

Let's Sing Again!

Chorus Competition Coordinator's Checklist

Not all steps may be needed by all chapters ... provided only to help in your planning and to make sure you cover all of the details for your first-time competitors.

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

The following items are suggestions to help your chorus plan for convention weekend.

PRE-COMPETITION:

- _____ 1. Appoint sub-committee chairs as needed by your chorus. For example:
 - Registration
 - Housing
 - Special Functions (Meal, Rehearsal, etc.)
 - Rah/Rah
 - Competition "Bible"/Info Booklet specific to your chorus
 - Photography Orders
 - Silent Auction Coordinator
 - Transportation (Arrange for Carpools for new members, etc)
 - Volunteer Coordinator

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

- _____ 3. Provide information to respective subcommittee chairs, quartets, and chorus members as needed. Be sure each chorus member receives access to the "for all members" information from the competition website.

- _____ 4. **CHORUS REGISTRATION CHAIR – CHANGES FOR 2024!!!!**
 - a. We are not requesting that individual registration forms be completed for Reg10 chorus members for 2024. HOWEVER, we do need your competing members/guests information compiled the into the excel spreadsheet for the regional contest registration chairman. Please do not make changes to the layout of the spreadsheet!
 - b. Include guest all-events orders on the spreadsheet.
 - c. Email the compiled spreadsheet indicating the members and guests you are paying for and submit payment by the 2/29/24 deadline. Please do not include DUAL members who are paying through their other chorus ... just the ones your chorus is submitting payment for.
 - d. BE SURE YOUR REGISTRATION SPREADSHEET AND PAYMENT ARE SUBMITTED ON TIME, preferably via email, as noted on the spreadsheet instructions. Both the spreadsheet and payment must be received by 2/29/24 for your registrations to be considered on time.
 - e. Registrations may be transferred to another member, but no refunds are possible.
 - f. Submit any changes to the Registration Chair no less than 96 hrs. (4 days) before contest weekend.

- _____ 5. **CHORUS HOUSING CHAIR – CHANGES FOR 2024!!!!**
 - a. Direct your members to the Contest Hotel Housing Information sheet on the Reg10 Convention Hub website. Each room should be reserved by a different room captain since one personal credit card is required to secure each reservation. Each member will provide a credit card upon checking in so that the final bill can be divided among roommates.
 - b. Deadline to access the Houston Hilton North SAI Housing Link is February 29, 2024. After that date our special convention room rates will not be available.

- c. Remind members to review their reservation carefully before booking. The convention rates are good from Wednesday night through Saturday night, so make sure your members know to check the correct arrival and departure dates. If a member indicates the wrong check in date and then becomes a NO SHOW, not only will they be charged for one night's lodging and tax BUT ALSO THEIR RESERVATION for the rest of the convention will be CANCELLED with no guarantee that a room would be available when they show up late.
- d. There are limited numbers of some of the room types so first-come, first-served on making reservations.
- e. All changes/cancellations must be handled through the Hilton Houston North. **Cancellations must be made 48 hours in advance of scheduled arrival date or one night's lodging & tax for the cancelled room will be charged to the credit card on file.**

6. SPECIAL FUNCTIONS CHAIRMAN

- a. Submit the Chorus Rehearsal, Breakfast and Dinner request on-line forms by February 29, 2024. Please submit each of these forms *even if no chorus meals are scheduled. That way we won't be calling to follow up on whether or not you're planning to have a meal.*
- b. Request rehearsal time and space on the Chorus Rehearsal on-line form.
- c. Questions regarding these special functions should be directed to Darline LeJeune, logistics@region10sai.org

7. TRANSPORTATION CHAIRMAN

- a. Make sure your chorus is aware of transportation plans.
- b. Discuss carpooling options and encourage members to travel together. Verify that every chorus member has transportation.
- c. Remind members that they can park in the secure parking garage behind the Hilton Houston North if they prefer not being in the open parking lot in front of the hotel.

8. VOLUNTEER STAFFING COORDINATOR

- a. Make sure your chorus is aware of the need for volunteers to help with regional competition.
- b. Encourage members to submit the Volunteer Sign Up on-line Form.
- c. Remind members again before the February 29 deadline to encourage them to volunteer.
- d. Contact our Regional Volunteer Coordinator Jodi Ceaser volunteers@region10sai.org and follow up with any questions your members may have.

9. RAH/RAH CHAIRMAN

- a. Be sure to schedule Rah/Rah and morale sessions as your chorus prepares for contest.
- b. Promote togetherness. Secret Pals?
- c. Plan to support your competing 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. 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" (Many choruses give this information as a booklet or handout to all members)

- a. Provide your chorus member a packing list – all parts of your costume, (dress, foundations, shoes, makeup), sewing kit, medications, etc. DON'T FORGET A MAKEUP TOWEL OR TISSUES! (We don't use hotel linens to remove makeup.)
- b. Include a detailed schedule of activities, times, places, etc.
- c. Give hints on how to handle competition.
- d. Encourage review of the Judging Category Description Book available for free online at the SAI website – 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. CHORUS PHOTOGRAPHY CHAIRMAN

- a. Obtain Official Photo Order Forms through the link on the Region #10 competition website and distribute those to all your chorus members.
- b. Collect the order forms and payment from your members.
- c. Compile the chapter member orders on one form and get one chapter check (or include credit card payment information) for the entire order.
- d. Pre-plan your final photo pose with Director. ***Be sure your Team Coordinator/President has in hand the completed photo order form with chorus payment information included to turn in at the Friday morning Chorus/Quartet Briefing.***

_____ 12. CHORUS WEBCAST CHAIRMAN

- a. Be sure your Team Coordinator/President has completed the online webcast questionnaire (sent by email to these contacts only) by the March 11, 2024 deadline.
- b. Remind Team Coord/President/Director to proceed to the webcast station immediately following onstage performance to ensure your chorus does not miss its webcast opportunity. Due to space constraints, interviews will be limited to these individuals.
- c. Remind chapter members that they (along with friends and family) can subscribe to the webcast for \$30 to view the entire competition both live and on delayed replay for two weeks following the competition.

_____ 13. CHORUS COMPETITION COORDINATOR

- a. Check with Chorus Manager to be sure all forms are completed and submitted ON TIME, or taken to contest, as required.
- b. Prepare congratulatory cards from your chorus 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 completed photo order including credit card info ***or*** ONE CHAPTER CHECK have been given to your Team Coordinator/President to turn in Friday morning at the Chorus/Quartet Briefing.
- e. Be sure members do understand hotel check in and check out times. Remind them that almost 400+ of us will be arriving within a 24-hour period and that there will most likely be lines at some time.
- f. Be sure your sub-chairs meet all regional deadlines.

AT COMPETITION:

- a. Assist your chapter quartets as needed.
- b. Assist with any arrangements, if needed, for SHOW OF CHAMPIONS.
- c. 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 score sheets available to all members.
- b. Share performance recording with chorus.
- 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!!**

ZOOM Information Meeting – We will schedule an open forum Zoom meeting in early February so that any questions you have may be asked/answered. Watch for details coming soon in a message from Region 10 Communications.

2024 STEERING COMMITTEE contact information:

CHAIR OF THE REGIONAL CONVENTION (CRC)

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LOGISTICS

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MARKETING, TECHNICAL SERVICES, WEBCAST

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