



**Pacific Shores Region 12  
Sweet Adelines International  
Regional Convention, May 4 - May 7, 2023  
Competition Coordinator's Competitor's 1st Memo**

**March 2023**

**To: 2023 Region 12 Competing Choruses and Quartets**

**From: Joanna Davis, 2023 Region 12 Competition Coordinator**

Greetings, Competitors!!

Our first regional contest in over 3 years is almost here! Yay!! My team is working very hard to make sure this contest goes as if Covid never existed! It's taxing our memories for sure, but we have confidence that this will be the best contest yet!

**Please read this memo in its entirety.** Along with the detailed information about contest, you will find a list of forms that will need to be returned to me and my team. The quicker you can get the form drudgery out of the way, the less we will have to bug you!!

Kim Machek will be collecting the various forms that are due. Please send the forms via email to [kmachek1@gmail.com](mailto:kmachek1@gmail.com).

**Forms are due April 5<sup>th</sup>!**

Look for my final memo to competitors in early-mid April. This memo will give you a more granular view of contest day!

If you have any questions, please feel free to contact me at [1983mjdavis@gmail.com](mailto:1983mjdavis@gmail.com).

See you very soon!

In harmony,  
Joanna Davis

**Thursday Chorus and Quartet Briefing**

The Chorus and Quartet Briefing is happening on **Thursday, May 4th from 5:30-7:00 pm!**

Only one member of the quartet is required to be present at the briefing. Both the Chorus Director and Team Coordinator are required to attend the briefing. If there are issues with these attendance requirements, please email me and we'll work something out.

Immediately after the briefing, my staff and I will escort any interested parties (Quartets, Team Leaders/Presidents, and/or Directors) through the pattern. There will be two groups, one for choruses and one for quartets. Each group will trace the path that will be taken on the respective contest day. This is an optional activity.

### **Site Inspection/Sound Check**

The official judging panel will perform their site inspection starting at 9am on Friday, May 5th, in the Nugget Ballroom. A large number of singers are needed in the Nugget Ballroom, warmed up, at 9 a.m. to act as a “sound check” chorus.

I have already requested that available members of the Assistance Chorus, Diablo Vista, to come and be part of the inspection and Sound Check. **I also encourage other chorus leaders, chorus and quartet members to attend the sound check!** Not only will it guarantee enough singers on the risers to do a proper large chorus sound check, but it will allow you to sample the stage and venue.

Caitlin Castelino, director of Diablo Vista, will conduct warm-ups beginning at 8:45 am and then direct one or more of the regional songs while the judging panel works with the light and sound crew to get everything *just right!*

### **All Chorus Directors will be given a chance to stand out and listen!**

Once the judges have set the sound for the large chorus, non-Diablo Vista members will be excused and the remaining singers will form a small chorus to ensure the sound settings will be equally as good.

After the chorus sound check is complete, the stage will be set for the quartet contest and the official mic testers, With a Twist, will work with the Judging Panel to set the mics for that event.

Please note that the Nugget Casino and Resort has contracted with a new Audio/Visual company to provide our lights and sound. I and my team have met with the new company and have provided our requirements, both in written and verbal form. However, first times are always tricky! Please be patient and understanding if things take just a little longer than normal!

### **Optional Friday Chorus Rehearsals**

This year we are offering choruses an optional Friday evening rehearsal. The rehearsal times will be from 7:00 pm – 8:00 pm or 8:00 pm – 9:00 pm.

If your chorus is interested in taking advantage of this rehearsal time, please contact Judi Nail at [j.spike6700@sbcglobal.net](mailto:j.spike6700@sbcglobal.net). Judi will determine which time slot and where your rehearsal will be and let you know no later than April 17<sup>th</sup>.

**All Optional Chorus Rehearsal  
requests must be submitted to Judi  
Nail no later than April 5<sup>th</sup>, 2023**

## **Contestant Forms/Information**

Even though most of the forms say they can be turned in at the briefing, I am asking you to return all forms by **April 5<sup>th</sup>**.

Information on these forms are used, not only by the judging panel, but by the Videographer, the Webcast Team, and the Awards Chair. We use information from the forms to create the program and make sure microphones are where they should be for Open Division packages. And by asking for these early, we have a set – just in case you forget to bring yours!!!

Below is the list of forms. Not all forms are required by all people, please carefully read the descriptions that follow!

<b>Forms required from Competitors</b> <b>Due April 5, 2023</b> <b>Send forms to Kim Machek (kmachek1@gmail.com)</b>	
<b>Quartets</b>	<b>Choruses</b>
Quartet Competitor Questionnaire	Chorus Competitor Questionnaire
Song Information Sheet	Song Information Sheet
Parody Lyrics/Approval email (if applicable)	Parody Lyrics/Approval email (if applicable)
Photo Order Form	Photo Order Form
Quartet Open Division Cue Sheet (Open Division only)	Chorus Open Division Cue Sheet (Open Division only)
	List of Competing Members Form

### **Quartet Competitor Questionnaire/Chorus Competitor Questionnaire**

This is a new form, unique to our region. It asks for contact information on the day of contest and if you wish to purchase a flash drive that contains your performance. More information about purchasing the flash drive can be found below.

For choruses, it also asks if there are competing dual members and which chorus they dual with; and if anyone will be using mobility devices in the pattern.

The form is a fillable PDF which means you can enter information right into the PDF. To save this information, you must PRINT the filled-out form to a PDF. You can also print the filled-out form and then scan or photograph the form.

Once you have a digital version of the filled-out questionnaire, send it via email to Kim Machek ([kmachek1@gmail.com](mailto:kmachek1@gmail.com)).

Here are the links to the forms:

- [Quartet Competitor Questionnaire](#)
- [Chorus Competitor Questionnaire](#)

## **Song Information Sheet**

The Song Information Sheet is a form required by IHQ and basically has you list the songs you will be singing and the date rated by the SAT. The Panel Secretary will compare this form to what you actually sing on stage.

This form is also a fillable PDF, so see the instructions above for how to get the filled-out form into a digital format that can be sent to Kim!

Here is the link to the Song Information Sheet:

- [Song Information Sheet](#)

## **Parody Lyrics/Approval email (if applicable)**

If any of your songs are parodies, you must also supply the parody lyrics and the email from IHQ that approved those lyrics.

## **List of Competing Member Form (Choruses Only)**

*The List of Competing Members Form requires the performer's signature!!*

The List of Competing Members Form is a release of liability for Sweet Adelines International and it grants Sweet Adelines International permission to use any official photography or videography produced during the contest.

Here is the link to this form:

- [List of Competing Members](#)

The form is fillable allowing you to type in the names of the chorus members. Once the list of names has been entered, print to PDF and save the document under a unique name. You can then print out the PDF for your members to sign. You must either scan the signed form or take a picture of the form. Send the digital image to Kim Machek (kmachek1@gmail.com).

Submitting this list by the deadline above ensures that the Regional Convention team has the necessary time to verify that the members are in good standing.

At the briefing, you will be asked to bring the 2 copies of this **same list** showing any modifications by striking through members who are not competing and adding the names of any additional performing members to the bottom of the list. Please **do not** submit a brand-new list, as it would cause our Convention Financial Coordinator extra work.

## **Open Division Cue Sheet (OPEN Division Competitors only)**

This form describes the elements of the Open Division competitor's performance. This includes the name of each song, what type of song it is intended to be (i.e.; Uptune or Ballad), the microphone requirements, a description of the emcee work, what is occurring on stage while the song is being sung, and what the final pose is for the song. The form allows for 6 (six) songs. If you find you need space for more songs, just attach another form.

This information will be given to the Judges, webcast staff, videographer and photographer.

**If your cue sheet does not match with the performance on stage, you could be disqualified.**

Below are the links to the Cue Sheet for the Chorus and Quartet contests:

[Chorus Open Division Cue Sheet](#)  
[Quartet Open Division Cue Sheet](#)

## **Photo Order Form**

This is the ONLY form that you do not have to turn in by April 5<sup>th</sup>. You may simply bring it to the briefing along with your payment.

My team will collect the form and payment but will NOT verify that you paid the correct amount. Payment should be in the form of a check and made out to Read Photography.

Here is the link to the Photo Order Form:

- [Photo Order Form](#)

**Please remember to bring the [Photo Order Form](#) and the check made out to Read Photography with you to **the briefing**.** You may also send the form and check to Kim Machek (636 Filbert Ct., Walnut Creek, CA 94598-3817) – but it must be in Kim's possession no later than Thursday, April 27, 2023.

See below for more information regarding photos.

## Send forms to:

[Kim Machek](mailto:kmachek1@gmail.com)

either by e-mail: [kmachek1@gmail.com](mailto:kmachek1@gmail.com), or  
by regular mail: **636 Filbert Ct., Walnut Creek, CA 94598**

**Due April 5, 2023**

### Competitor Flash Drive Information

The region contracts with a professional Videographer to provide the contest video to International and each competitor. Just as our music is protected by copyright laws, so is the product of the Videographer.

You may order the flash drive using the Quartet/Chorus Competitor Questionnaire and you will either mail the \$20 check to Kim or bring it to the Briefing. Instructions are in the questionnaire.

The contents of the flash drive may be given to quartet and chorus members for no extra charge. **There is no plan to offer the flash drive for sale after contest!**

### Quartet and Chorus Photos

Quartet photos will be taken in the pattern, prior to performing on stage; Chorus photos will be taken on stage after the competitors performance.

Choruses should plan a "picture pose" well before contest day. The director or her designee will have time after the final song to get everyone into position and make sure everyone's face can be seen. Please remind chorus members to look at the camera which will be in the center of the room 40-60 ft. back. Once the chorus members have all found their position, the chorus director should take his/her position with great flare to let the photographer know that the chorus is ready for their picture.

When the lights dim on stage, you will know that the photographer is finished and the chorus should quickly exit the stage.

I currently do not know if there will be camera flashes seen by the chorus as I am waiting on a response from the photographer. Look to the next memo for that information.

## **Flat Floor Rehearsals**

Each chorus is scheduled for an hour and a half rehearsal. The Flat-Floor Rehearsal Schedule will be published soon with the exact time and location of your chorus' Flat-Floor Rehearsal. A separate e-mail will be sent with a link at that time.

## **Withdrawals**

Should you find it necessary to withdraw from the competition, a **written withdrawal notice** (e-mail is okay) must be sent to International Headquarters ([competition@sweetadelines.com](mailto:competition@sweetadelines.com)).

## **Props**

No penalty is attached to the use of props or visual devices in any regional contest session. The degree to which such use enhances or detracts from the performance is reflected in the Visual Communication score.

All contestants are required to leave the stage in the condition they found it. Anything discarded or dropped must be removed and exit the stage with the contestants. Penalty for violation is twenty-five (25) points.

For Open Division competitors, please note that any off-stage helpers cannot be seen (even a toe or eyelash) during the performance. Disqualification of the competitor could occur.

## **Riser Chairs and Mobility Assistance Devices**

Riser chairs and other mobility assistant devices are the sole responsibility of the individual chorus. These devices must be delivered backstage or carried through the pattern and attached to the risers by a chorus member or an assistant. After the performance, the chorus is responsible for removing the devices.

The Chorus Competitor Questionnaire asks for the number of mobility devices that will be used in the pattern. Please be as accurate as possible.

Riser Chairs or other large mobility assistance devices may be delivered backstage on **Saturday, May 6th prior to 11:00 AM**. There will be a sign backstage – stage left in the approximate area where these devices should be placed. Please do not deliver them prior to Saturday; the ballroom is a very busy place and the region cannot be responsible for the security of these devices.

If you are having a non-member assist in the attaching of the chair to the risers, please have that non-member meet you in the Ready Room – **Cascade 3 and 4** - at the prescribed time your chorus is due in that room.

Those attaching devices to the risers should precede the chorus and communicate with the backstage personnel who will let them know when it is okay to go onto the stage to attach the device. The non-member must then leave the stage area. There will be plenty of time to get into the ballroom and join the audience to watch the chorus perform. After the performance, the assistant should immediately re-enter the backstage area. Once the chorus has exited the stage, the assistant will be allowed to remove the device.

The large devices can be left backstage until the end of the contest and Regional Announcements. The device should be removed immediately after any Regional Announcements. The region will not be held responsible for any equipment left unattended.

## **Dual Members Costume Changes**

Dual members may use the dressing room at **Stage Right**. The dual member may exit **Stage Right** for very quick changes, otherwise; they should exist **Stage Left** with their chorus and cross to **Stage Right** behind the stage. Please note that, when exiting stage right, there will be curtains to navigate around and you must be able to walk down a set of stairs, as there is only a single ramp, on **Stage Left**.

There will be clothes racks and tables set up in the Dual Member changing room, and the room is well lit. After changing, the dual member may join their second chorus in the pattern; backstage – **Stage Left** as the chorus enters the backstage area; or, for back-to-back choruses, on stage – entering **Stage Right**.

It is recommended that dual members who have a quick turnaround should coordinate with the members of their first chorus so that they leave the risers first. And if the costume change is particularly tricky, they should get someone to assist them with the costume change.

Dual members, who will be changing in the Dual Member Dressing Room – **Stage Right**, may drop off their costumes between **10:00 am and 11:00 am on Saturday**.

If time allows between the chorus performances, dual members are encouraged to go back to their room and change.

**Please remind members who are using the Dual Member Changing Area, that this is a:**

**QUIET ZONE!!**

## **Quartet Entrances**

Quartets will be able to enter the traditional way, from **Stage Left** where one of my staff or I can cue you at the appropriate time. Quartets will also be able to enter from **Center Stage**. This would be a better option for an experienced quartet.



During the Quartet Walk-Ons, the quartet may practice walking on. When you come to the stage to perform, you will let me or my staff know whether you wish to enter from the Center or from Stage Left.

### **End of Quartet Competition Activities**

After the last quartet competes, there will be a 10-minute intermission. Stairs will be placed at front of the stage. During this break, quartets will gather backstage. **Please exit the ballroom through the Tunnel of Love door and proceed backstage to Stage Right.** Backstage staff and Ushers will “show you the way”.

After the break, Circle 12 Chorus will perform, followed by a Coronet Club announcement by Patty Pennycook, followed by a performance by LoveNotes. Quartets will then be introduced in order of appearance and return to the stage and stand on the choral risers. There will be numbers on the risers that will correspond to the quartet’s competitor number. Line up, one in back of another, where your competitor number is located. A diagram of where you’ll stand will be in my next memo!

Quartet members will be using stairs found backstage – **Stage Right** to enter the stage area. If any member is not able to navigate the stairs, please contact me and we’ll work out a way for that member to use the ramp on **Stage Left**.

The announcements of awards will be made and the champion quartet will sing their acceptance song.

The audience will be led in the singing of “The Winners Song”, after which, Quartets will exit, using both the stairs located at the **front** of the stage and the ramp backstage, if desired.

### **End of Chorus Competition Activities**

After the last chorus competes, there will be a 10-minute intermission, at which time; stairs will be placed at the front of the stage. Chorus team leaders and directors should take their reserved seats in the audience – **Stage Left**. Members of Diablo Vista Chorus, 2021 Region 12 First Place Chorus; will queue backstage – **Stage Left**.

Diablo Vista Chorus, 2021 Region 12 First Place Chorus and 2023 International Competitor, will sing their Outgoing Champions package. While Diablo Vista is performing, all chorus directors should make their way backstage. Please exit the ballroom through the **Tunnel of Love** door and make your way backstage to **Stage Right**. Backstage staff and Ushers will “show you the way”. Team Leaders should remain in their reserved seats.

After Diablo Vista Chorus has performed, the directors will be introduced and return to the stage in order of appearance. Diablo Vista Chorus will remain on the risers for this activity.

After all directors have been recognized, EVERYONE will exit the stage using BOTH sets of stairs at the front of the stage. Directors should join their Team Leaders to await the announcements of the winners.

If anyone needs to use the handicapped ramp to enter or exit the stage, please let me know before April 27th, and we'll arrange to accommodate your needs.

Announcements of awards will be made and the Champion Chorus will come to the stage to get their medals and sing their acceptance song. When directed, small and mid-sized chorus winners will join the Champion Chorus on the risers.

The audience will celebrate the winners by singing "The Winners Song". After the song has been completed, all chorus winners should exit the stage **immediately** via the stairs at the front of the stage or the ramp on **Stage Left**.

## **Schedule of Competition Events**

### **Thursday, May 4**

- Briefing Speakers arrive in ballroom - 5:00 pm
- Quartet & Chorus Check-in/Meet & Greet - 5:30 pm – 6:00 pm
- Quartet & Chorus Combined Briefing - 6:00 pm – 7:00 pm
- Quartet & Chorus Traffic Pattern Walk-Thru - 7:00 pm – 7:30 pm
- Circle 12 Rehearsal - 8:00 pm – 9:00 pm

### **Friday, May 5**

- Sound Check Chorus Warm-up - 8:45 am – 9:00 am
- Official Inspection/Chorus Sound Check - 9:00 am
- Official Inspection/Quartet Sound Check - Immediately following Chorus Sound Check
- Quartet Walk-Ons - 11:00 am
- Quartet Competition - 2:00 pm
- Optional Chorus Rehearsals - 7:00 pm – 9:00 pm

### **Saturday, May 6**

- Chorus Competition - 1:00 pm

## **Judging Panel**

Sound - Dale Syverson  
 Music - Jana Gutenson - PANEL CHAIR  
 Expression - Lisa Hunszinger  
 Visual Communication - Becki Hine

## Trial Scorers

Visual Communication - Michelle Hunget

## Useful Links

Listed below are schedules and documents that may be of interest to you. Some are new and some have been sent out previously. They are listed here for your convenience.

- [Quartet Order of Appearance](#)
- [Chorus Order of Appearance](#)
- [Quartet Traffic Pattern](#)
- [Chorus Traffic Pattern](#)
- Chorus Flat-Floor Rehearsal Schedule **Coming Soon**
- [Photo Order Form](#)
- [Quartet Open Division Cue Sheet](#)
- [Chorus Open Division Cue Sheet](#)
- [List of Competing Members](#)
- [Song Information Sheet](#)
- [Song Assessment Tool FAQ](#)
- [Regional Contest Resources for Choruses](#)
- [Regional Contest Resources for Quartets](#)
- [Song Assessment Tool](#)
- [Competitor Information for Region Contest](#)
- [Competition Handbook](#)
- [Stage Diagram – 9 Risers](#)
- [Stage Diagram with Quartet Entrances](#)
- [Traffic Pattern Diagram – Quartets](#)
- [Traffic Pattern Diagram – Chorus](#)
- [Bulletin #1](#)
- [Bulletin #2](#)
- [Bulletin #3](#)