



**Pacific Shores Region 12
Sweet Adelines International
Regional Convention, May 1 – 4, 2025**

Competition Coordinator's Final Memo to Choruses

April 2025

**To: 2025 Region 12 Competing Chorus Directors,
Presidents and Team Coordinators, and Chorus Competition Coordinators**

From: Joanna Davis, 2025 Region 12 Competition Coordinator

Contest is around the corner! Cross your fingers for good weather for those of us driving over any mountainous ranges!! I hope you are feeling ready to show Region 12 all that you've got!

Below is some additional information about contest, some of it, very detailed. Please share the appropriate bits with your chorus members!!

If you have any questions, please feel free to contact me.

See you in Sparks!

In harmony,

Joanna Davis

Competition Coordinator, Region 12

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Entrances and Exits

Unless otherwise approved by me, **ALL COMPETITORS WILL ENTER AND EXIT STAGE-LEFT!**

Briefing

The combined Quartet and Chorus Briefing will be held **Thursday, May 1st**, from 5:30-7:00 pm in the **Nugget Ballroom**. All Chorus Directors and Team Coordinators/Presidents are expected to attend.

Roll Call will be taken at this meeting and the pronunciations of chorus and director names will be confirmed by the emcee. Other information will be provided and any questions will be answered.

This is a closed meeting for designated attendees only.

Bring to the Briefing:

- **2 copies** of the final List of Competing Members Form

All members that will sing on stage on Saturday must be listed with their Sweet Adeline International ID Number and their signature. If there is a person listed that will not be singing, line through the row where that person is listed. If there is a person who did not initially sign the list, enter their information at the bottom of the list and ensure they have signed the form.

The Number of Competing Members must match the number of singers, including the director, that will be on stage.

An error on this form can be cause for disqualification.

- Payment for the Flash Drive containing the chorus performance, if requested. Checks, in the amount of \$25, should be made payable to **Region 12 Convention**.
- [Photo Order](#) form and check made payable to **Read Photography** unless you are paying by Credit Card and have completed the Credit Card section of the form. You are responsible for calculating the correct payment amount. **Photo Order forms may not be available at the briefing – please print and bring the form with you.**
- **IF** your songs or the order of the songs that you are singing has changed since you registered with IHQ, please fill out and bring a [Song Information Sheet](#) with you to the briefing. **Even if you had notified me that your songs or song order has changed, you still need to bring the form with you to the briefing!!**

Riser Bags:

Riser bags are used to hold the belongings of chorus members while they are performing on stage. You may receive several bags depending on the estimated number of performers on stage. **Please remind your members that these belongings should consist of only the bare necessities such as lipstick, Vaseline, their room key, and a little money or credit card, if desired.**

Please note: The Ready Room will NOT have Vaseline nor pain reliever.

At the briefing, you will find the Riser Bags placed along the **air-wall on Stage-Left**. Other choruses may drop “good luck” goodies into one of the bags prior to and after the briefing.

Make sure to pick up all your chorus’ riser bags at the end of the briefing and/or pattern walk-through!

AND

Remember to have volunteers in your chorus bring them through the pattern on Saturday

Pattern Walk-throughs

Immediately following the briefing, I and my team will walk the full pattern with any Chorus Director/Team Coordinator/President that wishes to participate.

YOU ARE NOT ALLOWED TO SING ON STAGE DURING THE WALK-THROUGH!

This pattern walk-through is optional!

Official Inspection/Sound Check

The Official Inspection and Sound Check will be held on **Friday, May 1st**, at 9:00 am in the **Nugget Ballroom**. All Chorus Directors and Team Coordinators/Presidents, along with any member of the region that are available have been asked to become the “Sound Check Chorus”. Caitlin Castelino has agreed to warm up this group and direct the chorus while the judges work with the sound and light technicians from the Nugget.

Schedule:

- 8:45am - Warm-ups
- 9:00-10:00am (approx.) - Chorus Sound Check
- 10:00-10:30am (approx.) - Quartet Sound Check

The Chorus Sound Check will start with a large group of singers. If the group is too large, the Panel Chair may excuse some singers. Once the judges are satisfied with the sound and light settings for the large group, many participants will be excused. A small number of Diablo Vista Chorus members will be asked to stay so that the judges can hear what a small chorus will sound like and further adjustments may be made at that time.

All directors will have time to step out and listen to the sound of both the large and small chorus, if they wish to.

Once the Chorus Sound Check has been completed, our Mic Testing Quartet, **PDQ**, will be used for the Quartet Sound Check.

Chorus Traffic Pattern

The traffic pattern assures that the contest is run in a smooth and orderly way and that each contestant is provided for equally. Each station along the pattern provides competitors a time and place to prepare for going on stage. Members of the Host Chorus, Diablo Vista, will guide you through each station, monitor the time, and let you know when it's time to move on. Please heed their directions.

Coaches are welcome to accompany competitors through the pattern, including the backstage area. People who are assisting competing members with mobility equipment will also be allowed backstage. No other personnel are allowed to accompany competitors.

Please see the [Chorus Traffic Pattern diagram](#) included at the end of this memo.

Chorus Pattern Stations

The following is a description of each station in the chorus Traffic Pattern:

- ~~1. **Station A** – The chorus will meet the Traffic Pattern assistant at the beginning of the pattern just outside the Resort Tower Elevator. **Please note:** The Nugget will be breaking down Sierra 1 at 3:00 pm on Saturday. This is the room where the TV that is broadcasting the contest is located. Please inform your members that if they arrive early to **Station A**, their only option may be to stand until it's their time to move to the warm-up room.~~
2. **Station B** – At the prescribed time, a Traffic Pattern assistant will lead the chorus to their assigned Warm-Up room (**Sierra 2 or 4**). The chorus will have 10 minutes in this room.
3. **Station C** – Upon leaving the Warm-Up room, the chorus will proceed down the hallway by the boutique and follow the carpeted aisle through the loading dock and kitchen area. The chorus will walk through **Cascade 2** and into the Ready Room (**Cascade 3 and 4**). There will be stanchions to guide the way.

The Ready Room will allow for members to re-apply lipstick, check their hair and costume, and quickly go to the restroom. The restroom is located just outside of Cascade 3. The Riser Bags will be collected at this time and will be returned after the chorus has exited the stage, just before they enter the ballroom.

The chorus will have 10 minutes in this location. The Traffic Pattern assistant will give a two-minute warning before it is time to leave. The chorus should exit the Ready Room in the same order that they plan to enter the stage – there will **NOT** be enough time to arrange the chorus in any order prior to going on stage once you exit the Ready Room

The chorus may NOT sing in this room and they MUST be ready to leave when the 10 minutes are up!

4. Upon leaving the Ready Room, the chorus will be directed back through **Cascade 2** to the stage ramp. Follow the stanchions!

All contestants will enter and exit the stage using the ramp on Stage-Left!

5. A backstage assistant will direct the chorus to the top of the ramp where I or one of my assistants will be waiting. Please wait to go onto the stage until instructed to do so.
6. Anyone using mobility equipment to help them move through the pattern, but who does not want to take the equipment on stage, may leave the equipment at a location just outside the ballroom – please get direction from the Traffic Pattern Assistant as to where the equipment should be left.
7. The chorus may have to wait a few minutes or may be directed immediately onto the stage, depending on the judges. There is no curtain; the stage lights will be down, but there will be enough light to see.
8. The Chorus Director or her assistants may arrange the chorus and take a pitch as needed. As soon as the chorus is ready, the director will signal the backstage staff on **Stage Left** and take her place with the chorus.
9. As soon as both the judges and the Chorus Director signal that they are ready, the emcee will announce the chorus (see below for more details).
10. At the end of the chorus performance, the chorus should move into a pre-planned “photo pose”. The director and/or her assistants should help the chorus get into the appropriate positions, making sure all singers have windows and can be seen.

**Singers should look straight
back to the back of the ballroom! Look for the light on the
photographer's platform!**

Once the chorus has been positioned, the director should take her place with some *flair* so that the photographer knows everyone is ready for their photo!

There will be four flashes from the photographer platform in the middle of the ballroom, just passed the Tunnel of Love. When the photos are finished, the stage lights will be brought down.

11. The chorus will exit the same direction as they entered, **Stage Left**. Backstage staff and Traffic Pattern person(s) will direct the chorus back through **Cascade 2** to the entrance to the ballroom (Tunnel of Love). Your chorus' "bag ladies" will pick up the riser bags before entering the ballroom.

**Please have the "bag ladies" wait until they are in the
ballroom before distributing the contents of the bags!**

12. Ushers will control the doors to the ballroom. If the door to the ballroom is closed, it means the next competitor is performing. If chorus members do not make it back inside the ballroom before the next contestant is ready to perform, they must remain **quiet** while standing by the door to the ballroom. Once inside the ballroom, please remind chorus members that they should be seated by the time the next chorus is announced. Take any open seat, as quickly as possible, when the emcee begins the announcement for the next contestant.

Occasionally, there are delays in the pattern. When that happens, competitors may end up spending more time at one station than was scheduled. If delays become significant, there are extra holding rooms built into the pattern with chairs and water.

Sometimes, the judges move quicker than anticipated. When that happens, the audience and stage may be waiting for a competitor, this is just fine! All contestants will get their **FULLY ALLOTTED TIME** at each station!

Judges Signals and Emcee's Introduction

As the chorus settles onto the risers, I or one of my team and the emcee will be waiting in the wings for the director to give a nod or some other signal that the chorus is ready to perform. At that time, we will turn on a light that the judges can see to let them know that the chorus is ready.

At the same time, the judges may be working to complete the score sheets from the previous competitor. Once they are finished, they will turn on a light that the backstage can see. Sometimes the light signaling that judges are ready will come on before the chorus is ready. This is perfectly fine!

Once both lights have been turned on, the light for the podium will come up and the emcee will walk out and say:

WE ARE READY FOR CONTESTANT # _____
FROM *location*
UNDER THE DIRECTION OF *Director's Name*
Chorus Name

The stage lights will come up as the emcee says, “**UNDER THE DIRECTION OF**”. The director should walk out as the lights come up.

Webcast

As the chorus comes through the Tunnel of Love, a member of the Host Chorus will escort the Director and Team Coordinator/President through the ballroom to the Webcast area.

End of Contest Activities

Intermission

After the last contestant has finished their performance, there will be a 10-minute intermission. All **Chorus Directors** and **Team Coordinators/Presidents** will go to the chairs on **Stage-Left** that have been reserved in the audience for them. Signs with their names have been placed on the chairs in the order of appearance. Ushers will be available to assist Directors and Team Coordinators/Presidents in finding their seats.

Outgoing Champions Package

Before the Awards Presentation, we will be entertained by the 2024 Regional Chorus Champion, Diablo Vista Chorus. Diablo Vista will have warmed up in **Sierra 2** as indicated on the Chorus Traffic Pattern. At the appropriate time, they will be escorted to Cascade 2 to wait until they are directed onto the stage.

During Diablo Vista’s performance, all directors should make their way backstage through the Tunnel of Love. There will be staff directing the directors from the Tunnel of Love all the way to backstage – **Stage Right**.

Coronet Club and Education Coordinator Announcement

Once Diablo Vista Chorus has finished their Outgoing Champion performance, Patty Pennycook, 2002 Queen of Harmony, will make an announcement regarding the upcoming Coronet Club Show; followed by Alison Miller, Regional Education Coordinator. Diablo Vista will remain on the risers during these announcements.

Presentation of Directors

Directors will be presented to the audience by Voula Brown, Director's Coordinator. Diablo Vista Chorus will be on the risers during this event providing some background music.

Once the Presentation of Directors is complete, **ALL** persons on the stage should immediately exit down the stairs that were placed in front of the stage (**Stage Right** and **Stage Left**) during the intermission or down the backstage ramp on **Stage Left**.

Directors should return to their reserved seats and sit beside their Team Coordinator/President.

Announcement of Chorus Awards

The Panel Chair will be introduced and will, in turn, introduce her panel. She or one of the panel members will introduce each award presenter and the winner of the award. The **Director** and the **Team Coordinator/President** of that chorus will go up the stairs located at the front corner of **Stage Left**. The Director and Team Coordinator/President should proceed to **Center Stage** where they will be met by the award presenters with their award. Chorus members should stand in place to receive their much-deserved applause from the audience.

After receiving the award, the Award Presenter will lead the Director and Team Coordinator/President off the stage using the stairs on **Stage Right**. Backstage, they will be given the medals for their chorus members. Directors and Team Leaders/Presidents will then travel behind the stage to **Stage Left** where they will return to their seats in the audience via the Tunnel of Love.

WHEN THE AWARD FOR THE 2025 CHAMPION CHORUS OCCURS, all chorus members should proceed to the stage, using the stairs on both sides of the stage, to receive their medals. For members needing to use the ramp, have them proceed back through the Tunnel of Love. Staff will be there to direct them.

The 2025 Champion Chorus will sing a song!

After the 2025 Champion Chorus has sung their acceptance song, members of the **Division A** and **Division AA** winners will be invited to join the 2025 Champion Chorus on the risers. Members of the Division A and Division AA should use the steps at the front of both sides of the stage or go back through the Tunnel of Love, where there will be staff to direct you to the stage.

The three choruses will be honored with the singing of “**The Winner’s Song**”.

Regional Announcement, Closing Remarks and Mass Sing

After “The Winner’s Song”, the Regional Management Team will make any announcements and Karen Fish, Chair of the Regional Convention, will have some closing remarks.

At the end of the closing remarks, the 2025 First Place Chorus Director will direct “**How We Sang Today**”. At the conclusion of this song, everyone will quickly exit the stage.

Dual Members

Please remind Dual Members that are singing in more than one chorus of the following:

- Dual members are welcome to use the dressing room on **Stage Right**.
- Dual Members should bring their costume to the dressing room between 10:00 and 11:00 on Saturday Morning. **Do not leave any valuables as there is no security for that area.**
- If a dual member has a quick change, arrange with the first chorus to be allowed to exit **Stage Right** quickly. The dual member may also request that a helper accompany them into the dressing room. For dual members that do not have a quick change, at an appropriate time, come back stage through the Tunnel of Love and get directions on how to get to the dual dressing room. There will be backstage staff to assist dual members on **Stage Right**.
- After changing, ask a backstage staff person to direct you to the appropriate exit. This will depend on where your chorus is in the pattern.
- If a dual member has any special needs, please have them contact me, [Joanna Davis](#), to discuss.

Flash Drives

The chorus may distribute the contents of the flash drive to their members and all members of Sweet Adelines International may post the video on social media. There will not be any post-convention sales of any video performance.

To receive a flash drive of your performance, you should have included that information on the Chorus Questionnaire. Payment of \$25 (checks made payable to Region 12 Convention) must be brought to the briefing.

Ballroom Etiquette

Lastly, please remind your chorus members that when the ballroom doors are closed, someone is performing on stage. If they are in the hallway, visiting with friends or family; or waiting in rooms adjacent to the ballroom, they should keep their voice quiet and respond positively to reminders from Host Chorus members.

Useful Links

- [Chorus Order of Appearance](#)
- [Chorus Traffic Pattern](#)
- [Friday Extra Flat Floor Rehearsal Schedule](#)
- [Chorus Flat-Floor Rehearsal](#)
- [Make-up Schedule](#)
- [Photo Order Form](#)
- [Stage Diagram – 9 Risers](#)
- [Traffic Pattern Diagram – Chorus](#)
- [Bulletin #1](#)
- [Bulletin #2](#)
- [Bulletin #3](#)
- [CC – 1st Memo to Competitors](#)

2025 Chorus Traffic Pattern Nugget Casino and Resort – Second Floor

Station A

Meet just outside the Resort Tower elevator bank

Station B (- - - - -)

Travel to assigned warm-up room. Choruses may pass each other along the way.
Sierra 2 and 4 will alternate as warm-up rooms.

Station C (.....)

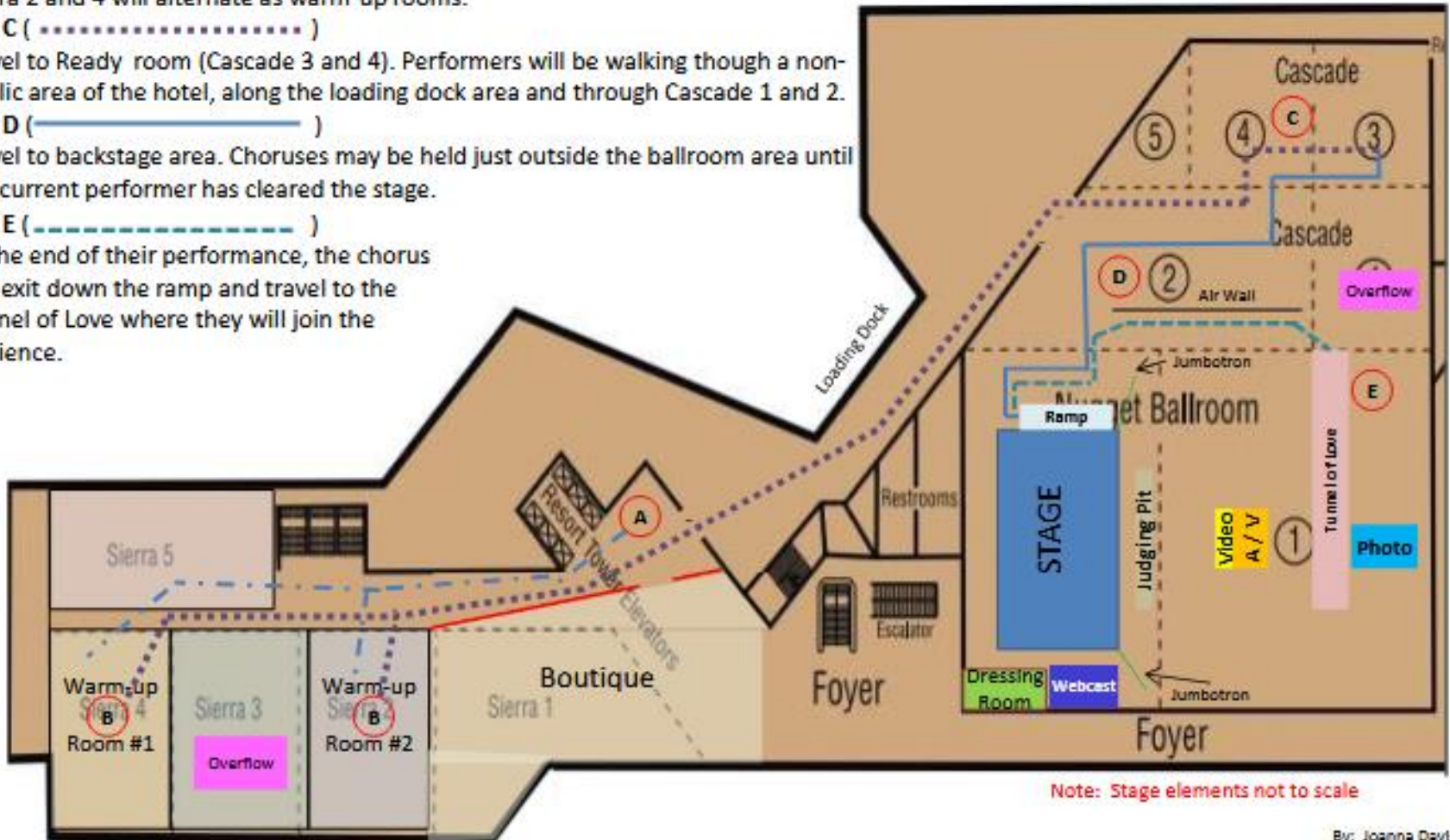
Travel to Ready room (Cascade 3 and 4). Performers will be walking through a non-public area of the hotel, along the loading dock area and through Cascade 1 and 2.

Station D (_____)

Travel to backstage area. Choruses may be held just outside the ballroom area until the current performer has cleared the stage.

Station E (- - - - -)

At the end of their performance, the chorus will exit down the ramp and travel to the Tunnel of Love where they will join the audience.



By: Joanna Davis
Revision Date: 4/26/24