



2023 Pacific Shores Region 12 Convention and Competition May 4th-7th, 2023

To: All Quartet Competitors

From: Joanna Davis, Competition Coordinator

As stated in my 1st Competitor's Memo, there are several things for you to send to me and my team no later than **April 5th**!

The first item is below. It asks for contact information on the day of contest and if you wish to purchase a flash drive of your performance. You can fill in the information and print to PDF, then send that PDF that you just created to Kim Machek (kmachek1@gmail.com).

Quartet Competitor Information

Quartet Name: _____ Contestant #: _____

Contact on Day of Contest – please make sure cell phone is on throughout the pattern

Contact Name: _____ Cell Phone #: _____

Do you want a flash drive with your performance: Yes No

Flash drives are \$20. Make check payable to Region 12 Convention and bring to briefing on Thursday May, 4, 2023 or send to Kim Machek, 636 Filbert Ct., Walnut Creek, CA 94598-3817

The following forms **must** be sent to Kim by April 5th:

- [Song Information Sheet](#)

The information in this form is like the information you provided to IHQ when you registered to compete. This form will be given to the Panel Secretary who will use it to verify that the songs being sung have been cleared. The sheet can differ from the registration information, but all songs must have been cleared through the Song Assessment Tool.

If the song is a Parody, you must also submit the parody lyrics and the email from IHQ that approved the parody lyrics.

- [Quartet Open Division Cue Sheet](#)

This form needs to be submitted **ONLY** if you are competing in the **Open Division**. This form has many purposes. The Judging Panel uses it to judge your performance package. This information you provide must **accurately** match the on-stage performance. If the form does not match the performance, it could result in **DISQUALIFICATION**.

My team uses this form to make sure the microphones that you wish to use are available.

And the form is also given to the Videographer, so he has an expectation of what your performance will look like.

Other items that can be sent prior to contest or brought to the briefing:

- [Photo Order Form](#)
This form may either be sent to Kim via U.S. mail (Kim Macheck, 636 Filbert Ct., Walnut Creek, CA 94598-3817) or brought to the briefing. Checks must be made out to Read Photography and should accompany the form unless credit card information is provided (see form).
- \$20 check for a Flash drive of your performance, if desired, made out to **Region 12 Convention** can be sent to Kim via U.S. mail (Kim Macheck, 636 Filbert Ct., Walnut Creek, CA 94598-3817) or brought to the briefing.

I hope that this list helps you organize the things that need to be submitted and reduces some stress that comes from preparing for contest.

I cannot wait to see and hear you! As always, if you have any questions, please let me know.

In harmony,
Joanna Davis
Competition Coordinator