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## 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. Copy information for respective subcommittee chairs, quartets, and chorus members as needed. Be sure each chorus 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 a paper copy with payment 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 96 hrs(4 days) 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 96 hrs(4 days) before contest weekend.
  
  - \_\_\_\_\_ 6. **SPECIAL FUNCTIONS CHAIR**
    - a. Complete the Chorus Rehearsal, Breakfast and Dinner request forms for submission to the Rehearsal and Chorus Meals Contact.
    - b. Even if no chorus meals are scheduled, request rehearsal time and space on the Chorus Rehearsal form.
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- \_\_\_\_\_ 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. Discuss carpooling options and encourage members to travel together.
  - d. 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. Copy the Volunteer Sign Up Form for all members.
  - c. Collect the Volunteer Sign Up Forms from your members.
  - d. Forward your chorus Volunteer Sign Up Forms to the Volunteer Coordinator and follow up with any questions your members may have.
- \_\_\_\_\_ 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. Encourage 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. Obtain Official Photo Order Forms from your Team Coordinator or the website and distribute those to all your chorus members.
  - b. Collect the order forms and payment from your members.
  - c. Compile the chapter orders on one form and get one chapter check for the entire order.
  - d. Pre-plan pose with Director. (Chorus photos will be taken on stage immediately following your competition performance.)
  - e. Be sure your Team Coordinator/President has the completed photo order form and chorus payment check in hand to turn in at the Friday morning Chorus/Quartet Briefing.
- \_\_\_\_\_ 12.     **COMPETITION COORDINATOR**
- a. Check with Chorus Manager to be sure all forms are completed and sent in ON TIME, or taken to contest, as required.
  - b. Prepare congratulatory cards to present to winners.
  - c. Make sure you bring duplicate copies of all forms to competition in case there are problems.
  - d. Be sure your photo order and ONE CHAPTER CHECK are given to your Team Coordinator/President to turn in Friday morning at the Chorus/Quartet Briefing.
  - e. Be sure members understand hotel check in and check out times. Remind them that almost 600 of us will be arriving within a 24 hour period and that there may be lines at some times.
  - f. Be sure your sub-chairs meet all regional deadlines.
- AT COMPETITION:**
- a. Check in at SWEET ADELINEREGISTRATION DESK.
  - b. Assist your chapter quartets as needed.
  - 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 based on input from your Chorus and submit to the Chair of the Regional Convention.
  - f. PAT YOURSELF ON THE BACK, THIS IS A BIG JOB!!
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