



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

Competition Coordinator's Final Memo to Quartets

April 2025

To: 2025 Region 12 Competing Quartets

From: Joanna Davis, 2024 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 let me know if you have any questions.

See you in Sparks!

In harmony,

Joanna Davis

Competition Coordinator, Region 12

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Entrances and Exits

ALL COMPETITORS WILL ACCESS THE STAGE ON **STAGE-LEFT**! See below for more information on quartets walking onto the stage from the center versus a side entrance.

Briefing

The combined Quartet and Chorus Briefing will be held **Thursday, May 1st**, from 5:30-7:00 pm in the **Nugget Ballroom**. At least one member of each quartet is expected to attend. If the attendance requirement is an issue for your quartet, please let me know prior to contest week.

Roll Call will be taken at this meeting and the pronunciations of quartet 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:

- Payment for the Flash Drive containing the quartet 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!!**

Quartet Bags:

Quartet bags are used to hold the belongings of quartet members while they are performing on stage. You will receive a single bag. **Please put only the bare necessities such as lipstick, Vaseline, room key, and a little money or credit card, if desired, into the bag.**

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

Your quartet bag will be placed along the **air-wall on Stage-Left**. Other quartets and/or chorus representatives may drop “good luck” goodies into your bag prior to and after the briefing.

**Make sure to pick up your quartet bag at
the end of the briefing and/or pattern walk-through!**

AND

Remember to bring the bag through the pattern on Friday!!

Pattern Walk-throughs

Immediately following the briefing, I and my team will walk the full pattern with any Quartet members who wish 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 2nd**, at 9:00 am in the **Nugget Ballroom**. All Quartet members 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.

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

Quartet Walk-Ons

At 11:30am Quartets will be given an opportunity to walk onto the stage, practice their entrance, and sing an intro or tag. The toe lines will be in place and the stage monitors, if approved by the Panel, will be turned on.

Please note that *if* there are technical issues that need to be resolved, the Quartet Walk-Ons may be delayed or technicians may be working during the walk-ons.

We will take quartets in the order of appearance. If a Quartet is not present when their contestant number is called, the next quartet will be allowed to do their walk-on. The quartet will be given a maximum of 2 minutes.

To get to the stage, go through the air-wall on **stage-left** (where you picked up your quartet bags). Someone will direct you to the stage area. Quartets should queue, in Order of Appearance in **Cascade 2**. Backstage staff will direct you.

When all quartets that are present have finished their walk-ons, we will end the Quartet Walk-On activity. You may sit in the ballroom to wait for your turn, if desired.

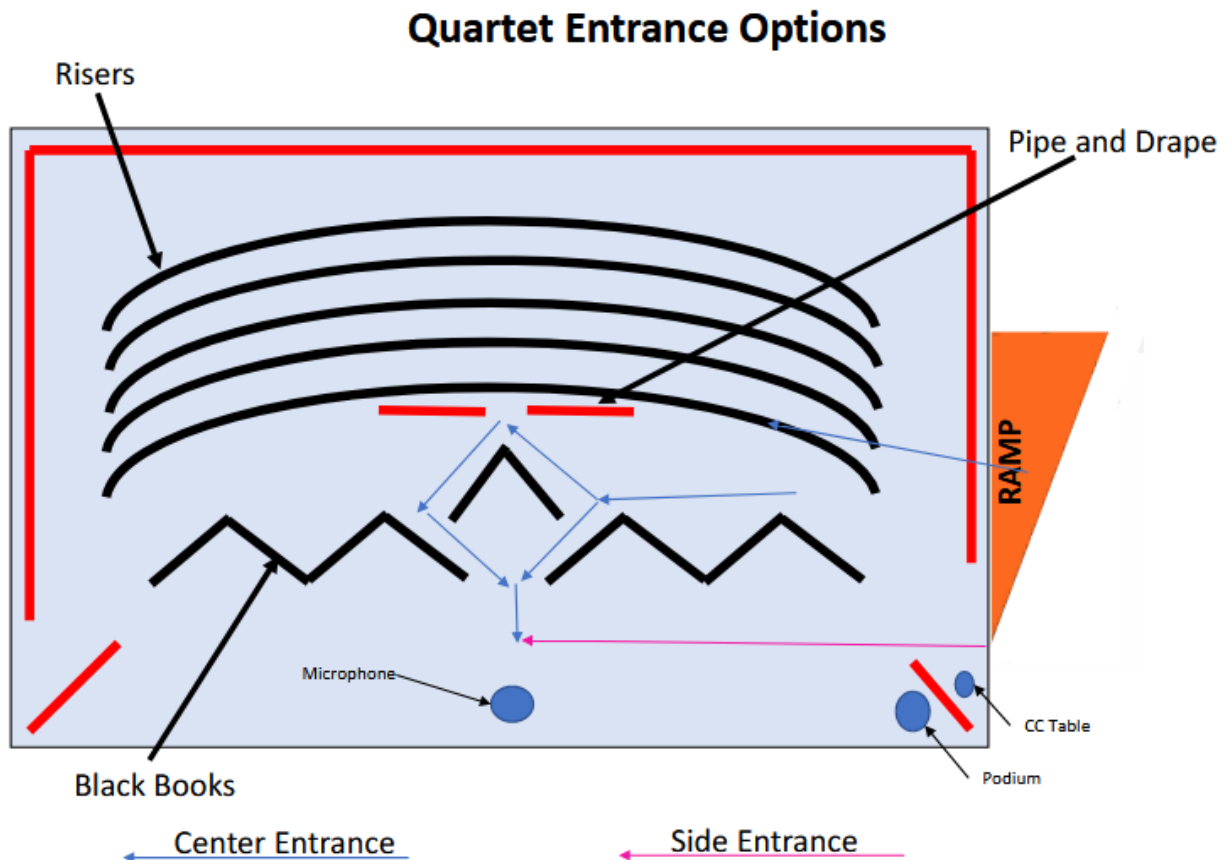
Quartet Entrance

All Quartets will enter the stage area from **Stage-Left**. On stage there will be pipe-and-drape and structures that the hotel calls “black books” that will hide the risers, provide a background for the quartets to sing, and allow for quartets to enter center stage rather than from the side.

The center entrance option is better suited to experienced quartets. If the quartet chooses this option, they must listen for their announcement and start walking at the appropriate time (see below for more on the announcement).

Quartets using the side entrance should also listen for their announcement and begin walking at the appropriate time, but there will be someone present to cue the quartet if necessary.

The diagram below provides a visual picture of the ways to enter the stage:



Practice your planned entrance during your walk-on time!!

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

Quartet Pattern Stations

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

1. **Station A** – The quartet will meet the Traffic Pattern assistant at the beginning of the pattern just outside the Resort Tower Elevator.
2. **Station B** – At the prescribed time, a Traffic Pattern assistant will lead the quartet to the Photo Room (**Sierra 3**). You will spend 10 minutes in the Photo room. **There is to be no singing in this room.**
3. **Station C** – When your time in the Photo room has expired, you will be directed to your warm-up room (either **Sierra 2** or **Sierra 4**). You will have 10 minutes in the warm-up room. There will be water and other last-minute supplies.
4. **Station D** – Upon leaving the Warm-Up room, the quartet will proceed directly to the backstage area. The path will lead down the hallway by the boutique and follow the carpeted aisle through the loading dock and kitchen area into the backstage entrance. Your quartet bag will be collected prior to the quartet entering the backstage area.

There is no easily accessed bathroom in this pattern.

Make sure you address any need to use bathroom facilities

BEFORE you start the pattern.

5. You will queue in the backstage area for a few minutes waiting for the previous contestant, if any, to finish their performance and the judges to complete their paperwork. At the appropriate time, I or one of my team members will signal for you to come to the top of the ramp.
6. Anyone using equipment to help them move through the pattern, but who does not want to take the equipment on stage, may leave the equipment at the bottom of the ramp – please get direction from the backstage assistant as to where the equipment should be left.
7. The quartet may have to wait a few minutes at the top of the ramp depending on the judges. You may take a pitch while waiting, if you wish. There is no curtain; the stage lights will be down, but you WILL be able to see.
8. If you are using the center entrance, you will be directed to those positions while the judges are finishing their paperwork.
9. Once both the quartet and the judges are ready, the quartet will perform (see below for more information on the signaling procedure with the judges).
10. There will be tape on the stage to show how far the quartet can spread when taking a bow and still be lighted. When you do your bows, try not to go past those markings so you can be seen by the audience.

11. **Station E** – After your performance and final bow, all quartets will exit **Stage-Left**. Backstage staff and Traffic Pattern person(s) will direct the quartet back through **Cascade 2** to the entrance to the ballroom (Tunnel of Love). Your quartet bag will be given back to you before entering the ballroom.
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 you do not make it back inside the ballroom before the next contestant is ready to perform, you must remain **quiet** while standing by the door to the ballroom.

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, we will move you to a holding area 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 noted earlier, once my team has received the “thumbs-up” from the quartet that they are ready, we will turn on a light that the judges can see to let the judges know that the quartet 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 quartet 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 *chorus name(s)*
Quartet Name

The stage lights will come up as the emcee says, “**FROM**”. When you hear that word, the quartet should walk confidently onto the stage and take a bow, remembering to stay within the marked area so you will be in the light. If your quartet comes from several choruses, you might want to wait a few beats longer after hearing the word “**FROM**” to make your entrance. If using the traditional side entrance, I or one of my team may prompt you to make your entrance, if necessary.

Once your performance is complete and you have accepted the audience applause, you can quickly exit **Stage-Left**. The stage lights will be brought down, but you will still be able to see.

Webcast

The quartet will enter the ballroom, through the Tunnel of Love, and an escort will show you the way to the Webcast area.

End of Contest Activities

Intermission

After the last contestant has finished their performance, there will be a 10-minute intermission. During the intermission, all quartet members should make their way **backstage – Stage-Right**. DO NOT ATTEMPT TO GO THROUGH THE WEBCAST AREA to get to Stage-Right ... Use the Tunnel of Love door and proceed around the back of the stage to **Stage-Right**. There will be people to direct you along the route – please be careful as you cross behind the stage as there may be some obstacles that are meant to safely cover electrical connections.

Please line up in order of appearance and proceed up the stairs to the front of the stage when directed to do so. Backstage assistants will assist you. There will be a backstage assistant at the top of the stage that will direct you onto the stage when your name is called during the Introduction of Quartets.

If a quartet member is unable to climb the stairs to the stage, please alert backstage staff as you enter the backstage area.

As you are assembling backstage, Circle 12 Chorus will perform followed by our 2024 Chorus Champions – Equilibrium! If you are both a competing quartet member and a member of Circle 12, you may exit **Stage-Right** once Circle 12 has finished their performance.

While waiting back stage, please remember to be quiet as there are performances taking place on stage.

Introduction of Quartets

Quartets will be introduced and presented to the audience in the order that they appeared during the Quartet Contest. When your Quartet is announced, walk to center stage, and acknowledge your applause, then turn and go straight back to the risers.

There will be numbers attached to the floor under the 1st riser step that will correspond with your Order of Appearance. All even numbered contestants will line up on **Stage-Left** and all odd numbered contestants will line up on **Stage-Right**, with contestant number 1 in the middle. Find your number and then stand on the risers, one behind the other. **No one should be standing on the floor.**

Announcement of Quartet Awards

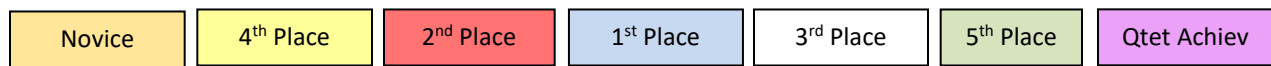
The Panel Chair will be introduced. She will announce the top five quartets. Those quartets will come to center stage to accept their medals and their applause. The photographer will take a picture of the quartet with the presenter of the award.

DO NOT return to your place on the riser, but remain on the floor, forming the front row. Your award presenter will assist you in arranging yourselves in the following order facing the audience:

Stage Right

RISERS

Stage Left



Do your best to get into this formation. If it's not quite perfect, no worries! Just make sure you leave room for the first-place quartet.

WHEN THE AWARD FOR THE 2025 CHAMPION QUARTET OCCURS, the quartet should come to center stage to receive their awards and applause!

The 2025 Champion Quartet will sing a song!

The Quartet should then move back to the risers with the other winning quartets.

The announcement of Most Improved Quartet and Novice Quartet awards will then take place. Once the quartet has accepted the award, they should move to the positions as shown above.

Sharon Carlson will direct **"The Winner's Song"**.

Regional Announcement, Closing Remarks and Mass Sing

After the Winners Song, the Regional Management Team will make any announcements and the Chair of the Regional Convention, Karen Fish, will have some closing remarks.

At the end of the closing remarks, Julie Starr will direct the audience in **"How We Sang Today"**.

The emcee will then request all persons to exit the stage using both stairs in the front of the stage and the ramp **backstage – stage-left**.

Flash Drives

The contents of the flash drive may be given to all quartet members and all members of the quartet 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 Quartet Competitor Information form that you sent to Kim Machek. Payment of \$25 (checks made payable to Region 12 Convention) must be brought to the briefing.

Ballroom Etiquette

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

Useful Links

- [Quartet Order of Appearance](#)
- [Quartet Traffic Pattern](#)
- [Song Information Sheet](#)
- [Photo Order Form](#)
- [Stage Diagram – 9 Risers](#)
- [Traffic Pattern Diagram - Quartet](#)
- [Bulletin #1](#)
- [Bulletin #2](#)
- [Bulletin #3](#)
- [CC – 1st Memo to Competitors](#)

2025 Quartet Traffic Pattern Nugget Casino and Resort – Second Floor

Station A

Meet just outside the Resort Tower elevator bank

Station B (- - - - -)

Travel to the Quartet Photo Room. Quartets may pass each other along the way.

Station C (- - - - -)

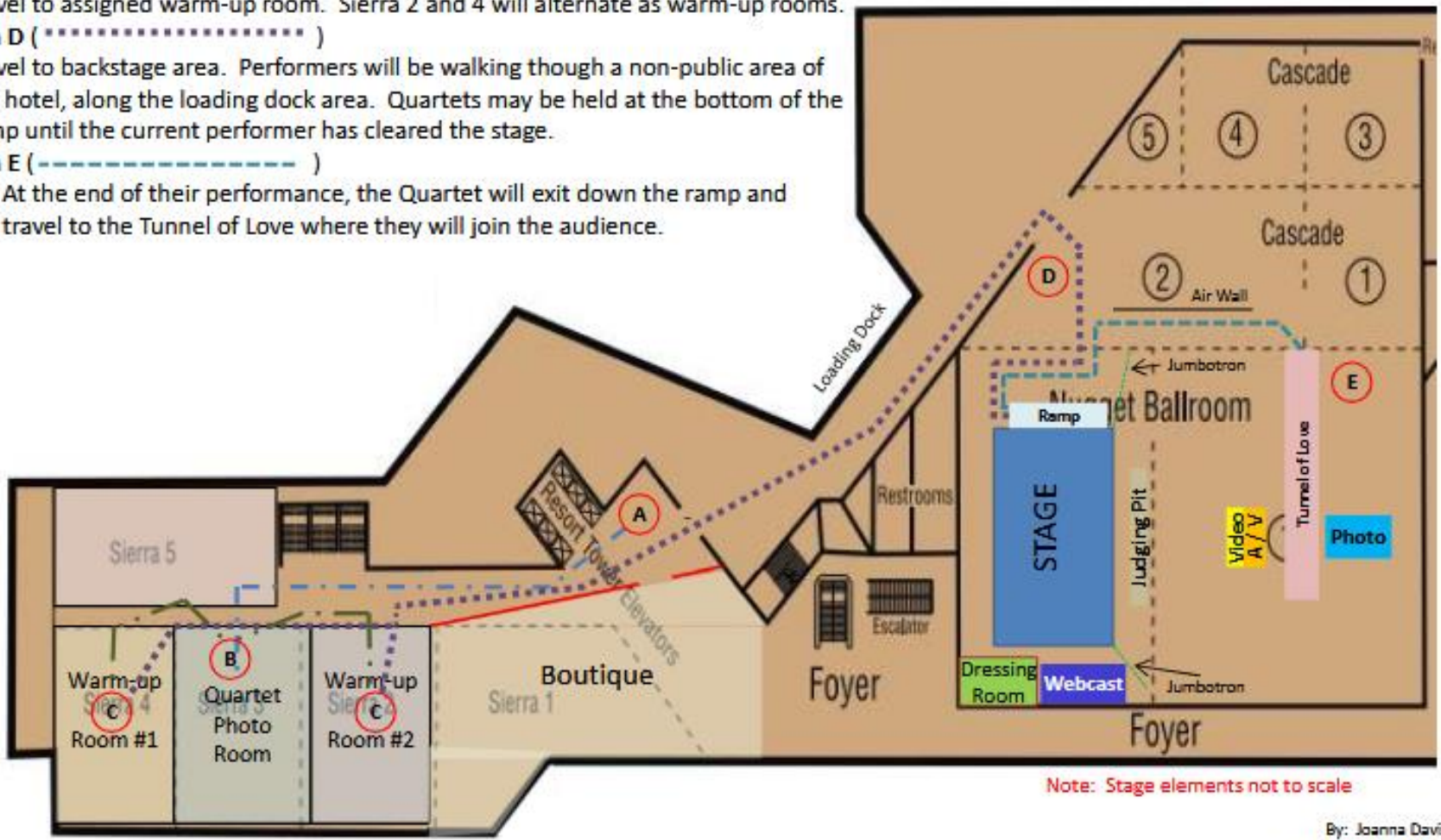
Travel to assigned warm-up room. Sierra 2 and 4 will alternate as warm-up rooms.

Station D (* * * * *)

Travel to backstage area. Performers will be walking through a non-public area of the hotel, along the loading dock area. Quartets may be held at the bottom of the ramp until the current performer has cleared the stage.

Station E (- - - - -)

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



By: Joanna Davis
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