

45th Annual Regional Convention April 2 – 5, 2020

CONVENTION HANDBOOK

THE DEADLINE FOR ALL REGIONAL FORMS IS FEBRUARY 14, 2020

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TITEMS HIGHLIGHTED WITH A RED STAR IN THIS HANDBOOK ARE OF PARTICULAR IMPORTANCE AND REQUIRES SPECIAL ATTENTION

1. WELCOME FROM THE CRC

What a big, bold and beautifully exciting contest year for Lake Ontario Region 16 as we move into a new home city!

The City of St Catharines Tourism Office, First Ontario Performing Arts Centre (PAC), the Heart of Niagara Hotels (Hampton Inn by Hilton and Best Western Conference Centre) and the Four Points by Sheraton have welcomed us with open arms. They are excited to greet us to their city and we are developing an incredibly collaborative working relationship with all of our new contacts.

In times of change, it is worth looking at current practices and procedures with a view to improve where it makes sense. Registration and Housing are the two main areas of change this round.

Registration costs are now covered in members' Regional Assessment so when registering your chorus for competition, there is no need to collect and remit money. It's an automatic thing! The only monies the Chorus Competition Liaison (CCL) has to collect is for non-members of the region registering in your block. How exciting is that!

We are cutting the middle man – the Convention Team – when dealing with hotels as it makes more sense to have the CCLs work directly with the hotels once space has been allocated by our Registration and Housing Manager, Cathy Stovold, as they know best what the requirements of the chorus are. It also means that money doesn't have to change hands twice. Members will settle their own room bills at checkout (split equally as per number of persons in the room) and the CCL will settle meals in function space directly with the hotel. We see this as a more efficient use of everyone's time and efforts.

You will notice a few places in this version of the Convention Handbook where specific details are listed as **To Be Confirmed.** Key members of the Convention Team will be meeting with our partners in St Catharines November 24 and 25, 2019 and all arrangements will be finalized. We will keep you informed of all updates via eBlast so keep an eye out for them!

The Convention Team wishes to thank you for the trust you have placed in us and in particular appreciate your patience as we implement these new changes. There may be a need to tweak and adjust and we promise to do so with diligence and with the least disruption to you as possible. We are always only an email or phone call away so please don't hesitate to reach out should you require clarification or have any concerns.

Here's to St Catharines and the start of a new chapter for Lake Ontario Region 16!!

JD Crowe Chair, Regional Convention (CRC)

Lake Ontario Region 16 www.saregion16.com 3

2. CONVENTION TEAM DIRECTORY AND SUMMARY OF DUTIES

Team Member / Contact Information	Area of Responsibility
Cathy Stovold, Registration and Housing Manager	Registration
24 Willow Bay Drive Midhurst, ON, L9X 0R2	Responsible for registration and non-member ticket sales.
(705) 791-4677 / <u>cathystovold@rogers.com</u>	
	Housing
	Responsible for all <i>sleeping</i> room bookings
Jeanne d'Arc (JD) Crowe, Chair, Regional Convention	Oversees everything that has anything to do with
202 – 5 Frank Street, Ottawa ON K2P 0W8	convention activities and coordinates backstage
(613) 857-0358 / jdcrowe8687@gmail.com	hospitality. Liaises with contest venue and hotels.
	Negotiates all contracts.
Shelley Snoulten, Competition Coordinator	Oversees everything that has anything to do with contest
265 Miller Park Ave., Bradford, ON L3Z 2R4	activities including the scheduling of rehearsal and
(289) 879-6748 / <u>shelleysnoulten@gmail.com</u>	function space.
Colleen O'Dwyer, Finance Coordinator	Assists with everything that has anything to do with
6 James Park Square, Scarborough ON M1V 2E6	money!! Signs all contracts.
(416) 729-9433 / <u>colleen.od1@gmail.com</u>	ALL payments and forms as applicable are to be sent to Colleen.
Wendy Porteous, Official Panel Liaison	Takes care of the judges' requirements. Coordinates their
281 Harthill Way, Nepean ON K2J 0P2	transportation.
(613) 853-8343 / waporteous@rogers.com	
Kaeli Porteous, Assistant Panel Liaison	Assists the OPL with all her responsibilities.
591 Meadowcreek Circle, Kanata ON K2M 3A6	
(613) 219-8345 / <u>kaelip15@gmail.com</u>	
Sue Heighway, Communications Manager	Responsible for Convention Communication, the
673 Berwick Crescent, Oshawa, ON L1J 3E6	publishing of the Convention Handbook, design and
(905) 409-8848 / <u>sheighwayreg16@live.ca</u>	printing of the Contest Program and program
	advertisements.
JD Crowe, Webcast Manager	Designs and secures the chorus and quartet surveys,
202 – 5 Frank Street, Ottawa ON K2P 0W8	collates info for the International Judges' bios, etc for
(613) 857-0358 / jdcrowe8687@gmail.com	the webcast binders
	Invites webcasters!
Barb Jacobs, Transportation Manager	Transportation:
901 Birch Ave., Milton, ON L9T 3N3	Prepares the schedule for chorus and quartet pick-
(905) 693-9777 / <u>btjacobs@sympatico.ca</u>	ups on contest day and coordinates the busing
	between hotels and the civic center the entire weekend.
Liz Gibbs, Audio/Visual Manager	Coordinates all of our audio/visual requirements for
11, rue d'Aspen, Cantley, QC J8V 3B2	contest
(819) 827-6302 / <u>lizgibbs11@gmail.com</u>	
Diane Seaward, Awards Manager	Awards:
121 Glenashton, Oakville ON L6H 6V4	Coordinates all international and regional awards –
(905) 257-2521 / <u>dgseaward83@gmail.com</u>	including getting the hardware!!
Lake Ontario Region 16	4 2020 Competition
ww.saregion16.com	4 Apr. 2– 5, 2020

3. HOTEL ASSIGNMENTS

New Hampton Inn by Hilton	Best Western Conference Centre
Bytown Beat Canadian Showtime North Metro	Acapella North Bay of Quinte Durham Shores Harmony North Heartland Singers Image City Kawartha/Eastside Limestone City Voices Northumberland Orangeville Pineridge
Four Points by Sheraton Barrie Soundwaves Circle of Harmony Greater Kingston York Harmony	IMPORTANT NOTE: Hotel assignments are based on estimated chorus requirements and are subject to change.

4. CONVENTION VENUE AND HOTEL INFORMATION

CONVENTION VENUE

FIRSTONTARIO PERFORMING ARTS CENTER Partridge Theatre

250 St Paul St, St. Catharines, ON L2R 3M2 Telephone (905) 688-0722

HOTELS

NEW HAMPTON INN BY HILTON

89 Meadowvale Dr, St. Catharines, ON L2N 3Z8 Telephone (905) 934-5400

BEST WESTERN CONFERENCE CENTER

2 N Service Rd, St. Catharines, ON L2N 4G9 Telephone (905) 934-8000

FOUR POINTS BY SHERATON

3530 Schmon Pkwy, Thorold, ON L2V 4Y6 Telephone (905) 984-8484

NOTES:

- There is a two (2) night minimum stay at each hotel
- All hotels are of equal distance from the Convention venue.
- Free internet at all hotels.
- Hot breakfast included at all hotels.
- Free parking at all hotels.
 - If arriving by bus, please be sure to indicate it on the Room List Summary sheet and contact the hotel for specific unloading and parking instructions.



6. INTERNATIONAL CONTEST RULES

- <u>Total singing time</u> of the two separate songs or medleys performed in any Sweet Adelines competition other than an entertainment package session shall be not less than three (3) and not more than seven (7) minutes.
- <u>Riser Configuration</u>: The form for making the designation (Alternate Smaller Configuration; or Standard Larger Configuration) will be included in the e-mailing from International Headquarters on January 4, 2020. Each chorus must select the configuration they will use in competition. <u>Competitors choosing to change their riser selection after the 60-day deadline will be assessed a \$50 riser change fee by International.</u>
- Props: A reminder, staging and lighting are uniform for all contestants. No penalty is attached to the use of props or visual devices in any regional or international contest sessions. The degree to which such use enhances or detracts from the performance is reflected in the showmanship score. All props and visual devices must enter and leave the performance venue with the chorus or quartet. Storage space for any props or equipment, other than riser chairs or medically necessary items, is not provided at the contest venue. Props or visual devices requiring excessive set up time will be subject to delay of contest penalties. All contestants are required to leave the stage in the condition they found it. Anything discarded or dropped must be removed and exit the stage with the contestant. In all sessions, penalty for violation is twenty-five (25) points.
- <u>Evaluation by DVD/Video</u>: Choruses have the option of competing For Evaluation Only by DVD/videotape. Choruses choosing this option will be required to pay the usual competition entry fee. The official panel will evaluate the recordings prior to each regional competition. <u>This process does not replace the existing</u> <u>competition rule requiring choruses to compete every three years in order to maintain their charters.</u>
- Registration for Evaluation Only: A chorus or quartet that registers For Evaluation Only may revert back to competitor status at any time after registration. Chorus directors or Presidents/Team Leaders and Quartets must notify international headquarters in writing (by email is okay). It is recommended that this decision be made before the draw for order of appearance in order to be included in the draw. If notification is received after the draw for order of appearance, the order will not be changed to accommodate the chorus or quartet.
- <u>Withdrawals</u>: Chorus directors or Presidents/Team Leaders and Quartets must withdraw in writing (email is okay) to international headquarters. <u>A phone call is not sufficient.</u>
- <u>Copyright Clearance</u>: All music must have cleared the copyright process. Failure to use cleared arrangements may result in disqualification. International Headquarters is responsible for administering the copyright policies and procedures.
- Quartets Qualifying for International Competition: An additional invitation to compete will be offered should the first-place quartet withdraw or elect not to compete at International. If the quartet placing first in regional competitions chooses to withdraw from international Competitions prior to July 1, the secondplace quartet will be invited to compete. If the second-place quartet has already qualified as a wildcard or withdraws, this invitation will not extend to any other placement.

7. RISER CONFIGURATION

We will be utilizing 1 Riser Configuration in 2020

Standard Configuration: 11 sections of 6' x 18' choral risers with 4 steps and guard rails will be behind the fourth level. Will accommodate up to 150 members.

<u>**Please note:**</u> This riser configuration will be confirmed at the Inspection. We are not anticipating any problems; however, the Panel Chair does have the final word.



Lake Ontario Region 16 www.saregion16.com 2020 Competition Apr. 2– 5, 2020

8. CONVENTION SCHEDULE

Thursday, April 2, 2020	
3:00 p.m.	Hotel(s) Check-in @ Front Desk
6:00 p.m. – 7:00 p.m.	Blue Ribbon Club Rehearsal Partridge Theatre, FirstOntario Performing Arts Centre
7:00 p.m. – 7:30 p.m.	Competing Chorus/Quartet Check in (hand in appropriate forms and information) Lobby, FirstOntario Performing Arts Centre
7:45 p.m. – 8:45 p.m.	Chorus/Quartet Briefing Partridge Theatre, FirstOntario Performing Arts Centre
Friday, April 3, 2020	
9:00 a.m. – 11:00 p.m.	Chorus Rehearsals – As requested (Various Hotels)
9:15 a.m.	Competition Facility Inspection (By Invitation Only)
10:00 a.m. – 7:00 p.m.	Boutique – location to be confirmed
10:30 a.m.	Quartet Walk-through, Robertson Theatre, FirstOntario Performing Arts Centre
12:00 noon – 12:30 p.m.	Mass Sing – location to be confirmed
3:00 p.m.	Hotel(s) Check-in @ Front Desk
2:45 p.m.	Quartet Competition – Partridge Theatre, FirstOntario Performing Arts Center
Saturday, April 4, 2020	
8:00 a.m. – 11:00 a.m.	Assigned Chorus Rehearsals (Various Hotels)
9:00 a.m. – 5:00 p.m.	Boutique – location to be confirmed
11:30 a.m.	Chorus Competition – Partridge Theatre, FirstOntario Performing Arts Center
9:30 p.m.	Afterglow rooms in each hotel
Sunday, April 5, 2020	
9:00 a.m. – 10:30 a.m.	General Membership Education Class – location to be confirmed
10:30 am – 11:30 a.m.	Convention Team Wrap-up meeting (by invitation only)

This is a tentative schedule. A final schedule will be published in the Competition Supplement <u>approximately 45</u> days prior to contest.

9. SHUTTLE BUS INFORMATION AND SCHEDULE

Thursday, April 2, 2020	
4:00 p.m. – Midnight	One (1) Shuttle bus running continuously between hotels
Friday, April 3, 2020	
9:00 a.m. – 9:00 p.m.	Three (3) buses dedicated from each hotel to OntarioFirst Performing Arts Center. Buses will NOT run BETWEEN hotels.
9:00 p.m. – Midnight	Three (3) Buses WILL run BETWEEN hotels.
Saturday, April 4, 2020	
9:00 a.m. – 7:00 p.m.	Three (3) buses dedicated from each hotel to OntarioFirst Performing Arts Center. Buses will NOT run BETWEEN hotels.
7:00 p.m. – 2:00 a.m.	Three (3 buses) WILL run BETWEEN hotels

NOTES:

- 1. Buses will be available to return everyone back to all hotels following the Quartet & Chorus competitions!
- 2. Bus schedules will be posted in the lobbies of each hotel and at the OntarioFirst Performing Arts Center. Departure times on the schedules will be adhered to.
- 3. Quartets wishing to go to the "other hotels" to sing are encouraged to visit those first and finish the evening (morning?) at their home hotel.

This is a preliminary schedule and is subject to change. Final schedule will be published in the Competition Supplement due to be published approximately 45 days prior to contest. It will also be published in the Convention Program.

Watch for additional information in the Competition Supplement! 11 2020 Competition Apr. 2–5, 2020

10. **CHORUS COMPETITION LIAISON (CCL) JOB DESCRIPTION**

All convention information is disseminated via the Communications Manager of the Convention Team, Sue Heighway, who maintains a master group distribution list. Please ensure that your Chorus Convention Liaison (CCL) e-mail address has been submitted to Sue, at sheighwayreg16@live.ca.

The CCL acts as the conduit for information between the Convention Team and the Choruses. She coordinates all regional activities associated with her chorus' participation in the annual regional convention and ensures that all forms and applicable payments are submitted by the specified deadlines. Because all information is communicated by e-mail and posted on the regional website, <u>chorus CCL's must be on-line</u> and fluent in using Microsoft Excel. Duties include:

Chapter Communication:

Distributes all regional convention information to chorus members, Presidents/Team Leaders and Directors. Ensures that the regional convention information is also distributed to Chapter quartets.

Regional Communication:

Written and/or Verbal Communication with appropriate regional contacts on the RMT and the Convention Team.

Convention Registration (All Events Tickets – AET):

- Coordinates registration of members and guests and submits on-line registration forms to the Registration and Housing Manager. <u>Important note</u>: **NO** handwritten lists will be accepted.
- Coordinates purchase of AET for non-member guests and makes necessary arrangements for payment to the Regional Finance Coordinator.
- AETs and name badges will be delivered to the CCL in advance of the event.
- Assigns seats to members of her chorus once she has received the block of tickets from the Registration and Housing Manager.

Housing:

- Collects rooming requirements for chorus and submits on-line housing forms to Registration and Housing Manager ensuring that a credit card number is provided for each room booked
- Once Registration and Housing Manager has assigned hotels based on chorus requirements, the spreadsheet is sent to the hotel and the CCL is notified. From this point, all queries or changes are coordinated by the CCL directly with the hotel. Room payments are made by members at checkout.
- Chorus members choosing to stay outside of the hotel block will be subject to a \$100 CAD assessment.

Rehearsal & Function Space:

Chorus CCL's must complete the online Master Registration & Housing File to request function space for additional rehearsal time, make-up check or private meals. Once the function space has been assigned to you by Shelley Snoulten, Competition Coordinator, details will be provided to the hotel and the CCL will be notified. From this point, all queries of changes are coordinated by the CCL directly with the hotel. Space is limited and will be assigned on a first come first served basis. Every effort will be made to accommodate your request. Full payment for contracted services is payable directly to the hotel.

<u>Submits forms for</u>: Audio/Recordings Order, Photography Order and Convention Program Ad Order

<u>Coordinates the distribution of Ziploc Bags</u> for chapter members' individual belongings and arranges for riser row bag custodians.

Draw for Order of Appearance February 10, 2020

Regional Forms and Payments

11. **TIMPORTANT DATES**

Registration opens November 30, 2019 and closes February 14, 2020.

Deadline	Form Name	Action	Submit Form To	Mail Payment To
Feb. 14	2020 Master	Convention	Cathy Stovold	Colleen O'Dwyer
	Registration &	Registration, and	Colleen O'Dwyer	
	Housing File	Housing Room List		
Feb. 14	1_Flash Drive Order	Photo and	Liz Gibbs	Liz Gibbs
	2_Chorus Photo Order	Recording Order		
	3_Quartet Photo			
	Order			
Feb. 14	4_Program Ad	Program Ad Order	Sue Heighway	Colleen O'Dwyer
Feb. 14	2020 Master	Meals and	Shelley Snoulten	Hotel
	Registration &	Rehearsal/Function		
	Housing File	Spaces		

International Forms

Form	Deadline	Send To
Competition Entry Form: Quartet	Feb. 3, 2020	SAI
Competition Entry Form: Chorus	Feb. 4, 2020	SAI
Late Entry Deadline: Quartet	Feb. 18, 2020	SAI
Late Entry Deadline: Chorus	Feb. 19, 2020	SAI

NOTES:

 International will be e-mailing the competition packets on December 20, 2019. Return it promptly with your payment as instructed on the Competition Entry Form. Make sure to specify your riser configuration as this impacts the draw for order of appearance. Please ensure International Headquarters has correct electronic communication addresses for your chorus or quartet. All Competition Entry forms will be e-mailed by International.

 In order to compete in the 2020 Regional Contests, the paperwork for new and renewing quartets must be submitted and processed <u>before</u> they may register for competition. New quartets or renewals received after January 15, 2020 will be charged additional registration fees.

You will be required to bring a number of forms to the Chorus/Quartet Briefing. Full details will be available in the Competition Supplement scheduled to be published 45 days prior to contest.

12. 🖈 REGIONAL ASSESSMENT

In accordance with International By-laws, a member is deemed to be in good standing if her International Dues and Regional Assessment is paid in full. If a member is not in good standing, she is ineligible to compete. Ensure that all competing members' regional assessments (\$100 USD) are paid in full by January 31, 2020. This rule also applies to Chapter-at-large members. For new members joining AFTER December 31, 2019, the regional assessment is due no later than March 31, 2020

13. LEADERSHIP RECOGNITION

Immediately following the Outgoing Champion performance on Saturday, Directors and Presidents/Team Leaders will be invited to move to reserved seating located in Rows 2 and 3 behind the judging pit for Leadership Recognition.

14. BOUTIQUE

Don't miss Region 16's Boutique. Bargain hunters can pick up a gift for a secret pal and/or souvenir for themselves.

While you are at the Boutique, be sure to support our 2019 Champions as they fundraise to assist with International competition related expenses. Thanks in advance for your continued support!

15. MASS SING

12 NOON, Friday, April 3, 2020 Location to be confirmed (Rain Location: location to be confirmed)

Choruses are encouraged to wear their chorus colors and to bring their chorus banners to display. Media and a representative from the Mayor's office will be in attendance.

Regional Songs:

Can You Feel The Love Dancing Queen Harmonize The World How We Sang Kicking It Up A Notch Power of The Dream Send Your Love Out To The World Thank You Dear Lord For Music That's What Friends Are For Time For You

16. MEDICAL INFORMATION

Choruses are encouraged to make arrangements to cover any medical emergency that may arise. Out of country medical insurance is highly recommended for American members. This insurance must be obtained prior to leaving for the Convention. Emergency medical phone numbers are available backstage at the OntarioFirst Performing Arts Center. For immediate emergency issues call 911.

17. TIPPING INFORMATION

We all remember to tip the bellman and the waiter but often forget the housekeeper. A clean hotel room is appreciated and expected by us all. Remember to leave \$1.00 per person on your pillow before you leave your room each day.

Let Sweet Adelines be remembered as the group that appreciates and rewards the unsung heroes of hotel service. Word travels from hotels in one city to another and we should be known as women who value the work of others.

18. CONVENTION REGISTRATION (ALL EVENTS TICKET - AET)

Members' All Events Ticket (AET) is covered by their Regional Assessment so there is no registration cost to attend Convention. To benefit from this privilege, members must have paid their Regional Assessment by the prescribed deadline. This applies to competing and non-competing chorus members as well as chapter-at-large competing and non-competing members.

Members who have paid their Regional Assessment and are not able to attend contest weekend will be provided with a complimentary webcast registration. This applies to non-competing chorus members as well as chapter-at-large members.

Choruses will now register as a block and all seating will be *assigned* seating. Blocks will be assigned based on the order in which the chorus registrations were received.

REGISTRATION OPENS NOVEMBER 30, 2019 AND CLOSES FEBRUARY 14, 2020.

- The chorus CCL must complete the 2020 Master Registration & Housing File on the Lake Ontario Region 16 Website. In the Navigation bar, click on Events and then click Convention for access to all forms.
- Drop-down menus make it simple for choruses to register competing or performing members*, non-competing members and guests on the same form
- > Payment information, where applicable, is stipulated in the spreadsheet instructions.
- > Changes made to the original chorus submission will be subject to a \$40 CAD fee.
- > AETs and name badges will be delivered to the CCL in advance of the event.

*A competing member is either competing in the International or Open Division Contest at Regional Convention. A Performing Member is anyone who has earned entry into the International or Harmony Classic contest at the next International Competition and is performing an outgoing package at contest.

Non-members AET Price

- > \$75.00 CDN if purchased during the registration period
- > \$80.00 CDN if purchased after February 14, 2020
- > AETs and name badges will be delivered to the CCL in advance of the event.
- If purchased individually, tickets will be available for pick-up one (1) hour prior to the start of contest at the PAC Box Office.

19. HOUSING INFORMATION

Convention Hotels

The **New Hampton Inn by Hilton, Best Western Conference Center** and **Four Points by Sheraton** will be used to house choruses and quartets. Hotel assignments are based on the number of rooms required by each chorus and the number of rooms available in the hotel blocks. Priority will be given first to competitors and second to guests when assigning rooms within rooming blocks. If we find ourselves in a situation where we are short of rooms due to circumstances beyond our control, non-competing members and guests may have to be moved to an alternate hotel. If you or your guests are asked to move, please know that it is because we have NO alternative.

All sleeping rooms have either 2 double beds, 2 queen beds or 1 king bed. Cots are available on a first come first served basis. In accordance with Fire Regulations however, the rooms cannot be occupied by more than four (4) occupants per room.

Charges may be imposed for soiled linens, towels and facecloths that cannot be cleaned by their industrial laundering equipment. It is recommended that each member bring face wipes (or cheap dollar store facecloths) for removal of make-up to avoid incurring damage charges.



\$169 plus HST and Facilities Fee.

Rate is based on single/double occupancy. There is a \$20 charge for each additional guest. There is a maximum of 4 guests per room.

<u>Room Lists</u> 2020 Master – Registration & Housing File <u>http://www.saregion16.com</u> In the Navigation bar, click on Events and then click Convention for access to all forms.

The above form must be used to reserve hotel rooms. Please carefully read the instructions in the spreadsheet. Only use the spreadsheet in Excel to preserve the formatting and formulas. The integrity of the form may be compromised if opened using any other spreadsheet program. Much of the spreadsheet is locked to prevent formulas from being lost or altered.

This automated online form MUST be used. Handwritten forms will not be accepted.

📌 <u>Deadline</u>

Rooming requirements must be received no later than <u>February 14, 2020</u>. Rooms not reserved by this date will be released back to the hotel no later than February 28, 2020, as per our contract, for general sale and block rates will no longer be guaranteed.

Cancellation Policy

Choruses are responsible for all rooms reserved. Hotel cancellation policies apply.

20. HOTEL METHOD OF PAYMENT

A credit card must be provided for each room reserved. Room charges will be divided amongst room occupants and each will pay their portion of the bill at check-out.

On the Rooming List tab, fill out the form and submit to the Registrar, Cathy Stovold <u>without</u> the credit card information. Once she has confirmed that all requirements for all choruses are met, she will forward the rooming lists to the hotels and provide the CCLs with hotel contact information. Cathy will then contact each CCL and provide her with the hotel contact information. <u>Please note that ONLY the CCL is allowed to contact the hotel on behalf of her chorus.</u>

The CCL will contact the hotel and provide credit card information for each room (number, name on card, expiry date and 3-digit security code on back of card). The CCLs will be given instructions by the hotel to either phone in credit card information or send it by fax. <u>Credit Card information must</u> <u>be sent to the hotel within one week of receiving information from the Registrar or the rooms will be considered a "No- Show"</u>. Please note that the credit card provided for each room is a

preauthorization and will not be charged in advance of the event. At checkout, the room charges can be divided equally amongst multiple cards.

21. CHECK-IN PROCEDURE

Check-in time at all Convention hotels is 3:00 p.m. (every day). Should you arrive early and before your room is ready, designated secure areas for luggage are available at each hotel.

22. PROSPECTIVE CHORUSES REGISTRATION AND HOUSING

Members of a Prospective Chorus that are not yet members of Sweet Adelines International are subject to non-member rates for Convention Registration (AET) and Single Event Tickets as they are not paying a Regional Assessment yet.

Prospective Choruses registering together will need to appoint a CCL.

<u>Registration (AET)</u> 2020 Master – Registration & Housing File <u>http://www.saregion16.com</u> In the Navigation bar, click on Events and then click Convention for access to all forms.

The above form must be used to register. Please follow the completion and payment instructions included in the spreadsheet.

Prices

- \$75.00 CDN if purchased during the registration period (November 30, 2019 to February 14, 2020)
- > \$80.00 CDN if purchased after February 14, 2020
- > AETs and name badges will be delivered to the CCL in advance of the event.

<u>Housing</u>

2020 Master – Registration & Housing File <u>http://www.saregion16.com</u> In the Navigation bar, click on Events and then click Convention for access to all forms.

The form at the above link must be used to reserve hotel rooms. Please follow the completion and payment instructions included in the spreadsheet.



\$169 plus HST and Facilities Fee.

Rate is based on single/double occupancy. There is a \$20 charge for each additional guest. There is a maximum of 4 guests per room.

23. MEMBER-AT-LARGE REGISTRATION AND HOUSING

Members-at-large do not pay a Regional Assessment therefore must purchase a non-member AET to attend the competition.

Registration (AET)

2020 Master – Registration & Housing File <u>http://www.saregion16.com</u> In the Navigation bar, click on Events and then click Convention for access to all forms.

If not registering with a chorus, the form at the above link must be used to register. Please follow the completion and payment instructions included in the spreadsheet.

Prices

- > \$75.00 CDN if purchased during the registration period (
- \$80.00 CDN if purchased after February 14, 2020
- > AETs and name badges will be delivered to the CCL in advance of the event.
- If registering individually, AET will be available 1-hour prior to the start of the event from the PAC Box Office

Housing

2020 Master – Registration & Housing File <u>http://www.saregion16.com</u> In the Navigation bar, click on Events and then click Convention for access to all forms.

If not registering with a chorus, the form at the above link must be used to reserve hotel rooms. Please follow the completion and payment instructions included in the spreadsheet.

🗯 Rates

\$169 plus HST and Facilities Fee.

Rate is based on single/double occupancy. There is a \$20 charge for each additional guest. There is a maximum of 4 guests per room.

24. COMPETITION SERVICES

NOTE:

The information contained in this section will be repeated or updated in the Competition Supplements due to be published approximately 45-days before contest.

A. Thursday Night Briefing

The combined Chorus/Quartet Briefing will be held from 7:45 p.m. – 8:45 p.m. on Thursday, April 2, 2020 in the Partridge Hall at the OntarioFirst Performing Arts Centre. All competing Chorus Directors

and Quartets, or their representatives are required to attend this briefing. Presidents and CCL's are welcome and encouraged to attend.

You will be required to bring the following forms to the briefing.

CHORUSES

- ✓ THREE (3) copies of the Chorus Contact Information Sheet (single sided)
- ✓ THREE (3) copies of the Photography Cue Sheet (single sided)
- ✓ THREE (3) copies of the List of Competing Members and Verification Form* (single sided).

*The List of Competing Members and Verification Form will be included in your International emailing. It is also available online at <u>www.sweetadelineintl.org</u>. Complete and attach it to the list of competing members (generated by the competing chorus). <u>Important: We need **THREE (3)** copies of the form and the competing members list</u>.

QUARTETS:

- ✓ THREE (3) copies of the Quartet Contact Information Sheet (single sided)
- ✓ THREE (3) copies of the Quartet Staging Form (single sided)

25. REHEARSALS

A. Optional Rehearsal Time and Function Space Complete 2020 Master – Registration & Housing File <u>http://www.saregion16.com</u> In the Navigation bar, click on Events and then click Convention for access to all forms.

Friday, April 2nd 9:00am – 11:00 pm

Chorus CCL's must complete the online 2020 Master – Registration & Housing File at the link above and submit in accordance with the instructions in the spreadsheet by **February 14, 2020** to reserve Friday rehearsal time or function space including private meals.

Note that Friday rehearsal time will be assigned in blocks of no more than TWO (2) hours until all choruses have had the opportunity to request space. Any remaining time blocks will then be assigned on a first come, first serve basis. Outside food is not permitted in any of the hotel function spaces. Do not contact the hotel directly until instructed by Shelley Snoulten.

★ Space is limited and assigned on a first come first served basis and every effort will be made to accommodate your request. Once space has been assigned, all meal requirements have to be negotiated with the hotel.

B. Assigned Regional Rehearsal Time

Saturday, April 6 8:00 a.m. – 11:00 a.m.

Saturday morning *Regional* rehearsals are assigned by the Competition Coordinator, Shelley Snoulten, based on the Draw For Order of Appearance. The full schedule will be included in the Competition Supplement due to be published approximately 45 days prior to contest.

IMPORTANT NOTE: All chorus rehearsals are on flat floor – risers are not available.

C. Traffic Patterns

Chorus Competition Traffic Pattern Information:

Gathering place:	New Hampton Inn by Hilton	Main Lobby
	Best Western Conference Center	Conference Lobby Area
	Four Points by Sheraton	Lounge area, Main Floor

- ✓ <u>Chorus gathers</u> at assigned space in each hotel adjacent to pick up point.
- ✓ You will not be called unless there is a significant change to the schedule.
- ✓ <u>Row bags provided by the region</u> must be filled prior to boarding the bus.
- ✓ DO NOT place water bottles in these bags.
- Chorus takes bags on bus

Point of Departure:	New Hampton Inn by Hilton	Main Lobby
	Best Western Conference Center	Conference Lobby Area
	Four Points by Sheraton	Lounge area, Main Floor

- ✓ <u>Chorus loads</u> onto buses at designated departure point at each hotel.
- <u>Buses will depart promptly on-time and will not wait for singers who may be late.</u>
- ✓ Chorus arrives at PAC Artist Entrance and will be greeted by a Convention Assistant.
- Chorus escorted to the Robertson Theatre (singing permitted, water available). Row bags will be collected at the entrance to the Robertson Theatre.

Please note:

- Chorus shown to backstage area from Robertson Theatre and proceeds directly to the stage
- Chorus sets up necessary riser chairs at this time
- Chorus removes riser chairs immediately following performance
- Chorus MUST remove riser chairs from the PAC immediately following the close of the chorus competition awards ceremony
- Singers who use wheelchairs must have a chorus member take it to stage left (exit door) once she is on stage. Back stage staff do not know how to operate them and are busy with their backstage duties
- ✓ Director to signal regional personnel stage right when ready to begin.

- ✓ Curtain is not utilized.
- A wood-grain orchestra shell, which extends floor to ceiling and covers the entire width of the stage, is utilized.
- ✓ The stage floor will be marked with tape indicating a centerline.
- ✓ Recording microphones will be placed overhead of the risers.
- ✓ Refer to diagram on page 9 for riser configurations
- ✓ Chorus photographs are taken on stage. Be prepared! Have your pose ready!
- Chorus exits Stage Left through to the hallway to retrieve row bags. Chorus exits to Theatre Lobby to return to auditorium seats.
- Shuttle buses are available to all hotels following competition

Handling of Personal Belongings Backstage

- Prior to competition weekend, <u>distribute a "Ziploc" bag to each member with her name clearly</u> <u>printed on a color coded/numbered label. Gallon size bags are adequate</u>. Chorus members are to use this for any personal items taken to the competition facility. <u>NOTE: the ziplog bag should only</u> <u>contain a room key, AEB, a bit of money for snacks, smartphone if necessary, granola bar at</u> <u>most, mints, lipstick. Anything more substantial will be removed.</u>
- 2. Individual "Ziploc" bags are to be collected prior to boarding the bus to the PAC and placed inside the large tote bags that are provided by Regional personnel at the Briefing check-in. Bags will be clearly marked with chorus name. <u>NOTE: DO NOT PLACE WATER BOTTLES IN TOTE BAGS</u>.
- **3.** As choruses enter the Robertson Theatre upon arrival at the PAC, backstage personnel will collect the tote bags. Tote bags will be supervised until collected by the chorus following its on-stage performance.
- 4. Room temperature water is supplied in the Robertson Theatre

Competitors Needing Special Assistance

- 1. Choruses with competitors needing special assistance are to notify Shelley Snoulten, Competition Coordinator (shelleysnoulten@gmail.com).
- 2. Choruses are expected to provide any extra transportation or assistance (with wheelchairs and scooters) if required. The chorus assistant to the person using these must take the device behind the open stage and leave it at the stage left exit from the stage before she gets on the risers
- **3.** Chorus personnel will set riser chair(s) on the risers immediately preceding its performance and remove the riser chair(s) immediately following the performance.

4. All riser chairs are to be delivered to the backstage area <u>between 10:30 a.m. and 11:30 a.m.</u> <u>on Friday, April 5 and placed along the back wall.</u>

5. <u>All riser chairs must be removed from the theatre complex *immediately* following the chorus contest session.</u>

Quartet Competition Traffic Pattern Information:

Gathering place:	New Hampton Inn by Hilton	Main Lobby
	Best Western Conference Center	Conference Lobby Area
	Four Points by Sheraton	Lounge area, Main Floor

- ✓ Quartet gathers at assigned space in each hotel adjacent to pick up point.
- ✓ Quartet moves onto bus at designated departure point in each hotel.
- ✓ Bus will depart promptly on-time and will not wait for singers who may be late.

Point of Departure: New Hampton Inn by Hilton Best Western Conference Center Four Points by Sheraton Main Lobby Conference Lobby Area Lounge area, Main Floor

- Quartet arrives at PAC Artist Entrance and is escorted to the Photography Room (mirror room, singing permitted, water available).
- Once photography is completed, Quartet is shown to warm up room
- ✓ Quartet shown to backstage area and proceeds directly to the stage.

Please note:

- ✓ Quartet confirms stage performance entrance with Convention Assistant, stage right
- ✓ There is no quartet shell.
- ✓ A black drop curtain covers the entire width of the stage.
- ✓ The stage floor will be marked with tape indicating a toe line and center line.
- ✓ A microphone will be placed approximately two feet down stage of the toe line.
- ✓ A monitor speaker will be in placed either side of the microphone.
- ✓ Quartet exits Stage Left to the hallway following performance.
- Quartet is escorted to the lobby bar for a celebratory sip and then directed to the Webcast lounge.
- ✓ Shuttle buses are available to all hotels following competition.

D. Awards

The culmination of each regional competition is the announcement of results and presentation of awards. Sweet Adelines International policy states that the Judging Panel Chair announces only awards designated by the International Organization. The Panel Secretary tabulates results for these designated awards. Additional awards, such as trophies, plaques, etc., provided by the region to the winners of International Awards may be presented at the time the announcement is made.

International Awards

Internationally sponsored chorus competition awards include the following divisions:

Division A Chorus

15-30 performers (members) on stage, not including the Director(s)

Division AA Chorus

31-60 performers (members) on-stage, not including the Director(s)

All contestants are eligible to place in the Top 5. The following placements are designated as Sweet Adelines International awards:

1st - 5th Place Quartets 1st - 5th Place Choruses 1st - 3rd Place Division A Choruses 1st - 3rd Place Division AA Choruses Most Improved Chorus

To be eligible for the Most Improved Chorus award, a chorus must:

- ✓ Have competed in the immediately preceding Regional Competition.
- ✓ Have at least 15 singing members on stage.
- ✓ A Minimum score is no longer required for eligibility for the Most Improved Chorus Award.

Regional Awards

The following Regional Awards are presented after the International Awards have been announced:

- Novice Director Award is presented to a director who has not competed as a director in more than two (2) Barbershop Harmony singing organization competitions and whose chorus receives the highest overall point total of those eligible and whose score is at least 400 points (mid C level). This award may be won only once.
- York Highlands Novice Quartet Award is presented to the highest scoring quartet having no more than one member who has competed previously in any Barbershop Harmony singing organization competition and whose total score is at least 400 points (mid C level).
- Ev Rivers Memorial Most Improved Quartet Award is presented by the Greater Kingston Chorus to a quartet scoring at least 360 points who competed in the immediately preceding annual regional quartet competition with the same quartet name and the same personnel as the preceding year. Quartets performing for Evaluation Only are not eligible for this award. There is no limit to the number of times a quartet may win this award. If a tie occurs between two or more eligible quartets, the trophy will be shared.
- Larry Dale Coaching Achievement Award is presented to a person, male or female, residing within the geographic boundaries of Region 16 who has made an outstanding contribution to a

chorus(es) or quartet(s) in a coaching capacity. Choruses are contacted directly for nominations.

 Leadership Excellence Award is presented to a Region 16 Sweet Adeline who has made outstanding contributions to her chorus and/or the Region in a Leadership capacity. Choruses are contacted directly for nominations.

IMPORTANT NOTE

Previous year's recipients must return all trophies and plaques to Diane Seaward, Awards Manager, at the Chorus and Quartet Briefing, Partridge Hall lobby, Performing Arts Centre on Thursday, April 2, 2020 from 7:00 – 7:30 p.m.

E. Distribution of Results

Contestant score sheet packets will be ready immediately after each contest session!

Packets containing score sheets, recording (if ordered) plus an order form for additional copies of the recording from the Pit at the Partridge Theatre. Only a Quartet member or the Chorus Director or Team Leader/President may pick up the score sheet packet.

F. Competition Supplement

The Competition Supplement will be published approximately 45 days prior to contest and will include the following information:

- Order of Appearance (draw February 10, 2020)
- Traffic Pattern Information (Scheduled)
- Chorus/Quartet Briefing (briefing details and forms to be brought to briefing)
- Chorus Rehearsal Schedule (by sign-up and assigned)
- Riser Configuration
- ✓ Procedure for handling of personal belongings while on stage
- Competitors Needing Special Assistance (including instruction regarding notification and riser chair procedures)

Watch for additional information in the Competition Supplements! Lake Ontario Region 16 www.saregion16.com 25 2020 Competition Apr. 2– 5, 2020

26. FORMS

All forms that appear in this section are for reference and instructional purposes only. To complete and for <u>email</u> instructions, please refer to each numbered form posted individually on the regional website <u>www.saregion16.com</u>.

A. 🕇 Summary and Deadlines

FORM	DEADLINE
2020 Master_Registration & Housing File	February 14
Performance Video Recording/Payment (1_Video Order)	February 14
Chorus/Quartet Photography Order/Payment (2_Chorus Photo Order and	February 14
3_Quartet Photo Order)	
Convention Program Ad/Payment (4_Program Ad)	February 14

B. BRIEFING FORMS

All forms that you are required to bring to the briefing will appear in the Competition Supplement due to be published 45 days prior to contest. They are listed below.

FORM	DEADLINE
Competing Member List (3 copies)	Briefing
Chorus/Quartet Contact Information (3 copies)	Briefing
On-stage Photo Cue Sheet (3 copies)	Briefing
Quartet Stage Entry Cue Sheet (3 copies)	Briefing

C. **★** INTERNATIONAL FORMS

Keep an eye open for the following International Forms that will be e-mailed directly to you from International Headquarters. They must be completed and returned by the due date in order to be eligible to compete

FORM	DEADLINE
Competition Entry Form: Quartet	February 3, 2020
Competition Entry Form: Chorus	February 4, 2020
Late Entry Deadline: Quartet	February 18, 2020
Late Entry Deadline: Chorus	February 19, 2020

APPENDIX A Sample Forms

Please do not use the forms contained in this appendix. They are sample forms only!

Complete all forms <u>online</u> at <u>www.saregion16.com</u> and submit by email to the appropriate Convention Team Manager/Coordinator. Thank you for following print and mail instructions as indicated on each form.

The 2020 Master_Registration and Housing File (spreadsheet) must be used for all requests. The spreadsheet must be opened using excel only. The file contains the following tabs. Transmit the spreadsheet in its entirety following the submission instructions:

Information:

Please read this section carefully as it contains overarching instructions for the use and completion of the file.

Registration List:

Complete this tab to register all competing or performing members, competing or performing chapter at large members, non-member guests and member-at-large.

Rooming Summary:

This tab auto-populates. Do not manipulate.

Rehearsal and Meals:

Complete this tab to request Friday rehearsal space and other function space requirements.

New Member:

Complete this tab to register members that may have joined after your original submission but before the specified deadline for submitting the forms.

Payment Summary:

This tab auto-populates. Do not manipulate.

					-				
	Please complete the basic informa 2020	ation in this table for it to be carried through to all other tabs) Convention Basic Information							
	Chorus Name: CCL Name:								
	Aternate CCI. Name & Num: Hotel: (Drop down)								
1.000 000000000000000000000000000000000	COL ph#: COL email:								
LAKE ONTARIO REGION TO	Estimated Arrival								
REGISTRATION OPENS NOVEMB	ER 30, 2019 AND CLOSES F	EBRUARY 14, 2020							
Instructions for completing the Convention Registration	Housing, Function Space and New N	Members							
Please use this spreadsheet in Excel to preserv other spreadsheet software. Much of the spr used. HANDWRITTEN FORMS WILL NOT BE	adsheet is locked to prevent formula	integrity of the form may be compromised if opened using as from being lost or altered. This automated form MUST be							
Chanzes made to your original submission will	be subject to a \$40 CAD fee-								
Registration List 1. Piesse have the names in alphabetic al order 2. Piesse ensure names are correctly spelled 3. Information can be manually entered und 4. Drop down boxes are enhedded in the Mer 5. The Arount colorum will be automatically 6. Dual members to be registered only with th	as all information will be taken from th er the Name, Membership #, and Note ober Type and Registration Type colu enerated based on the registration ty	hese forms. es columns. mns. pps selected.							
Screenshot of room type. F	or example, all of the single rooms sho	ould be entered first followed by all of the doubles, then							
2. Information should only be entered into the 3. Please see the sample (SAMP) at the top of	white cells. The greyed cells should r the Rooming list tab for an illustration of	not contain any information. of how the form should be completed.							
Rooming Summary 1. This tab is completed automatically based of 2. The total room nights should enter the tota									
Rehearsak and Meals (Function Space) 1. Please indicate a time preference for a Frid 2. Please select the time preference for funct	ay rehearsal from the drop down list. ion space and meal preferences for S	iaturday from the drop down list.							
Payment Summary 1. This tab is completed automatically based of 2. There is a box on the bottom where any not	in the information entered on all othe es can be added.	er tabs.							
This spreadsheet must be saved with your chorus name 1. Cathy Stovold, Events Coordinator and Reg 2. Colleen O'Dwyer, Finance Coordinator at co	stration & Housing Manager at cathy	rstovold@rogers.com							
Payment Method:									
1. Registration payments for non-member an	d members-at-large guests is in CDN.								
Options: If paying by E-transfer: E-mail a copy of the spreadsheet tr E-transfer payment to Colleen O'D Con2020) If paying by cheque: Mull a cheque made payable to Lai O'Dwyer, Finance Coordinator, § J	o Colleen O'Dwyer to <u>colleen.od1@g</u> wyer to <u>colleen.od1@gmail.com</u> . (Se ce Ontario Region 16 Sweet Adeline ames Park Square, Scarborough, Oh	ecurity answer:							
2. Regional Assessment payments for new me	embers is in USD.								
Options: Paying by cheque: Mail a cheque made payable to <u>Lak</u> O'Dwyer, Finance Coordinator, 6 Ji	e Ontario Region 16 Sweet Adelinee Imes Park Square, Scarborough, ON	s to Colleen I M1V 286							
◄ ► Information	Registrat	ion List Rooming list	Roon	ning Summary	Rehearsals	s and Meals	New Members	Payment Summa	ry +
Lake Ontario Region	n 16			28			2020 Cor	npetition	
www.saregion16.com				20				- 5, 2020	

Convention Registration (AET)

Tab 2_Registration List

				2020 Convention F	Registration	
					-	
			Chorus Name:		0	
			CCL Name:		0	
-			Alternate CCL Name:		0	
			Hotel:		0	
			CCL ph#:		0	
LAK	KE ONTARIO REGION 10		CCL email:		0	
			Registration Summary			
			Total # of Registrants		0	
+-	- the names alphabetically b	y entering the last na	me and first name in the ap	propriate columns. Spel	lling should be checked carefully as the b	adges will be printed directly from this list.
eensh	10t sorted after entering	Please also include t	he membership number for	all members If the num	ber is unknown please enter the reason. A	Please leave the cell blank if it is for a non-
mber. S	elect the appropriate "mem	ber type" from the dr	op down menu. If a dual m	ember, type other chorus	s name in the "notes" column The "regist	ration type" is drop down list which will
omatica	ally select the amount for eac	ch registrant.				
	Name(alphabetical)	v bv last name)	Membership #	Member Type	Registration Type	Notes
	Last Name	First Name	(enter manually)	(drop down list)	(drop down list)	
1			(((
2						
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4						
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8						
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9 10 11						
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8 9 10 11 12 13 14 15 16 17 18 19						
8 9 10 11 12 13 14 15 16 17 18 19 20						
8						
8 9 10 11 12 13 14 15 16 17 18 19 20 21						

Convention Rooming

Tab 3_Rooming List



Convention Rooming Summary

Tab 4_Rooming Summary

KE ONTARIO REGION 16		2020	CONVE	NTIO	N ROOMING	6 SUMMA	ARY			
Hotel			0 Estimated arriv	val time:			0			
orus Name:		0								
L Name:		0								
ernate CCL Name: one#		0								
ail:		0								
reenshot										
	Wed	Thurs	Fri	Sat	Total					
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ple	0	0	0	0	0]			
iad tal # of Rooms	0	0	0	0	0					
	0	0	0	0	U	I				
am Compensated	0	0	0	0						
Information	n Reg	istration List	Rooming	ı list	Rooming Summar	Rehears	sals and Meals	New Members	Payment Summar	y +
ake Ontario Reg										

Convention Function and Space

Tab 5_Rehearsal and Meals

PRINT SCREEN OF ONLINE TAB

Instructions and important things to consider:

- Please choose your Friday night rehearsal time and, if requesting space for another purpose, provide details in allotted space.

- Friday rehearsals are booked first come, first serve, in 2 hour blocks from 12 noon-midnight.

- Saturday rehearsals will be assigned by Shelley Snoulten based on the order of the draw - all Saturday rehearsals are for 1-hour. There are no risers for any rehearsals and there is no cost for Saturday rehearsals.

- Saturday meal, make-up, score sheet review room requests are to be arranged by the CCL with the hotel and payment is to be made directly to the hotel. These requests are filled AFTER the regional needs have been met and are based on a first come, first serve basis and availablity.

Hotel		0	Estimated	arrival time:				0					
Chorus N	lame:	0											
CCL Nam	e:	0											
Alternate	e CCL Name	0											
phone#		0											
email:		0											
Friday re						‡of ppl							
Saturday	rehearsal or fur	nction room reque	sts (please	e provide deta	ails)			-#					
	Information	Registration L	ist I	Rooming list	Roon	ning Sum	imary	Rehearsa	Is and Meals	New	Members	Payment Sur	nmary

		2020 New Mo	ember Assessments					
		Chorus Name:	0					
		CCL Name:	0					
		Alternate CCL Name:	0					
	33 T	Hotel:	0					
		CCL ph#:	0					
	16	CCL email:	0					
LAKE ONTARIO F	REGION I U							
	standing in order to compete. In or							
	eir Regional and International dues	and assessments. Please list all	new members who were	not				
included on the regional asse	ssment at December 31st.							
	Member Name	Membership Number						
1								
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3								
4								
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7								
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7 8 9								
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	CCL Name:		0			
			0			
	Alternate CCL Name	e:				
	Hotel:		0			
	CCL ph#:		0			
AKE ONTARIO REGION 16	CCL email:		0			
2020 CONVENTION PAYMENT SUMN	1ARY					
REGISTRATIONS						
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Non-Competing Member		0				
Non-Member		0 \$	-			
			-			
Convention Team Member		0				
Convention Team Member						
YWIH		0				
Total Registrations - CAD		0 \$	- CAD			
HOTEL		0				
NEW MEMBER ASSESSMENTS - USD		- \$	- USD			
NOTES:						
NOTES:						
NOTES: Information Registration List	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	mbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	mbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	nbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	nbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	mbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	nbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	nbers Payment Summ	nary
	Rooming list	Rooming Summary	Rehearsals and	Meals New Mer	nbers Payment Summ	nary

Chorus/Quartet Video Recording Order

1_Video Order

CHORUS/QUARTET CONTACT INFORMATION:

COMPETITOR #_____

CHORUS / QI	UARTET NAME:			
CONTACT NA	AME:			
ADDRESS:		(stre	et / state or p	province / zip or postal code / country)
PHONE:			EMAIL:	

ORDER DETAILS FOR ORIGINAL Video Recording:

Event	Quantity	Price	Total
Quartet Contest		@ \$58.00 CAD	
Chorus Contest		@ \$58.00 CAD	
TOTAL QUANTITY:	1	TOTAL AMOUNT ENCLOSED	

INSTRUCTIONS:

- ✓ Complete on-line and print
- ✓ ORDER: Mail TWO (2) printed copies of this form to Liz Gibbs, 11 rue d'Aspen, Cantley QC J8V 3B2 Canada Alternatively, Order form can be emailed to lizgibbs11@gmail.com
- PAYMENT: Cheque should be made payable to Lake Ontario Region 16 Sweet Adelines
 NOTE: PAYMENT IS IN CAD
- ✓ Mail to: Colleen O'Dwyer, Financial Coordinator, 6 James Park Square, Scarborough, ON M1V 2E6
- ✓ Or Etransfer to: <u>colleen.od1@gmail.com</u>. Use security answer Con2020.
- ✓ Please allow 2-3 weeks for mailing to Canada
- Email enquiries to Liz Gibbs at lizgibbs11@gmail.com

DEADLINE: February 14, 2020

Chorus Photo Order

2_Chorus Photo Order

CHORUS CONTACT INFORMATION:

COMPETITOR #_____

Chorus Name:	
Costume Description:	
Chorus Contact:	
Mailing Address: (photos will be mailed	(street / state or province / zip or postal code / country)
to this address)	

ORDER DETAILS:

Size	Color (indicate with X)	Black & White (indicate with X)	Quantity	Price/Each	Total
2x3 wallets				5.00 USD	
4 x 5				9.00 USD	
5 x 7				14.00 USD	
8 x 10				16.00 USD	
8 x 14				17.00 USD	
11 x 14				18.00 USD	
8 x 16				22.00 USD	
8 x 18				24.00 USD	
Electronic publicit	ty file (will be emaile	d upon request)	•	25.00 USD	
				Shipping	\$20.00
				Total Order	

REMINDER: Chorus Photos will be taken ON STAGE.

INSTRUCTIONS:

- ✓ Complete on-line and print
- Mail payment and TWO (2) printed copies of this form to Liz Gibbs, 11 rue d'Aspen, Cantley Qc J8V 3B2 Canada
- ✓ Make check or money order in US funds payable to Jon B. Petersen Photography Inc.
- ✓ Please allow 2-3 weeks for mailing to Canada
- ✓ Photos will be mailed 6-8 weeks after contest.

DEADLINE: February 14, 2020

Quartet Photo Order

3 Quartet Photo Order

QUARTET CONTACT INFORMATION

COMPETITOR #_____

Quartet Name:				
Costume Description:				
Quartet Contact:				
Mailing Address: (photos will be mailed to this address)		(street / state or province / zip or postal code / country)		
Phone:			Email:	

ORDER DETAILS:

Size	Color (indicate with X)	Black & White (indicate with X)	Quantity	Price/Each	Total
2x3 wallets				5.00 USD	
4 x 5				9.00 USD	
5 x 7				14.00 USD	
8 x 10				16.00 USD	
Package (4 – 8x10 & 8 - 2x3)				60.00 USD	
Or (4-8x10 & 4-4x5)	/ <u>10 bar and 10 bar</u>			45.00.000	
Electronic publicity file	15.00 USD				
Complete Digital Package (see below) 120.0					
Shipping					\$12.00
Total Order					

** COMPLETE DIGITAL PACKAGE - \$120.00

All images shot during the photo session with as many poses and/or candid images taken as possible during the 10minute session. You will receive all of the images from the session in high resolution jpeg format sent via Dropbox. Unlimited usage to print, share with friends and family or publicity.

Reminder: Quartet Photos will be POSED photos to be taken at the PAC prior to entering the warmup room.

INSTRUCTIONS:

- Complete online and print
- Mail payment and TWO (2) printed copies of this form to Liz Gibbs, 11 rue d'Aspen, Cantley Qc J8V 3B2 Canada
- ✓ Make check or money order in US funds payable to Jon B. Petersen Photography Inc.
- Please allow 2-3 weeks for mailing to Canada
- Photos will be mailed 6-8 weeks after contest

DEADLINE: February 14, 2020

Lake Ontario Region 16 www.saregion16.com

Convention Program Ad

All choruses and quartets are invited to place an ad in the Regional Convention Program. Ads should be submitted in black and white, "<u>size-as</u>", and <u>camera-ready art</u>. NOTE: Dimensions given below are <u>width by height</u>. They will be printed exactly as they are received. <u>Payment must be received by</u> <u>deadline date or ad will not be published</u>.

PRICES AND AD SIZES AVAILABLE:

FULL PAGE	Outside Back COLOUR Cover	4.5″ x 7″	\$150.00 USD
FULL PAGE	Inside Front Cover	4.5″ x 7″	\$140.00 USD
FULL PAGE	Inside Back Cover	4.5″ x 7″	\$140.00 USD
FULL PAGE	Inside Page	4.5″ x 7″	\$125.00 USD
HALF PAGE	Inside Page	4.5″ x 3.5″	\$65.00 USD
QUARTER PAGE (horizontal)	Inside Page	4.5″ x	\$40.00 USD
		1.75″	
QUARTER PAGE (vertical)	Inside Page	2.5″ x 3.5″	\$40.00 USD

CHORUS / QUARTET NAME:			
CONTACT NAME:			
ADDRESS:			
PHONE:		EMAIL:	

Size Ad Selected: (specify dimensions)	Amount of Payment Enclosed	\$

INSTRUCTIONS:

- Submit black and white artwork (jpeg and PDF format preferred) and Program Ad Form (4_Program Ad) to Sue Heighway, Communications Manager, / <u>sheighwayreg16@live.ca</u>
- Mail a copy of the Program Ad Form (4_Program Ad) and check or money order made payable to <u>Lake Ontario Region 16 Sweet Adelines</u> to Colleen O'Dwyer, Finance Coordinator, 6 James Park Square, Scarborough, ON M1V 2E6

DEADLINE DATE: February 14, 2020

APPENDIX B St. Catharines Area Services and Restaurants

For more local area attractions and services please visit the Tourism St Catharines website http://www.tourismstcatharines.ca/things-to-do/

Restaurants Near OntarioFirst Performing Arts Center (PAC)



Lake Ontario Region 16 www.saregion16.com

2020 Competition Apr. 2– 5, 2020