

Regional Competition and Convention Checklist

Regional Competition Activities

These activities are related to the competition itself. Dates noted here are mandatory and governed by International rules. Late fees will apply if information is not received on time.

Due Date	Description	Notes
<p style="text-align: center;">3/3/20 (late entry 3/18/20, late fee will apply)</p>	<p>Register to compete in the Regional Contest with International</p>	<p>Registration to compete is done via the International website. An eblast will be sent by Region 12 with the link to the e-Packet to all members of Region 12. The links will also be available on the Regional Website and in the Regional Convention bulletin that will be distributed in February.</p>
<p style="text-align: center;">04/02/20 (30 days before contest)</p>	<p>List of Competing Members form</p>	<p>The List of Competing Members must be filled out by each competing chorus. The form is used to verify that all members are in good standing. Return this form to the Assistant Competition Coordinator, Joanna Davis by 4/2/20. At the briefing, bring the original, noting any changes to the list, and one (1) extra copy.</p>
<p style="text-align: center;">04/02/20 (30 days before contest)</p>	<p>Open Division Cue sheet For choruses competing in the Open Division <u>ONLY</u></p>	<p>This Open Division Cue sheet describes the elements of the package that will be presented. It identifies the contestable song; defines the microphones that will be needed; and provides timing information to the Panel Secretary. Return this form to the Assistant Competition Coordinator, Joanna Davis.</p>
<p style="text-align: center;">04/02/20 (30 days before contest)</p>	<p>Competitor Form Data Choruses (Microsoft Excel format)</p>	<p>The Competitor Form Data spreadsheet provides information to the judges, photographer, 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 3/9/20. Return this form to Assistant Competition Coordinator, Joanna Davis.</p>

Regional Convention Activities

This includes all other activities related to the full Convention. These dates are firm. Based on our contract with the Nugget these dates allow us to prepare the work orders for the Nugget according to required timelines. There are no fines or other regulations for this section but we do ask that you assist us in order to be well prepared for convention.

Due Date	Description	Notes
1/15/20	Chorus Contact Information e-mail	Teresa Landsaw , The RCSC Communications Coordinator, will send an e-mail at the end of December, requesting contact information for people in your chorus that will manage Housing, Photos, Meals, Registration, Charms, and Communications from the CC.
3/6/20	Charms Order form and payment (managed by your chorus' Charms Chair)	Charms may be pre-ordered by your chorus members. Form and payment must be submitted to the Assistance Chorus Charms Chair, Greer Malone , by the due date. The form and more information will be sent to your Charms Chair in February.
2/26/20	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, Judi Nail . Judi will be providing more information regarding meals in mid-January. Intent to have dinner is not needed at this time.
3/20/20	Submit the Chorus Member Convention Registration Sheet and Registration Master (managed by your chorus' Registration Chair)	Information regarding registering your members and guests for the Convention will be returned to the Convention Finance Coordinator, Pattie Hitch . This information will also be posted on the regional website .
3/30/20	Jumbotron/Program Ads Order form and payment	Both individuals and choruses may submit printed ads for the program or ads to be displayed on the Jumbotron during contest. The Jumbotron/Program Ads Order form is available on the regional events webpage. Contact the Program Ads Chair, Kari Francisco, with any questions.
3/30/20	Housing Reservations (No form, online and phone reservations only; suites can be reserved by phone only)	Housing Reservation period is Jan. 22nd through March 30th. Room Captains will register directly with the hotel. More information and links to the reservation webpage will be sent to Housing Chairs by the end of December. If you have questions,

		contact the Regional Housing Chair, Patti Wright .
Early April	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, Judi Nail . Judi will post menus and order form by mid-January on the regional events webpage .
04/30/20	Photo Order form and Check (managed by the person you identified as the Photo Chair)	You will find the Photo Order form on the Photographer's website at www.readphotography.com/sweetadelines . The order form for 2020 will be available well before contest; the exact link will be published in Bulletin 3. Bring the order form and payment to the briefing .