention.
- f. PAT YOURSELF ON THE BACK, THIS IS A BIG JOB!!

Information For All Members

(Make copies or post for all Members to be informed)

REGISTRATION – Each member of Region 10 who attends the convention must purchase an all-events ticket. NO EXCEPTIONS! Proceeds from competition provide funding for our regional programs and helps support our regional champions.

VOLUNTEERS NEEDED – Please volunteer an hour or two at the convention to help it run smoothly. There are a number of jobs available. Please sign up with our Volunteer Coordinator ASAP. Thank you.

CHORUS CONTEST AWARDS PROCEDURE – As the competing Choruses are introduced in order of appearance, their Director and President will enter the stage and will remain there during the announcement of the results. As the results are read, the Director and President will step forward to receive their awards. When the new Chorus champions are announced the remaining Directors and Presidents will exit the stage. The new champion Chorus members will receive a medal from an outgoing champion, and then make their way onto the risers to perform.

RISER CONFIGURATION CHOICE FOR CHORUSES – We will be using both the STANDARD (large/medium chorus) and the ALTERNATE (medium/small chorus) riser configuration for Choruses.

******ROOM CANCELLATION****** the hotel this year has a strict 48 hour cancellation policy. Cancellation within 48 hours of scheduled arrival will result in a charge of one night's room and tax!

PHOTO ORDER FORMS – These will be mailed to you **by the photographer**. We will be photographed in the Atrium area prior to going on stage.

NOTE: Photo orders placed by members at the convention help to raise funds for the support of our regional programs. If you are planning to purchase a photo, PLEASE order it in advance and support your region!

SPECIAL COMPETITION ARRANGEMENTS FOR MOBILITY IMPAIRED – Each chorus must submit the number of people with special needs to the CRC as soon as possible. She also needs to know IN ADVANCE if any of your members need special assistance getting on stage. Ramps will be used by all competitors on both sides of the stage. *Note: The Region will not make arrangements for scooters or wheelchairs, so please make accommodations accordingly.*

PURSES/ BELONGINGS – Backstage personnel will be available to “watch” personal belongings of competitors in the backstage area during your performances. Personal belongings will be handed out to choruses and quartets at the beginning of the pattern. These belongings will be returned to your group as you leave the backstage area. Please redistribute belongings to members after you are back in the audience.

CONTESTANT SCORE SHEETS/RECORDINGS – These will be available at the judging table 15-30 minutes after the end of each contest. Any materials not picked up will be mailed to you.

INDIVIDUAL CONTEST RECORDINGS – Contestants have permission to reproduce as many copies of their contest performance recordings as they desire.