



# Regional Convention Chorus Checklist

Due Date	Description	Notes
<input type="checkbox"/> <b>No later than March 15 2019</b>	Chorus Contact Information e-mail	In December, <a href="#">Margaret Kiser</a> , the Assistant Chair of the Regional Convention, sent an e-mail requesting contact information for people in your chorus that will manage the following areas: Housing, Photos, Meals, Registration, Charms and Communications from the CC. If you have not sent that information to Margaret, please do so.
<input type="checkbox"/> <b>3/5/19</b> (late entry 3/20/19, late fee \$100 )	Register for Regional Contest with International	Registration is done via the International website. An e-mail blast from the Region was sent to each director/team coordinator in January with Registration information. Here is the direct link to the <a href="#">Regional Chorus e-Packet</a> .
<input type="checkbox"/> <b>3/6/19</b>	<a href="#">Charms Order form</a> and payment (managed by the person you identified as the Charms Chair)	Charms may be pre-order by your chorus members. <a href="#">Form</a> and payment must be submitted to the Assistance Chorus Charms Chair, <a href="#">Laura Williams</a> . The <a href="#">form</a> and more information will be sent to your Charms Chair in the near future, if it hasn't been sent already.
<input type="checkbox"/> <b>3/10/19</b>	Intent to have a chorus breakfast or Make-up Room in a hotel ballroom.	If your chorus wishes to have a breakfast supplied by the hotel or a make-up room in a hotel ballroom, you must notify the Site Coordinator, <a href="#">Judi Nail</a> . Judi will be sending out more information regarding meals in the near future, the meal order and payment will be due on 4/15/19. Intent to have dinner not needed at this time.
<input type="checkbox"/> <b>3/22/19</b>	Submit the <a href="#">Chorus Registration Sheet</a> and <a href="#">Registration Master</a> (managed by the person you identified as the Registration Chair)	Registration information will be returned to the Convention Finance Coordinator, <a href="#">Marie "Re" Grandeen</a> . Registration information has already been posted on the <a href="#">regional website</a> please refer to the <a href="#">RCSC Bulletin #1</a> for more information.
<input type="checkbox"/> <b>3/31/19</b>	<a href="#">Jumbotron/Program Ads Order form</a> and payment	Both individuals and choruses may submit printed ads for the program or ads to be displayed on the Jumbotron during contest. The <a href="#">Jumbotron/Program Ads Order form</a> is available on the <a href="#">regional website</a> . Contact one of the Program Ads Chairs; <a href="#">Judy Dyke</a> , <a href="#">Bonnie Flint</a> , or <a href="#">Suzanne Olsen</a> with any questions.
<input type="checkbox"/> <b>4/01/19</b>	Housing Registration	<b>Housing Registration period opens February 15, 2019.</b> Room Captains will register directly with the hotel. Hotel Information and information about making hotel reservations can be found <a href="#">here</a> . If you have questions, contact the Regional Housing Chair, <a href="#">Patti Wright</a> .
<input type="checkbox"/> <b>4/04/19</b> (30 days before contest)	<a href="#">List of Competing Members form</a>	The <a href="#">List of Competing Members</a> must be filled out by each competing chorus and be signed by the director and team leader. The <a href="#">form</a> is used to verify that all members are in good standing. Return this <a href="#">form</a> to the Assistant Competition Coordinator, <a href="#">Joanna Davis</a> . Any changes to this list should be submitted at the briefing,
<input type="checkbox"/> <b>4/4/19</b>	For choruses competing in the Open Division <b>ONLY</b> , return the <a href="#">Chorus Cue Sheet</a> to the Competition Coordinator.	This <a href="#">Open Division Cue sheet</a> describes the elements of the package that will be presented. Specifically it identifies the song that the chorus is presenting as the contestable song; defines the microphones that will be needed; and provides timing information to the Panel Secretary. Return this form to the Competition Coordinator, <a href="#">Donna Prochakza</a> .
<input type="checkbox"/> <b>4/4/19</b>	Spreadsheet of competitor information (Microsoft Excel format)	The Competitor Information spreadsheet provides information to the judges, photographer, videographer, Webcast emcees and the Competition Coordinator and her staff. This spreadsheet will be e-mailed to each competitor after the Draw for Order of Appearance on March 3/11/19. Return this form to Assistant Competition Coordinator, <a href="#">Joanna Davis</a> .
<input type="checkbox"/> <b>4/15/19</b>	Meal Order form and payment	To have a breakfast and/or dinner supplied by the hotel, you must submit the order form and payment to the Site Coordinator, <a href="#">Judi Nail</a> . Judi will post menus and the order from on the <a href="#">regional website</a> very soon – prices will be similar to last year meal prices.
<input type="checkbox"/> <b>5/2/19</b>	<a href="#">Photo Order form</a> and Check (managed by the person you identified as the Photo Chair)	The <a href="#">Photo Order form</a> , available on the <a href="#">regional website</a> , and payment should be submitted at the <b>briefing</b> .