

Harbor City Music Company

Presents



2017 Regional Convention Handbook

April 6-9, 2017

Hershey Lodge and Conference Center

Hershey, PA

2017 Regional Competition Steering Committee

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SCHEDULE OF EVENTS

Thursday, April 6, 2017

	Location	Time
Registration	Blue Room	3:00 - 10:00 PM
Boutique	Blue Room	3:00 - 10:00 PM
*Quartet Chorus Rehearsal	Place TBD	Time TBD

Friday, April 7, 2017

Registration	Blue Room	9:00 AM - 6:00 PM
Boutique	Blue Room	9:00 AM - 5:00 PM
Ticket Sales	Blue Room	4:30 PM - 6:00 PM
Official Inspection	Great American Hall	9:30 AM
*Quartet Briefing	Great American Hall	10:45 AM
*Quartet Chorus Rehearsal	TBD	9:30 AM
*Chorus Briefing	Great American Hall	11:45 AM
*Chorus Stage Walk On	Great American Hall	12:45 PM
Curtain Call	Great American Hall	4:55 PM
Quartet Contest	Great American Hall	5:00 PM

Saturday, April 8, 2017

Registration	Blue Room	10:00 AM - 12:00 PM
Boutique	Blue Room	9:00 AM - 11:30 AM
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	Blue Room	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
2/06/2017	Quartet Entry	International	Yes
2/07/2017	Chorus Entry	International	Yes
2/13/2017	Draw for Order of Appearance		
2/21/2017	Late Entry for Quartets	International	Yes
2/22/2017	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
2/24/2017	Registration	Peggy Reno	Yes	Online form with payment mailed	
2/24/2017	Housing	Marie Decker	No	Online form	
2/24/2017	In-Chapter Host	Barb Falkinburg	No	Online Form	
2/24/2017	Photography Orders	Barb Falkinburg	Yes	Online form with payment mailed	
2/24/2017	Special Assistance Request	Eve Sclawy	No	Online form/ Email for changes	
2/24/2017	Function Space		No	Online form	
2/24/2017	Rehearsal Time Request		No	Online form	
3/13/2017	Late Registration	Peggy Reno	Yes	Email Peggy Reno payment mailed	
3/18/2017	Chorus/Quartet Video orders	Barb Falkinburg	Yes	Mail form with payment. Video will be available for download after contest.	
3/25/2017	OPEN DIVISION only – Cue Sheet	Alta Paronto	No	Online form then email to Alta Paronto	
3/25/2017	Quartet and Chorus Final Pose / Song Info Form	Alta Paronto	No	Online form	
4/7/2017	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:

<http://www.sweetadelineintl.org/ImgUL/files/CompetitionHandbook.pdf>

This is still showing as 2016 on the International website (as of Jan 4, 2017).

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: <http://sweetadelines.com/ImgUL/files/2017RegionalCHORUSePacket.pdf>
- Quartet Packet: <http://sweetadelines.com/ImgUL/files/2017RegionalQUARTETePacket.pdf>

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 done for any late entrants. **No entries will be accepted after the late entry (45 day) deadline - no exceptions!** You may refer to the 2017 Regional Competition Dates & Deadlines for these very important dates.

<http://sweetadelines.com/ImgUL/files/2017RegionalDatesanddeadlines.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 25, 2016. 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 schedule for February 13, 2017 at International Headquarters. The order of appearance will be posted on the Sweet Adeline International home page at www.SweetAdelineintl.org and the regional website at 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, 2017 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).

New Quartet Rule: With the inception of the Open Division at the regional level in 2014, members have been exploring new and exciting ways to participate in their regional contest. As a result of many requests from competitors, the Judge Specialists and the Education Direction Committee developed a new policy allowing members to fulfill their desire to compete in more than one quartet. **Starting in 2017, 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

The Judge Specialists and Education Directions Committee (EDC) have developed a new DCP level. Starting in 2017, 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*.

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.

Quartet Chorus

To be eligible to perform with the Quartet Chorus, you must be a member of a registered quartet or a past champion, and are required to attend the Quartet Chorus Rehearsal on Friday April 7th at the Hershey Lodge. Please note that rehearsal may be on flat floor. The time and place may change due to availability. Please check the schedule in the boutique for any updates and/or changes.

Recordings

- 1) Video recordings for each competitors' 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.

Registration and Housing Forms

Registration and Housing forms MUST be submitted online. Links to both forms will be from the Member's Only section of the regional website (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 February 24, 2017, 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. 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.

There is a single registration form for each chorus. For each entry the submitter may 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.**

The housing form will allow the submitter to enter names of all roommates, the type of room requested, arrival and departure dates. **NO CREDIT CARD NUMBERS WILL BE REQUIRED PRIOR TO ARRIVAL.** However, if you are a no-show, the region will be charged and you will be contacted regarding payment.

If you encounter difficulties please contact Barb Falkinburg bfalkinburg@comcast.net Email contact is preferred.

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

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 four-foot risers with fourth step and safety rail. Six sections should comfortably accommodate approximately up to 50 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 four-foot risers with a reversed center, fourth step, and safety rail. According to International Guidelines, eleven sections should comfortably accommodate approximately up to 110 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 \$25.00 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.

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.

Audience Choice/Bravo Award

The Audience Choice/Bravo Award is an international 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.

The article from the [Pitch Pipe](#) from October 2012 describing competition changes including the Open Division can be found at: <http://origin.misc.pagesuite.com/pdfdownload/f853abd3-8d7f-46e9-b708-981a36e895c9.pdf>

REGIONAL AWARDS

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 Most Improved 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 – Valerie Taylor
Expression – Betty Clipman (Panel Chair)
Panel Secretary – Gail Burke

Music – Mary Ashford
Showmanship - Sue Beck

HOUSING

Hershey Lodge and Conference Center 325 University Drive, Hershey, PA 17033. Phone (717) 533-3311
<http://www.hersheyloodge.com>

Rates: \$168 + 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 with only one per chorus. Please note below the available suites, descriptions, and costs. There will be a spot on the housing sheet to indicate the choice of a suite. 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	\$168.00 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	\$168.00 plus 11% taxes
Hershey Tower 2 Bedroom Suites (6 available)	Standard room w/(2) Queen Beds and a Full Bath 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	\$418 plus 11% taxes
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.	\$168 plus 11% taxes

Please specify on the housing form if you need a handicap-accessible room.

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 [Marie Decker, Housing Coordinator](#). 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.

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 - 2017 Sweet Adelines International 3rd place medalist
- ClassRing – 2017 Sweet Adelines International 5th place medalist
- 2017 Region #19 Quartet Champions
- 2017 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. Harbor City is working on a unique plan but it is not yet finalized. More information will be coming closer to contest when the details and arrangements with the hotel have been worked out.

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) 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.

FUNCTION SPACE

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

Due to the issues brought up in our after-convention survey last year, it was noted that many choruses were unhappy with the Saturday breakfast offering from Hershey Lodge.

You'll be happy to know that the opportunity to get a private breakfast this year exists. 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.

Those who wait and don't have an opportunity for a private room due to space limits, will still be able to have breakfast like the hotel did last year.

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

REMEMBER....

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

HOUSING

A Housing Form for your chorus may be found on the regional website in the Members Only area. (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> All Chapter Presidents/Team Leaders, Directors, and REC's will receive an email with the link to the website along with this handbook. Note: This is an electronic form and specific to your chorus. Please enter all information for each room requested in the online form. If you are requesting a suite room for more than 4 people enter additional roommate(s) in the comments area to the right. ***All room reservations must be made through the RCSC Housing Coordinator, Marie Decker by completing the online form.***

All changes made to housing after the deadline of February 24, 2017 MUST be made using the online Late Housing Change form. Please note that this form is to be used to make changes to existing room reservations. Adding rooms after the deadline may not be possible. If you need to a room submit the form, but understand that there may not be any available and you may not get the contracted price.

Americans with Disabilities Act requires us to obtain the following information. If any of your members requires these special facilities, please indicate such on your Housing form.

- Do you require a wheelchair-accessible room?
- Do you have any disability that requires any special furnishing in your room?
- Do you require special assistance evacuating your room in case of an emergency?

Housing WILL NOT be assigned solely by date of receipt. Multiple factors must be assessed when housing is assigned. *If you have a special request, there is a possibility that, in order to accommodate your request, you might not be housed with your chorus.*

Marie does her best to accommodate everyone. Please remember that this is a HUGE TASK so we ask that everyone be flexible.

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 February 24, 2017 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 for 3-4 flashes. 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) 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. There is a separate form for CAL

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 February 24, 2017. 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: \$75.00 Youth Member: \$37.50 [Male directors pay the MEMBER Registration Fee]

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 March 13, 2017. 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 with registration changes and late registrations. Payment must be received by Peggy Reno, Registrar by the March 13, 2017 deadline.

Transfers: Transfers will be accepted until March 13, 2017. After that date, any transfers will be handled convention weekend at the Sweet Adelines Registration Desk.

- Transfers may be made from one person to another, but we **CANNOT** refund registrations. Email Peggy Reno singreno@aol.com with transfer requests.

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. The amount of time allocated to each chorus will depend on the number of requests received. 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 hotels 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 February 24, 2017.

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 18, 2017 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: <http://sweetadelines.com/lmgUL/files/CHORUSODCUESHEET2017.pdf>

Quartets: <http://sweetadelines.com/lmgUL/files/QUARTETODCUESHEET2017.pdf>

This sheet MUST be complete and submitted by March 24, 2017 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.