

GUIDE TO PRODUCING ADVENTURES IN MUSIC (AIM WEEKEND)



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Regional Management Team**

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Document History

This document was first written prior to the inception of the Regional Management Team in May 1999. Since then it has been updated at least annually as we refine the procedures based on experience. Anyone receiving a copy of this document should read it in its entirety, since the list of changes made over the past few years is impossible to track here. The most recent changes (April 2005) incorporate a revised schedule for Saturday. Comments or questions about material in this document should be directed to the Regional Events Coordinator (currently Georgia Sutherland).

GUIDE TO PRODUCING ADVENTURES IN MUSIC

What is Adventures in Music?

“Adventures in Music” or “AIM Weekend” is an educational event sponsored by the Region 12 Management Team to provide musical and administrative training opportunities for the general membership of Region 12. The weekend starts on Friday evening and ends prior to noon on Sunday. Classes and meetings are held on Friday evening, on Saturday morning and afternoon, and on Sunday morning. The Saturday Evening session is a special entertainment event, as described below.

Typically a member of the International Faculty is brought in to be the primary faculty. Additional classes are taught by members of the Regional Faculty. If time and space permit, quartets and coaches may be offered coaching during the weekend. The educational content of the Regional Weekend is determined by the Regional Education Coordinator in consultation with her Steering Committee.

There are two AIM Weekends annually. The January AIM is usually held on the 3rd weekend of January and features the Novice/Double Quartet Parade as the Saturday evening event. The September AIM is usually held on the 3rd weekend of September and features the Region 12 Pep Rally as the Saturday evening event.

Facility for an AIM Weekend - The following facility has been contracted for all AIM Weekends through the year 2009. San Ramon Marriott Hotel
2600 Bishop Drive
San Ramon, CA 94583
925-867-9200

The Events Coordinator finalizes the contract with the hotel and appoints a weekend Site Coordinator to handle all contact with the facility personnel, during both the planning and execution phases of the Regional Weekend. **Once a facility contract has been signed, nobody other than the Site Coordinator or Events Coordinator shall make any facility arrangements whatsoever! This restriction applies to all members of the Regional Management Team and all members of the Host Chorus. Special requests of the hotel can sometimes be very costly, and so all such requests must be coordinated by a single person!**

Hotel Reservations - The contract with the hotel holds a block of rooms for attendees at an AIM weekend. This block of rooms is held for Region 12 purposes until approximately three weeks prior to the weekend, at which time unreserved rooms are released and may be used by others (general public) wishing to stay at the hotel. Individual Region 12 attendees make their own hotel reservations by contacting the hotel directly and requesting to be part of the Sweet Adelines group.

Hotel reservations for out-of-town guest faculty members are the responsibility of the Education Coordinator, who typically delegates this task to the Site Coordinator.

The contract with the hotel provides a free suite with one connecting king-bedded sleeping room. At the San Ramon Marriott, there are two additional rooms that connect with the suite, but which must be paid for at the regular group rate. Use of these rooms will be decided by the Events Coordinator and the reservations will be

made by the Site Coordinator. The sleeping rooms will usually be allocated to members of the Regional Management Team on a rotating basis. Other members of the Regional Management Team make their own hotel reservations.

Admission to an AIM Weekend - Admission to an AIM weekend is by registration, which admits the person to all sessions of the weekend, including the Saturday evening event. Pre-registrations are handled by the Regional Finance Chair or her designee. On-site registrations are handled by the Host Chorus.

The Director and up to 40 members of the Host Chorus receive a free registration to the AIM weekend. If more than 40 members of the Host Chorus attend the weekend, the Host Chorus shall pay the required pre-registration fees for the additional members to the Finance Coordinator. The list of members is managed by the Host Chorus Chair who merely gives a count (and a check, if needed) to the Finance Coordinator for her records. If the Host Chorus has 30 or fewer members, they may enlist the help of another small chorus to be their Assisting Chorus. Details of this are found in a later section of this document.

In addition, some other members of Region 12 who have responsibilities during the course of an AIM weekend receive a free registration, as specified in the Region 12 Standing Rules. This list is compiled by the Regional Events Coordinator, in consultation with the rest of the Regional Management Team. Those who are entitled to the free registration will be so notified by the relevant member of the Regional Management Team.

The following schedule of payments applies to all other persons attending a AIM Weekend, whether they are members of Pacific Shores Region 12 or not:

- Adult Pre-Registration Fee is \$20.
- Adult On-Site Registration Fee is \$25.
- Youth (age 25 and under) Pre-Registration Fee is \$10.
- Youth (age 25 and under) On-Site Registration Fee is \$12.50.
- Chaperones of youth attendees pay the adult fee if they wish to attend any classes.
- Registration fees are waived for music teachers and non-Sweet Adeline coaches accompanying their youth attendees.

According to Region 12 policy, paid registration fees are transferrable but not refundable. Complimentary registrations are not transferrable.

Admission to the Saturday Evening event is \$5 for people not registered for the weekend. Admission tickets are sold by the Host Chorus on Friday evening and all day Saturday until 15 minutes after the start of the event.

Financial Details of a AIM Weekend - All of the educational programs during an AIM weekend are funded by the regional budget. These expenses include fees, travel, food, and lodging for any out-of-region faculty members. Additional faculty members are usually members of the region. They receive no fees, but are reimbursed for expenses as specified in the Region 12 Standing Rules and the associated Allowances Table. In addition, any refreshments that are served during the weekend are paid by the appropriate category of the regional budget. Finally, costs associated with producing the Novice/Double Quartet Parade at the January AIM weekend are paid from the regional budget.

All of the other expenses during an AIM weekend are funded by the registration fees received from attendees. The expenses include equipment used during classes, risers, printed programs for the weekend and the Saturday evening event, Host Chorus fee and expenses, ASCAP/BMI/SESAC license fees for the Saturday Evening event, and expenses of the Pep Rally (September AIM Weekend only). Facility costs, if any, are also paid from registration fees. Typically the facility costs are waived by the hotel, provided that enough hotel rooms are occupied by the attendees at the AIM weekend.

As mentioned above, it is important that a sufficient number of paid hotel rooms are occupied by attendees at an AIM Weekend in order for the meeting rooms to be provided to us free-of-charge by the hotel. The contract with the hotel specifies that the required number is 85% or more of the room block. The Site Coordinator and the Events Coordinator monitor this number. If necessary, a few additional rooms are paid for (but not used), in order to meet the minimum and avoid large facility rental fees, as stated in the contract with the hotel.

The Host Chorus receives \$300 for hosting the AIM Weekend. In addition, the Host Chorus is reimbursed for expenses up to \$150. Allowable expenses include hospitality baskets for the guest faculty, badge stock, registration materials, and decorations. Payment of the fee and reimbursement of expenses will be made following the receipt of the final report, expenses, and receipts by the Events Coordinator. At the discretion of the Events Coordinator, the fee and expenses may be shared, as necessary, with other groups that assist in the performance of the Host Chorus responsibilities.

Any group that provides risers for an AIM Weekend will be paid as specified in the Region 12 Standing Rules and the associated Riser Rental Policy. The fee covers transportation and handling of the risers during the weekend, plus an allowance for wear-and-tear (rent) and round-trip mileage.

Sales Areas at an AIM Weekend - There are usually several sales areas at an AIM Weekend. Eligibility for a sales area is limited to the Host Chorus and to competitors (choruses and quartets) preparing for the next International Competition (at the International Convention or at the International Education Symposium). A group's Sales Area is limited to one group of up to 4 physical tables, co-located and skirted together. The Sales Area must be staffed by members and friends of the eligible chorus or quartet. **No outside vendors are allowed, unless prior approval is obtained from the Regional Events Coordinator.**

Sales Area open hours should fall within the time schedules listed in the next section of this *Guide*. There is no fee required for having a Sales Area, and all profits are retained by the chorus or quartet which operates the Sales Area. The Events Coordinator is responsible for contacting the eligible chorus(es) and quartet(s) to determine if they will be having a Sales Area, and for communicating this information to the Site Coordinator at least 45 days in advance of the weekend.

AIM Weekend Schedule

A generic AIM Weekend schedule is listed below. If this changes, the Host Chorus will be notified as far in advance as possible.

<i>Day</i>	<i>Times</i>	<i>Sessions</i>
Friday	1 p.m. - completion	Regional Management Team Meeting (Hours when the meeting will be open to visitors will be posted on the door.)
Friday	5 p.m. - 9 p.m.	Registration & Ticket Sales
Friday	5 p.m. - 9 p.m.	Sales Areas
Friday	7:30 p.m. - 10 p.m.	Regional Songs
Friday	8 p.m. - 10 p.m.	Directors' Certification Program (DCP) Class
Friday	8 p.m. - 10 p.m.	Classes & Coaching Sessions
Saturday	8 a.m. - 7:45 p.m.	Registration & Ticket Sales
Saturday	8 a.m. - 7 p.m.	Sales Areas
Saturday	9 a.m. - 5 p.m.	YWIH Activities
Saturday	9 a.m. - 10:30 a.m.	General Session, Other Classes & Coaching Sessions
Saturday	10:30 a.m. - 10:45 a.m.	Announcements, first-timer certificates awarded
Saturday	10:45 a.m. - 11 a.m.	Break
Saturday	11 a.m. - 12:15 p.m.	General Session, Other Classes & Coaching Sessions
Saturday	12:15 p.m. - 2 p.m.	Lunch (Meetings & Forums too)
Saturday	2 p.m. - 3:15 pm	Classes & Coaching Sessions
Saturday	3:15 - 3:30 p.m.	Performance by Host Chorus and presentation of Fran McWherter travel trophy.
Saturday	3:30 p.m. - 3:45 p.m.	Break
Saturday	3:45 p.m. - 5:00 p.m.	Classes, Forums & Coaching Sessions
Saturday	5:00 p.m. - 7:00 p.m.	Dinner
Saturday	7:00 p.m. - 10:00 p.m.	Saturday Evening event (Pep Rally at September AIM Weekend, and Novice/Double Quartet Parade at January AIM Weekend). The first ten minutes are used for chorus roll call, recognition of new choruses and chorus anniversaries, and HOW raffle drawing (September only).
Sunday	9 a.m. - 11 a.m.	Classes , Coaching Sessions & Special Meetings

Who Is Involved in Producing an AIM Weekend?

There are many people and groups who are involved in producing an AIM Weekend. All are listed in this section, along with a detailed list of their responsibilities.

The **Regional Management Team (RMT)** as a whole:

1. Determines the date and facility for the AIM Weekend.
2. Determines registration fees for the AIM Weekend, including different categories of registration. The fee for the Weekend includes admission to the Saturday evening event. The RMT also determines the cost of the ticket to the Saturday evening event for those not registered for the weekend.
3. Selects a Host Chorus for the AIM Weekend, as specified in the Region 12 Standing Rules. This is done a year in advance, if possible.

Each Member of the RMT:

1. Notifies the Events Coordinator about persons eligible for free admission to the AIM Weekend. After confirmation by the Events Coordinator, the individual RMT member notifies these people that they have been registered and do not need to sign up with their chorus.
2. Notifies the Education Coordinator about the desire to host a Forum. This should be done at least three months in advance of the Weekend so that the Education Coordinator can work these into the schedule.
3. Hosts one or more of the sessions during the AIM weekend (as assigned by the Team Coordinator), coordinates introductions and keeps the session moving along.
4. Participates in soliciting written evaluations and/or verbal comments about the weekend.

In addition, all members of the RMT have other specific responsibilities listed below.

The **Education Coordinator:**

1. Arranges for out-of-region faculty. This usually must be done several years in advance. At that time, she can determine whether the out-of-region faculty is available to provide Sunday morning coaching.
2. Determines whether the Host Chorus will be offered coaching by the out-of-region faculty on Sunday morning, or whether another coach will be provided. This determination should be made prior to the time when the Host Chorus is selected, approximately one year in advance of the weekend.
3. Creates the schedule of classes and arranges for the remaining faculty for the weekend. It is necessary to consult with the Events Coordinator before finalizing the schedule, as the available spaces determine the nature of the classes that can be offered. Information about special equipment and/or risers required for any session should be provided at this time. This should be done no later than 75 days in advance of the weekend.

4. Determines special needs of faculty members and communicates them to the Events Coordinator and the Site Coordinator. Needs such as special beverages, escorts, and so forth, are handled by the Host Chorus. Space and equipment needs are handled by the Site Coordinator. These needs should be communicated as far in advance as possible.
5. Selects the Producer of the Novice/Double Quartet Parade held on Saturday evening during the January AIM Weekend. This is usually delegated to the Regional Quartet Education Chair.
6. Arranges for quartet coaching opportunities during the AIM Weekend. This is usually delegated to the Regional Quartet Education Chair.
7. Arranges for PVI (Personal Vocal Instruction) opportunities during the AIM Weekend.
8. In consultation with the Directors' Coordinator, arranges for chorus coaching opportunities if they occur during the AIM Weekend. Communicates risers needs for these sessions to the Events Coordinator at least 75 days in advance of the weekend. It has been traditional to invite the small choruses in the region to receive free coaching at the January AIM Weekend. (The coaching is free, but members attending must be registered for the weekend.)
9. Publicizes YWIH sessions to the community. This is usually delegated to the YWIH Steering Committee.
10. Prepares an evaluation form and provides copies to be handed out at the registration table.
11. Receives completed evaluation forms from the Events Coordinator after the completion of the event.
12. Proactively solicits mileage and expenses from all faculty members and submits them to the Finance Coordinator for payment.

The Events Coordinator:

1. Conducts the process to select a Host Chorus for the AIM Weekend, as specified in the Region 12 Standing Rules.
2. Selects a Site Coordinator for the AIM Weekend. The duties of the Site Coordinator are detailed briefly in a later section of this *Guide*.
3. Updates this *Guide* and reviews it with the Education Coordinator and other RMT members to make sure that all responsibilities and specifications are clearly understood.
4. Reviews this *Guide* with the Site Coordinator and the Host Chorus to make sure that all responsibilities are clearly understood.
5. Invites the Producing Chorus for the Pep Rally held on Saturday evening during the September AIM Weekend. The chorus that has most recently returned from competing at the International Convention is invited to serve as the Pep Rally Producers. If two choruses have competed at the International Convention, the championship chorus will be given first choice to produce the Pep Rally. The two choruses may choose to produce it jointly.

6. Determines the pre-registration cut-off date, in conjunction with the Finance Coordinator. This date is usually two weeks in advance of the weekend, to provide sufficient time for the badges to be made by the Host Chorus.
7. Determines the hotel registration cut-off date and room block specified in the hotel contract.
8. Creates the information flyer(s) for the weekend. The flyer must include information about hotel registration, weekend pre-registration, and information about schedule, classes and faculty, as supplied by the Education Coordinator. The flyers must be numbered and dated to reduce confusion among members of the region. One version of the flyer should allow for customization by each chorus.
9. Sends the flyer(s) and other information to the Communications/Technology Coordinator at least two months in advance for distribution to the region and posting on the Region 12 web site.
10. Confers with the Education Coordinator about riser needs for any sessions during the weekend and arranges for risers to be provided and handled during the weekend. The regional Riser Rental Policy, which is associated with the Region 12 Standing Rules, specifies the finances associated with use of chorus risers at a AIM Weekend. The plans for risers should be in place at least 45 days in advance of the AIM Weekend, if possible.
11. Confers with the Host Chorus about assistance needed in handling risers during the weekend. At her discretion, the Events Coordinator may provide complimentary weekend registration for up to four members of the region who agree to be the riser crew during the weekend. These need not be members of the Host Chorus.
12. Solicits from the other RMT members the names of people who are to receive complimentary registrations, compiles the list, and sends it to the Finance Coordinator by the pre-registration deadline.
13. Determines who will stay in the sleeping rooms associated with the complimentary suite and notifies the Site Coordinator, who makes the reservations, and the Finance Coordinator, who bills any non-complimentary occupants of the rooms for their share of the hotel charges.
14. Provides the Site Coordinator with a list of names of people who should be given any upgraded (special floor) rooms provided by the hotel. The current contract with the San Ramon Marriott provides 10 upgrades, in addition to those occupying the one king bedroom attached to the complimentary suite.
15. Coordinates with the Host Chorus about their performance at a session during the day on Saturday and about their coaching session, if any, on Sunday morning.
16. Creates the VIP seating list and Informs the Host Chorus about VIP seating to block at any session. Remembers that members of the chorus winning the Fran McWherter Travel Trophy receive VIP seating at the Saturday evening event.
17. Contacts chorus(es) and quartets that are competing at the next International Competition (at International

Convention or IES) to determine whether they wish to have a Sales Area during the AIM Weekend. This information should be passed on to the Site Coordinator at least 45 days in advance of the weekend.

18. Notifies the Site Coordinator of any regionally-owned or borrowed equipment (overhead projector, LCD projector, TV/VCR, etc) that is available to be used during the weekend (thus reducing costs for equipment rental from the hotel).
19. Reviews the plan of space allocation with the Site Coordinator before it is finalized with the hotel. Receives the plan from the Site Coordinator after it has been finalized with the hotel.
20. Provides the Host Chorus with a binder containing a detailed schedule of activities for the weekend, a list of quartets and/or choruses being coached (and the locations), a list of complimentary registrations, and any other information that may be useful to the Host Chorus during the course of the weekend.
21. Provides guidelines to the Ushers for the Saturday Evening event about when the doors must be kept shut.
22. Produces the printed program for the AIM Weekend and for the Saturday Evening event.
23. Provides turn-in boxes for the evaluation forms. Collects and reviews the forms before passing them on to the Education Coordinator.
24. Reviews the master bill from the hotel and submits it to the Finance Chair for payment.
25. Tracks statistics about the weekend, including attendance, room block and pickup, etc.

The Communications/Technology Coordinator:

1. Receives flyers and information from the Events Coordinator and distributes them to the members of Region 12. Information should be posted on the regional web site as soon as possible, and updated whenever any changes are made.
2. Communicates with the Regional Historian who manages the display of regional trophies and other items during the weekend.
3. Works with the Team Coordinator to plan and conduct an event to promote the RMT to members of the region. The Team Coordinator's role is the event logistics, including refreshments. The CTC's role is providing a list of invitees who are potential candidates for regional positions.
4. Arranges for candid photos to be taken during the weekend, for historical purposes and for publishing in the Stroke of Twelve.

The Finance Coordinator:

1. Signs contracts for the AIM Weekend facility.
2. Determines the pre-registration cut-off date, in conjunction with the Events Coordinator. Provides the

Events Coordinator with information about where pre-registrations should be mailed.

3. Receives all of the pre-registration information and monies from choruses, CAL members, and YWIH participants and sends a registration status update to the Events Coordinator periodically. She may recruit an assistant for this task.
4. Receives from the Events Coordinator the list of complimentary registrations for the AIM Weekend and forwards that list to the Host Chorus.
5. Sends the registration lists to the Host Chorus so that badges can be made. (The lists include both the paid and complimentary registrations, including all RMT members.)
6. Provides sign-in sheets for use at the registration table during the weekend. The sign-in sheets may be pre-printed with the names of paid and complimentary registrations for each chorus. On-site registration forms for each chorus shall provide a way to distinguish chorus members from their guests, and to distinguish first-time attendees at an AIM Weekend. On-site registration forms for YWIH participants shall provide a way to identify teachers and chaperones.
7. When notified by the Events Coordinator about the occupants of complimentary rooms provided by the hotel, bills any non-complimentary occupants of the rooms for their share of the hotel charges.
8. Determines whether the Young Singers Foundation (YSF) Liaison is planning to have a display table during the weekend. If so, she notifies the Site Coordinator at least 45 days in advance of the need for a table near the regional registration area.
9. Makes sure the Host Chorus has the forms for on-site registrations, attendance, a cash box and \$200 seed money for the weekend, and the appropriate forms to summarize the monetary on-site activities related to registration..
10. Makes arrangements for music sales by the Host Chorus at the Registration Area.
11. Makes arrangements for HOW ticket sales and for HOW winner drawing/notification at the September AIM weekend. She presents HOW checks to Internationally Competing Quartets during the Pep Rally at the September AIM weekend. If the support check for the Internationally Competing Chorus has not previously been sent, she presents this during the Pep Rally also.
12. Monitors the registration activity and collects registration activity forms and cash transmittal forms from the Host Chorus during the course of the weekend.
13. Collects money from the registration desk during the course of the weekend and at the end of each day and puts it in the hotel safe.
14. Picks up registration information at noon on Saturday and works together with the Chapter Coordinator to determine the winner of the Fran McWherter Travel Trophy.

15. Pays for the expenses of the AIM Weekend based on RFPs approved and submitted by RMT members on behalf of those incurring expenses.
16. Pays ASCAP/BMI/SESAC license fees for the Saturday evening event. These fees are based on weekend attendance plus Saturday evening ticket sales and are to be paid to Sweet Adelines International within 10 days following the event.
17. Creates a final financial and registration report for the weekend and sends it to the Events Coordinator.

The Directors' Coordinator:

1. Assists the Education Coordinator in determining which choruses will be invited to receive coaching during the weekend. It has been traditional to invite the small choruses in the region to receive free coaching at the January AIM Weekend. (The coaching is free, but members attending must be registered for the weekend.)
2. Appoints and monitors the DCP Coordinator, who facilitates a class with the primary faculty and additionally provides DCP testing opportunities during the weekend.
3. Appoints and monitors the Assistant Directors' Coordinator, who facilitates a discussion forum for assistant directors during the weekend.
4. Hosts a discussion forum for chorus directors.

The Chapter Coordinator:

1. Makes advance arrangements to have the Fran McWherter Travel Trophy returned. It is either in possession of the previous recipients or the Regional Historian.
2. Brings current chorus membership counts and works together with the Finance Coordinator to determine the winner of the Travel Trophy.
3. Together with the Marketing/Membership Coordinator, presents the Fran McWherter Travel Trophy.
4. Recognizes choruses ("Chorus Roll Call") at the beginning of the Saturday Evening Event.
5. Facilitates a forum for Chorus Presidents/Team Leaders during the weekend.
6. Together with the Marketing/Membership Coordinator, facilitates a forum for Prospective Choruses during the weekend.

The Marketing/Membership Coordinator:

1. Provides first-timer certificates.
2. Awards first-timer certificates. (Note that members of prospective choruses are eligible for these certificates.)
3. Takes names of those receiving first-timer certificates and forwards the names to the Stroke of Twelve Editor.

4. Together with the Chapter Coordinator, presents the Fran McWherter Travel Trophy.
5. Together with the Chapter Coordinator, facilitates a forum for Prospective Choruses during the weekend.

The **Team Coordinator**:

1. Conducts the RMT meeting held on Friday.
2. In conjunction with the Education Coordinator, assigns “session host/emcee” duties to the Regional Management Team members.
3. Works with the Communications/Technology Coordinator to plan and conduct an event to promote the RMT to members of the region. The Team Coordinator’s role is the event logistics, including refreshments. The CTC’s role is providing a list of invitees who are potential candidates for regional positions.

The **Site Coordinator** is appointed by the Events Coordinator. As a function of her job, she:

1. Receives the proposed schedule of events from the Regional Education Coordinator and the Regional Events Coordinator. This information includes not only the events themselves, but also information about projected attendance and equipment requirements for each class.
2. Receives from the Events Coordinator information about any regionally-owned or borrowed equipment (overhead projector, LCD projector, TV/VCR, etc) that is available to be used during the weekend (thus reducing costs for equipment rental from the hotel).
3. Arranges for registration area setup, meeting rooms, warm-up/rehearsal rooms, audio/visual equipment, display tables, bulletin boards, Sales Area(s), and so forth for the entire weekend (including the Saturday night event), minimizing the extra fees for equipment and setup as much as possible.
4. Arranges for refreshments and meals at meetings and for cash & carry food services on Saturday.
5. Confirms the plan with the Events Coordinator before it is finalized with the hotel, and gives a copy to the Events Coordinator after it is finalized with the hotel.
6. Acts as liaison between the facility personnel, Region 12 personnel, and the Host Chorus.
7. Confers with the Events Coordinator about use of complimentary rooms and room upgrades provided by the hotel and make appropriate reservations with the hotel.
8. Receives information from the Events Coordinator about risers needed during the weekend and monitors any setup/takedown activities that are planned.
9. Arrives early enough on Friday and remains until Sunday noon in order to monitor all arrangements during the course of the weekend.

Specific duties and guidelines for the Site Coordinator are provided by the Events Coordinator.

The **Host Chorus**, selected by the Events Coordinator, is responsible for making badges and tickets,

providing staffing for the registration area, monitoring attendance at classes (to make sure everyone is registered), and possibly helping with risers to support the AIM Weekend. The Host Chorus is also responsible for picking up litter after the Saturday Evening event and for providing ushers for the Novice/Double Quartet Parade (January AIM). A later section of this *Guide* describes the specific duties of the Host Chorus. If the Host Chorus has fewer than 30 members, they may select an Assisting Chorus to help them. A later section of this document gives more details about this option..

The **Saturday Evening Event Producers** are responsible for the conduct of the program on Saturday evening. Two separate Region 12 publications give the details of producing each of the Saturday evening events: The *Guide to Producing the Novice/Double Quartet Parade* and the *Guide to Producing the Region 12 Pep Rally*.

What Does the Host Chorus Do?

The Host Chorus provides staff to support the AIM Weekend. The following **List of Activities** should be accomplished by the Host Chorus:

1. Select a Host Chorus Chair, who serves as the coordinator and contact person for the chorus. Give the name and contact information to the Regional Events Coordinator who will put the Chair in contact with the Site Coordinator and the Finance Coordinator.
2. (Optionally) Select a theme for the weekend and create a graphic to represent the theme. It is suggested that the theme be somehow related to the concept of “adventure” or “music” or “aim” etc. The theme can then be carried out in decorations, name badges, Host Chorus costumes, etc. If communicated to the Events Coordinator at least a month in advance of the weekend, the theme and graphic may be incorporated into the program for the weekend
3. Work through the Site Coordinator for detailed coordination of needs during the AIM Weekends. The Site Coordinator acts as liaison between the facility personnel, Region 12 personnel, and the Host Chorus. **Arrangement of special needs must go through the Site Coordinator. The Host Chorus is not to request special arrangements from the hotel or facility personnel; any such requests must be directed to the Site Coordinator.**
4. Receive lists of pre-registered attendees from the Finance Coordinator.
5. Design and implement badges (name tags) for attendees at the AIM Weekend. Create badges for pre-registered attendees and provide blank badge stock and supplies for creating badges for on-site registrants. Note: It is not necessary to have the type of badge that fits into a plastic badge holder. However, the badges should be designed for readability from a distance. The attendee’s first name should be prominent on the badge.
6. Design and print tickets for the Saturday evening event (100 for January, 200 for September). This safe number should be far more than is actually required for the event as most attendees are registered for the weekend. Sell these tickets at the registration desk up until 15 minutes after the event begins.

7. Design and implement decorations for the registration area (optional).
8. Provide staffing for on-site registration times as specified in the AIM Weekend Schedule. There should be at least four people handling registration during peak times, and two people at all other times. Peak registration is on Friday from 5 to 9 p.m. and Saturday from 8 to 10 a.m. Instructions for handling the registration desk are found in the next section of this *Guide*.
9. Identify several members who are able to help with risers during the weekend. The Regional Events Coordinator will provide information, approximately 30 days in advance, of the riser logistics that will be required. The handling of risers by a few members of the Host Chorus is expected as part of the Host Chorus fee. You may rejoice in this, for it is no longer the duty of the Host Chorus to arrange for risers to be delivered to the site.
10. Perform two or three songs at the end of the afternoon general session (3:15 p.m.) Recruit substitute staffing for the registration area to cover warmup and performance times.
11. Provide hospitality refreshments for guest faculty, as specified by the Education Coordinator or the Site Coordinator.
12. Casually monitor doors and attendees in general to ensure that all have registered for the weekend.
13. Provide ushers and block VIP seating areas for the Novice/Double Quartet Parade at the January AIM Weekend. The Events Coordinator will provide guidelines about when the doors must be kept shut. Ushering and door monitoring for the Pep Rally at the September AIM Weekend are not the responsibility of the Host Chorus, since the Pep Rally producers have plenty of members to handle this task
14. Pick up litter following the Saturday Evening event. Deliver lost-and-found items to the Site Coordinator or the Events Coordinator.
15. Notify the Site Coordinator at least 45 days in advance of the desire (or not) to have a Host Chorus Sales Area during the weekend and staff this Sales Area during all open hours. (The Host Chorus shall not plan any other chapter event for the purpose of raising funds.) If the Sales Area includes a raffle, the results of the raffle must be announced at that table or during the announcement session at 3:30 pm (with permission of the Education Coordinator). They may not be announced at the Saturday evening event. The Sales Area is limited to one group of up to 4 physical tables, co-located and skirted together. The Sales Area must be staffed by members and friends of the Host Chorus. **No outside vendors are allowed, unless prior approval is obtained from the Regional Events Coordinator.**
16. At the conclusion of the event, provide the Finance Coordinator with all moneys collected and with all requested information about on-site registrations, attendance, tickets sales for Saturday evening, etc.
17. Submit a report to the Events Coordinator within 30 days following the AIM Weekend. The report should include:
 - Complete expense report (attach all receipts)
 - List of committees used and number of members in each committee

- Any unusual occurrences and how they were handled
- Suggestions to improve future AIM weekends
- Suggestions to help future Host Choruses

On-Site Registration Processing - The Site Coordinator arranges to have four or more tables placed in a convenient location for the purpose of registering attendees at the AIM Weekend.¹ The Finance Coordinator provides a cash box containing \$200 (in small bills and change) at the start of the AIM Weekend.

The registration table must be staffed during all hours specified by the Schedule. There should be at least four people handling registration during peak times, and two people at all other times. Peak registration is on Friday from 5 to 9 p.m. and Saturday from 8 to 10 a.m.. The Host Chorus should obtain assistance at the registration desk during the time they are preparing and singing at one of the sessions.

The registration table displays sign-in sheets for each Region 12 chorus, for Chapter-at-Large members, for YWIH participants, and for guests. The Finance Coordinator will provide the sign-in sheets, which should be set out on the tables in chorus alphabetic order. Registration staff should take care that all attendees register on the proper sheet by chapter affiliation, CAL membership, YWIH, or as guests. These sheets are used for determining which chorus wins the Fran McWherter Travel Trophy for the weekend. (The Host Chorus is not eligible for this trophy.)

The registration table should have copies of the pre-registration forms (provided by the Finance Coordinator) to use as reference, plus a detailed schedule of events and other information (provided by the Events Coordinator). In addition, the registration table should have all the materials necessary to make name badges, and other general desk supplies (scissors, tape, stapler, paper, etc) on hand. There should also be a supply of tickets for the Saturday evening event.

Activities at the registration table include the following:

1. Sign-in pre-registered attendees. After they sign in on the proper sheet, they are given their prepared name badges, a copy of the printed program, and an evaluation form. Even though an attendee may be a member of more than one chorus (dual member), she only registers once, pays once, and signs a single sheet. Signing more than one sheet would unfairly affect the determination of which chorus wins the Fran McWherter Travel Trophy. Note, pre-paid registrations are not refundable, but they may be transferred to another person.
2. Sign-in attendees who have not pre-registered. After they pay their money and sign in on the proper sheet, a name badge is made for them and they are given a copy of the printed program and an evaluation sheet. Checks written on-site should be made out to Region 12. If it should happen that a person comes to sign in, claiming that she was pre-registered, but no record exists of that fact, take her name and phone number and

¹ Due to other events co-scheduled at the San Ramon Marriott, the registration table is usually located outside Salon 1 on Friday evening, and moved on Saturday to the area outside Salons A-H. The Host Chorus should take this move into account when planning decorations, etc. The Site Coordinator can confirm the actual location of registration with the Host Chorus several weeks in advance of the weekend.

allow her to sign in without paying. Give that information to the Finance Coordinator who will check her records and handle it later. (This is in the spirit of “the customer is always right”.)

3. Sell tickets and handle “Will Call” for the Saturday evening event.
4. Conduct sales of regional materials such as music packets, learning tapes, and so forth. Items for sale will be provided by the relevant RMT member prior to the opening of on-site registration.
5. Keep separate logs of paid member registrations, paid guest registrations, complimentary registrations, Saturday Evening ticket sales, and any other special sales that are conducted at the registration table (HOW raffle, music sales, etc).
6. By Saturday noon, have chorus sign-in sheets ready for the Finance Coordinator to pick up for determining the winner of the Travel Trophy.
7. Distribute brochures, restaurant lists, maps, etc, as supplied by the Events Coordinator and/or the Site Coordinator .

Special Considerations for a Small Chorus Serving as the Host Chorus

It has been determined from experience that it takes approximately 30 women to provide adequate support for registration and other activities during an AIM Weekend. In recognition of the fact that some Region 12 choruses do not have 30 members available to attend an AIM Weekend, the Regional Management Team recently agreed that a chorus of 40 or fewer members may invite another small chorus to assist them. This second chorus is referred to as the Assisting Chorus.

It is expected that the Assisting Chorus will serve during the actual AIM Weekend only. The advance preparations for the weekend will all be done by the Host Chorus, which normally will receive the entire \$300 fee. Fee-splitting will be at the discretion of the Events Coordinator.

Members of the Assisting Chorus will receive complimentary registration for the weekend, providing that the total number of complimentary registrations for the Host Chorus and the Assisting Chorus do not exceed 40 plus the two directors.

The Assisting Chorus may share the sales table of the Host Chorus, as mutually agreed by those two groups.

If the Assisting Chorus has enough members present and wishes to do so, they may perform for the region during one of the general sessions. The details and timing of this performance will be determined by the Events Coordinator.

Preparation Time-Line

The following list summarizes the time line for activities as specified in this *Guide*. This is not meant to be a complete list of activities, merely a guideline for progress checkpoints for a given AIM Weekend.

- Five years in advance - Facility contract finalized.
- Several years in advance - Out-of-region faculty contracted, including Sunday morning coaching if possible and appropriate.
- One year in advance - Determination of Sunday morning coaching session by RMT. Events Coordinator solicits chapters interested in Hosting. RMT makes final decision and Events Coordinator invites.
- Immediately following previous AIM weekend - Events Coordinator sends general information and generic schedule for posting on regional web site.
- 3 months in advance - RMT members notify Education Coordinator about whether or not they wish to host a Forum. Education Coordinator sets classes and determines how many choruses can be invited to receive coaching. Host Chorus theme submitted if it is to be used in publicity materials (optional).
- 75 days in advance - Education Coordinator and Directors' Coordinator determine which choruses will be coached. Education Coordinator communicates schedule, equipment and riser needs to Events Coordinator and Site Coordinator
- Two months in advance - Events Coordinator prepares flyer and sends to Communications/Technology Coordinator for distribution to region and web site.
- 45 days in advance - All requests for Sales Areas should be forwarded to Site Coordinator. All riser arrangements should be finalized. Requests for YSF Silent Auction table or other special needs should be forwarded to Site Coordinator
- 1 month in advance - Site Coordinator confirms all plans finalized by the hotel.
- 3 weeks in advance - Hotel reservation deadline. EVC confirms number of reservations is above the minimum and make more reservations if necessary.
- 2 weeks in advance - Pre-registration deadline. Finance Coordinator sends registration lists to Host Chorus. RMT members notify Team Coordinator of announcements that need to be made.
- Friday of weekend - Events Coordinator reconfirms that the number of hotel reservations is above the minimum and asks Site Coordinator to add more rooms to master bill if necessary.
- 10 days afterwards - Finance Coordinator sends ASCAP/BMI/SESAC license fees to SAI headquarters. Events Coordinator receives Master Bill, consults with Site Coordinator, and forwards itemized RFP to Finance Coordinator for payment of invoice to the hotel.
- 30 days afterwards - Host Chorus report due to Events Coordinator
- 45 days afterwards - Finance Coordinator prepares final report of registrations, income and expenses. After review by the Events Coordinator, the report is forwarded to the rest of the Regional Management Team.