

**PACIFIC SHORES, REGION 12**  
**Bulletin Mailing Schedule for 2022-23**  
**Regional Convention May 4 - May 7, 2023**

<b>Bulletin 1 (to all Region 12 Members)</b>	<b>Mailing Date 12/8/2022</b>	<b>Due Date to CRC 11/24/2022 2 weeks prior to mailing date</b>	<b>Responsible Person</b>
Message from EVC			EVC
<ul style="list-style-type: none"> <li>• Time and place of Convention*</li> </ul>			
Message from CRC			CRC
Message from OPL			OPL
<ul style="list-style-type: none"> <li>• Official Panel and Trial Scorers*</li> </ul>			
Message from Assistant Chorus(es) (optional)			ACC/WCCC
Competition Coordinator Information			CC
<ul style="list-style-type: none"> <li>• Explanation of each competition session</li> </ul>			
<ul style="list-style-type: none"> <li>• Tentative Schedule of Events (working in conjunction with EVC). IHQ must approve before publication*</li> </ul>			
<ul style="list-style-type: none"> <li>• Deadline for Quartets to register with International</li> </ul>			
<ul style="list-style-type: none"> <li>• Explanation of how to register to compete</li> </ul>			
<ul style="list-style-type: none"> <li>• Stage arrangements. Includes exact stage dimensions; diagram of stage, showing entrance, exit, risers, curtain (if any), microphones, distance from edge of stage to front of risers; which riser configuration(s) will be used, including number and length of section, number of steps and use of back rails; color and size of shell or backdrop and whether or not a curtain will be used.</li> </ul>			
<ul style="list-style-type: none"> <li>• Dates and deadlines for competitors in the regional convention</li> </ul>			
<ul style="list-style-type: none"> <li>• Photography and Videography information</li> </ul>			
<ul style="list-style-type: none"> <li>• Briefing information</li> </ul>			
<ul style="list-style-type: none"> <li>• Discuss any changes to contest that are being implemented by IHQ. Some of these changes may have occurred in previous years.</li> </ul>			
Site Coordinator			Site Coordinator
<ul style="list-style-type: none"> <li>• Restaurants/Dining options*</li> </ul>			
How to find convention forms			Webmaster
Housing*			Housing Coordinator
<ul style="list-style-type: none"> <li>• Housing Reservation process (reservation deadline is April 1, 2023)</li> </ul>			
<ul style="list-style-type: none"> <li>• How to reserve scooter, wheelchair, or other mobility</li> </ul>			
Jumbotron Ad Information			Jumbotron Coord.
Quartet Stroll information			QSC
Drawing for the honor of presenting roses to the winning quartet (how to enter, when the drawing will be, conditions for winning the honor)			Awards Chair
Boutique Information			Boutique Coord.

\* Denotes requirement from the Guide to Regional Conventions, Section B – Convention Information

**PACIFIC SHORES, REGION 12**  
**Bulletin Mailing Schedule for 2022-23**  
**Regional Convention May 4 - May 7, 2023**

<b>Bulletin 2 (to all Region 12 Members)</b>	<b>Mailing Date 2/12/2023 Approx. 3 wks prior to Entry Deadline</b>	<b>Due Date to CRC 1/29/2023 2 weeks prior to mailing date</b>	<b>Responsible Person</b>
Message from EVC			EVC
Message from CRC			CRC
Message from OPL			OPL
<ul style="list-style-type: none"> <li>• Update/Reprisal of Official Panel and Trial Scorers*</li> </ul>			
Competition Coordinator Information			CC
<ul style="list-style-type: none"> <li>• How to register to compete with links to IHQ forms</li> </ul>			
<ul style="list-style-type: none"> <li>• Briefing information (re-run)*</li> </ul>			
<ul style="list-style-type: none"> <li>• Official Inspection/Soundcheck Chorus</li> </ul>			
<ul style="list-style-type: none"> <li>• Update/Reprisal of tentative Schedule of Events, list of dates and deadlines for competitors, stage information, use of mobility device information*</li> </ul>			
<ul style="list-style-type: none"> <li>• Photography/Videography update (or re-run)*</li> </ul>			
<ul style="list-style-type: none"> <li>• Traffic Patterns*</li> </ul>			
<ul style="list-style-type: none"> <li>• Instruction for withdrawing from the competition*</li> </ul>			
<ul style="list-style-type: none"> <li>• Warning that competitors may not change from Open Division to either International Division or Evaluation Only or vice versa after the Final Order of Appearance*</li> </ul>			
Message from Assistance Chorus			ACC/WCCC
<ul style="list-style-type: none"> <li>• Program Ads (coordinate with program chair)</li> </ul>			
<ul style="list-style-type: none"> <li>• Jumbotron Slides (coordinate with Jumbotron chair)</li> </ul>			
<ul style="list-style-type: none"> <li>• Thursday Night social event</li> </ul>			
<ul style="list-style-type: none"> <li>• AfterGlow</li> </ul>			
Housing*			Housing Coordinator
<ul style="list-style-type: none"> <li>• Housing registration update</li> </ul>			
<ul style="list-style-type: none"> <li>• How to reserve scooter, wheelchair, or other mobility (re-run)</li> </ul>			
Registering for convention*			Badges Chair/ACC
<ul style="list-style-type: none"> <li>• All-Events/single ticket prices</li> </ul>			
<ul style="list-style-type: none"> <li>• Ordering instructions and forms</li> </ul>			
Meal and Make-up Rooms sign-ups			Site Coordinator
<ul style="list-style-type: none"> <li>• Dine N Dash information</li> </ul>			
<ul style="list-style-type: none"> <li>• Chorus breakfast or dinner</li> </ul>			
<ul style="list-style-type: none"> <li>• Chorus make-up rooms</li> </ul>			
Announcement of Rose Presenters			Awards Chair
Quartet Stroll update/reprisal			QSC
Boutique Information			Boutique Chair

\* Denotes requirement from the Guide to Regional Conventions, Section B – Convention Information

**PACIFIC SHORES, REGION 12**  
**Bulletin Mailing Schedule for 2022-23**  
**Regional Convention May 4 - May 7, 2023**

<b>Bulletin 3 (to all Region 12 Members)</b>	<b>Mailing Date 3/27/2023 Approx. 1 wk prior to Housing Deadline</b>	<b>Due Date to CRC March 15, 2023 2 weeks prior to mailing date</b>	<b>Responsible Person</b>
Message from EVC			EVC
Message from CRC			CRC
Message from OPL			OPL
<ul style="list-style-type: none"> <li>• Update/Reprisal of Official Panel and Trial Scorers*</li> </ul>			
Competition Coordinator Information			CC
<ul style="list-style-type: none"> <li>• Final Schedule of Events</li> </ul>			
<ul style="list-style-type: none"> <li>• Update/Reprisal of List of dates and deadlines for competitors, use of mobility device information*</li> </ul>			
<ul style="list-style-type: none"> <li>• Official Inspection/Soundcheck Chorus</li> </ul>			
<ul style="list-style-type: none"> <li>• Links to previously published documents</li> </ul>			
Message from Assistance Chorus			ACC/WCCC
<ul style="list-style-type: none"> <li>• Program Ads (coordinate with program chair)</li> </ul>			
<ul style="list-style-type: none"> <li>• Jumbotron Slides (coordinate with Jumbotron chair)</li> </ul>			
<ul style="list-style-type: none"> <li>• Thursday Night social event</li> </ul>			
<ul style="list-style-type: none"> <li>• AfterGlow</li> </ul>			
Housing*			Housing Coordinator
<ul style="list-style-type: none"> <li>• Housing registration update</li> </ul>			
<ul style="list-style-type: none"> <li>• How to reserve scooter, wheelchair, or other mobility (re-run)</li> </ul>			
Service elevator access to rooms for people using mobility devices after each competition session (must coordinate with Nugget)			EVC
Flat-floor Rehearsal, Meal and Make-up Rooms*			Site Coordinator
<ul style="list-style-type: none"> <li>• Flat-floor rehearsal schedule</li> </ul>			
<ul style="list-style-type: none"> <li>• Chorus breakfast or dinner schedule</li> </ul>			
<ul style="list-style-type: none"> <li>• Chorus make-up room schedule</li> </ul>			
Quartet Stroll update/reprisal			QSC
Boutique Update			Boutique Chair
Any other updates			Any RCSC member

\* Denotes requirement from the Guide to Regional Conventions, Section B – Convention Information

**PACIFIC SHORES, REGION 12**  
**Bulletin Mailing Schedule for 2022-23**  
**Regional Convention May 4 - May 7, 2023**

In addition to the bulletins above, the Competition Coordinator will produce 2 memos that will go only to competing choruses and quartets. The first memo will be sent to competitors soon after the Late Entry Deadline has passed, the second memo will be sent to competitors approximately 1 month prior to contest.

These memos will discuss in detail the following topics:

- Chorus/Quartet Briefing\*
- Official Site Inspection/Sound Check
- Forms to be completed and returned to the CC
- Photography/Videography order procedure\*
- Links to important documents such as Traffic Pattern, Flat Floor Rehearsal schedules, etc.\*
- Stage Information\*
- Withdrawal procedure\*
- Detailed description of Traffic Pattern
- Riser bags (for storage of purses and other personal effect while in the traffic pattern)\*
- Mobility Device usage in the pattern
- Dual member changing areas
- Quartet Walk-on schedule
- Quartet entrance options
- Judges signaling system
- Emcee announcement template
- Plan for End of Competition activities

\* Denotes requirement from the Guide to Regional Conventions, Section B – Convention Information