



**Pacific Shores Region 12
Sweet Adelines International
Regional Convention, May 1 – May 4, 2025
Competition Coordinator's Competitor's 1st Memo**

March 2025

**To: 2025 Region 12 Competing Chorus Directors
2025 Region 12 Competing Chorus Team Coordinators/Presidents
2025 Chorus Competition Coordinators
2025 Region 12 Competing Quartet Contacts**

From: Joanna Davis, 2025 Region 12 Competition Coordinator

Greetings, Competitors!!

We'll be back in Sparks for our regional contest in just about 6 weeks! I hope you are as excited as I am!! Kim Machek, Desiree Hughart and myself are working hard to make sure the contest runs smoothly. But we will need your help! By returning the various forms and replying to any emails in a timely manner, you ensure that we have the information that we need to make the contest happen!

I want to let you know about a decision that may affect your chorus or quartet members. There will be:

No Vaseline nor Tylenol provided in the Ready Room this year

We monitored the usage last year and found that little or no product was used and felt, that if a competitor really needed these items, they could be carried through the pattern as part of the individual's personal items. Please pass this information on to your fellow competitors.

Please read this memo in its entirety

Kim Machek will be collecting the various forms that are due. Please send the forms via email to kmachek1@gmail.com.

Forms are due April 1st!

Look for my final memo to competitors in early 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 1983midavis@gmail.com.

See you very soon!

In harmony,
Joanna Davis

Competition Handbook

Sweet Adelines International (IHQ) has updated the Competition Handbook as of 2/21/2025. Here is the link to the updated document:

https://sweetadelines.com/sites/default/files/Resources/Document_Center/Competition-Resources/2025_Compensation_Handbook_REV_Feb_21_2025.pdf

Thursday Chorus and Quartet Briefing

The Chorus and Quartet Briefing is happening on **Thursday, May 1st from 5:30-7:00 pm!**

In order to make the briefing check-in process run smoothly, there will be a ballroom entrance for Quartets and a ballroom entrance for Chorus Directors/Team Leaders. There will be signs posted and Ushers to help you find the right door.

Only one member of the quartet is required to be present at the briefing. Both the Chorus Director and Team Coordinator/President are expected to attend the briefing. If there are issues with these attendance requirements, please email me and we will 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 9:00 am on Friday, May 2nd, in the Nugget Ballroom. A large number of singers are needed in the Nugget Ballroom, warmed up, at 9:00 am to act as a "sound check" chorus.

I have already requested that available members of the Host Chorus, Diablo Vista, to come and be part of the inspection and Sound Check. If other chorus and quartet members are available, I encourage you to come to the inspection, as we may need more bodies to provide enough singers on the risers to do a proper large chorus sound check

Caitlin Castelino, director of Diablo Vista Chorus, 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, some 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, **PDQ**, will work with the Judging Panel to set the mics for that event.

Optional Friday Chorus Rehearsals

This year we are offering choruses an optional Friday evening rehearsal. The rehearsal times will be from 8:00 pm – 9:00 pm on Friday, following the Quartet Contest.

If your chorus is interested in taking advantage of this rehearsal time, please contact Judi Nail at j.spike6700@sbcglobal.net no later than March 28th. Judi will determine where your rehearsal will be and let you know.

**All Optional Chorus Rehearsal
requests must be submitted to Judi
Nail no later than March 28th, 2025**

Contestant Forms/Information

New 2025:

- Competitors only need to turn in the Song Information Sheet **IF** the song information has changed since they were listed on the Registration form. This can be done at the briefing, but the new song information will not be reflected in the program.
- Choruses will list their intended contest division on the List of Competing Members form.

Even though most of the forms say they can be turned in at the briefing, I am asking you to return all forms, except the Song Information Form, to Kim by **April 1st**.

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!

Forms required from Competitors Due April 1, 2025 Send forms to Kim Machek (kmachek1@gmail.com)	
Quartets	Choruses
<u>Quartet Competitor Information</u>	<u>Chorus Competitor Information</u>
<u>Song Information Sheet</u> (only if there are changes since registration – BRING TO BRIEFING)	<u>Song Information Sheet</u> (only if there are changes since registration – BRING TO BRIEFING)
Parody Lyrics/Approval email (if applicable)	Parody Lyrics/Approval email (if applicable)
<u>Photo Order Form</u>	<u>Photo Order Form</u>
<u>Quartet Open Division Cue Sheet</u> (Open Division only)	<u>Chorus Open Division Cue Sheet</u> (Open Division only)
	<u>List of Competing Members Form</u>

Quartet Competitor Information/Chorus Competitor Information

This is a 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 document, send it via email to Kim Machek (kmachek1@gmail.com).

Here are the links to the forms:

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

Song Information Sheet

The Song Information Sheet is only required if the information has changed from the information submitted at the time your group registered to compete. IHQ will send me a list of the information you submitted and I will forward that information on to you to confirm if you need a Song Information Sheet or not. This will occur sometime in mid-to-late March.

If you need to fill this form out, it is a fillable PDF. Please bring the form to the briefing.

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 and 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 form DOES NOT have to be turned in by April 1st. 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, 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. Do not send the form and check to Kim!

See below for more information regarding photos.

Send forms to:
[Kim Machek](#)
either by e-mail: kmachek1@gmail.com, or
by regular mail: **636 Filbert Ct., Walnut Creek, CA 94598**

Due April 1, 2025

Competitor Flash Drive Information

You may order the flash drive using the Quartet/Chorus Competitor Information document and you will bring the \$25 check to the Briefing. Once again, **do not mail the check to Kim** – bring it to the Briefing!!

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 and 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. 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.

Chorus members should look to the back of the room ... the camera will be placed just after the Tunnel of Love aisle in the center of the room ... but singers may not be able to see that far back. **There will be a light that the Photographer has on his platform that singers should look toward.**

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

Flat Floor Rehearsals

Each chorus is scheduled for an hour and a half rehearsal on Saturday morning. 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).

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 must 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 assistance 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 Information document 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 3rd between 10:00 and 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 with 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.

Large devices can be left backstage until the end of the contest and Regional Announcements. The device should be removed immediately following 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 on **Stage Right**. The dual member may exit **Stage Right** for very quick changes, otherwise; they should exit **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, 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 to 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.

See [Stage Diagram with Quartet Entrances](#) for a graphic picture.

End of Quartet Competition Activities

After the last quartet competes, there will be a 10-minute intermission. Stairs will be placed at the 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, the Region will be entertained by the **Circle 12 Chorus**, after which the 2024 Wildcard Quartet, **Equilibrium**, will perform. Quartets will then be introduced and return to the stage in order of appearance. After being acknowledged by the audience, the quartet will go 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.

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. During the intermission stairs will be placed at the front of the stage. Chorus team leaders and directors will take their reserved seats in the audience – **Stage Left**. Members of Diablo Vista Chorus will be escorted from the Sierra 2 Warm-Up room to Cascade 2 to wait until it is time to go on stage to sing their outgoing champion's package,

When the intermission ends, **Diablo Vista Chorus, 2024 Region 12 First Place Chorus and 2025 International Competitor**, will sing their outgoing champion's package. While Diablo Vista Chorus 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 finishes their outstanding performance, Patty Pennycook will make an announcement about the Coronet Club and Allison Miller will make an announcement about upcoming educational opportunities.

After the announcements, 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 1

- Briefing Speakers arrive in ballroom - 5:00 pm
- Ballroom Doors open for the Briefing - 5:30 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 2

- 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 - 11:30 am
- Quartet Competition - 2:00 pm
- Optional Chorus Rehearsals - 8:00 pm – 9:00 pm

Saturday, April 20

- Chorus Competition - 1:00 pm

Judging Panel

Sound	–	Kim Vaughn
Music	–	Kay Bromert
Expression	–	Vickie Maybury, PANEL CHAIR
Visual Communication	–	Tori Postma
Panel Secretary	–	Andrea Hass

Trial Scorers

Visual Communication	–	Beth Kimlick
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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!**
- [Quartet Competitor Information](#)
- [Chorus Competitor Information](#)
- [Photo Order Form](#)
- [Quartet Open Division Cue Sheet](#)
- [Chorus Open Division Cue Sheet](#)
- [List of Competing Members](#)
- [Song Information Sheet](#)
- [Song Assessment Tool FAQ](#)
- [Song Assessment Tool](#)
- [Regional Chorus Portal](#)
- [Regional Quartet Portal](#)
- [Competitor Information for Regional Quartet Contests](#)
- [Competitor Information for Regional Chorus Contests](#)
- [Competition Handbook \(Feb. 21, 2025\)](#)
- [Stage Diagram – 9 Risers](#)
- [Stage Diagram with Quartet Entrances](#)
- [Traffic Pattern Diagram – Quartets](#)
- [Traffic Pattern Diagram – Chorus](#)
- [Bulletin #1](#)
- [Bulletin #2](#)
- **Bulletin #3 - COMING SOON!**