



48th Annual
Regional Convention
April 4 - April 7, 2024

CONVENTION HANDBOOK

- REGIONAL FORMS DUE BY
FEBRUARY 1, 2024



R16

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1. WELCOME FROM THE CRC

We are excited to return to St. Catharines for our 48th Annual Convention and Competition. As evidenced by all of the social media posts, our choruses and quartets are thriving and we can't wait to witness their growth and grandeur on the stage at the First Ontario Performing Arts Center in April 2024!

The City of St Catharines Tourism Office, First Ontario Performing Arts Centre (PAC) and the Heart of Niagara Hotels (HON) are anxious to welcome us back to their city. The collaborative working relationship we have developed with all of our new contacts is reassuring and promises for a great future together! We'll be using three (3) of the HON Group Hotels this year – the Holiday Inn & Suites, Best Western Conference Centre and the New Hampton Inn By Hilton.

As last year, Registration costs are now covered in the 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 convenient is that! For those members not able to attend convention in person, they will receive a complimentary registration for the webcast ... next best thing to being in the room with all of your friends and family!

We are continuing with last year's hotel registration process. 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 their chorus are. It also means that money doesn't have to change hands twice. One credit card per hotel block is all that is required when booking and members will settle their own room bills at checkout (split equally as per number of persons in the room). We see this as a more efficient use of everyone's time and efforts. Please do not contact the hotel however until Cathy has given you the green light!

We appreciate the positive and constructive feedback received through our post-convention 2023 survey. It truly does help us and the Regional Management Team plan for future events. We heard you loud and clear and we are delighted to confirm that **BUSING IS BACK BABY!!** There will be shuttle busing to and from the hotels and the PAC and between hotels. Dedicated buses will transport competitors. Thank you for your patience and understand while we tried a new approach in 2023.

The Convention Team is humbled by your trust and patience and look forward to seeing you in St Catharines in the spring of 2024. We hope the information in this Handbook helps you with your journey to the stage. The content will remain unchanged but may be supplemented with eBlast along the way so keep watching your email. There will be a flurry of activity and frequent communiqué. We are 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 you, the members of Lake Ontario Region 16!! We can't wait to cheer you on!

JD Crowe
Chair, Regional Convention (CRC)

2. CONVENTION TEAM DIRECTORY AND SUMMARY OF DUTIES

Team Member / Contact Information	Area of Responsibility
Cathy Stovold, Registration and Housing Manager 607 - 90 Orchard Point Road, Orillia ON L3V 8K4 (705) 791-4677 / cathystovold@rogers.com	<u>Registration</u> Responsible for registration and non-member ticket sales. <u>Housing</u> Responsible for all <i>sleeping</i> room bookings
Jeanne d’Arc (JD) Crowe, Chair, Regional Convention & Webcast Manager 202 – 5 Frank Street, Ottawa ON K2P 0W8 (613) 857-0358 / jdcrowe8687@gmail.com	Oversees everything that has anything to do with <u>convention</u> activities and coordinates backstage hospitality. Liaises with contest venue and hotels. Negotiates all contracts.
Shelley Snoulten, Competition Coordinator 265 Miller Park Ave., Bradford, ON L3Z 2R4 (289) 879-6748 / shelleysnoulten@gmail.com	Oversees everything that has anything to do with <u>contest</u> activities including the scheduling of rehearsal and function space.
Colleen O’Dwyer, Finance Coordinator 6 James Park Square, Scarborough ON M1V 2E6 (416) 729-9433 / fc@saregion16.com	Assists with everything that has anything to do with <i>money!!</i> Signs all contracts. ALL payments and forms as applicable are to be sent to Colleen.
Elaine Parr, Official Panel Liaison (OPL) 1813 Grayabbey Court, Pickering ON L1V 7G2 (905) 925-3963 / Parr5@rogers.com	Takes care of the judges’ requirements. Coordinates their transportation.
Ghislaine Walton, Assistant Panel Liaison (APL) 5 Agar Street, Brooklin ON L1M 1J9 (905) 442-5991 / Ghislaine.walton@gmail.com	Assists the OPL with all their responsibilities.
Sue Heighway, Communications Manager 673 Berwick Crescent, Oshawa, ON L1J 3E6 (905) 409-8848 / sheighwayreg16@live.ca	Responsible for Convention Communication, the publishing of the Convention Handbook, design and printing of the Contest Program and program advertisements.
Barb Jacobs, Transportation Manager 901 Birch Ave., Milton, ON L9T 3N3 (905) 693-9777 / btjacobs Milton@gmail.com	Prepares the schedule for chorus and quartet pick-ups on contest day and coordinates the busing between hotels and the civic center the entire weekend.
Meaghan DeClerq, Audio/Visual Manager 323 - 221 Balliol Street, Toronto, ON M4S 1C8 416-453-2991 / meaghan.declerq@gmail.com	Coordinates all of our audio/visual requirements for contest
Diane Seaward, Awards Manager 121 Glenashton, Oakville ON L6H 6V4 (905) 257-2521 / dgseaward83@gmail.com	Coordinates all international and regional awards – including getting the hardware!!

3. CHORUS COMPETITION LIAISON (CCL)

All convention information is disseminated via the Communications Manager of the Convention Team, Sue Heighway, who maintains a master group distribution list. Each chorus appoints a Chorus Convention Liaison (CCL). **Please ensure that your CCL e-mail address has been submitted to Sue, at sheighwayreg16@live.ca by December 15, 2023.**

The CCL acts as the conduit of information between the Convention Team and their Chorus. They ensure 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, chorus CCL's must be on-line and fluent in using Microsoft Excel. Duties include:

Chapter Communication:

The CCL shares all regional convention information with chorus members, President/Team Leader and Director. They verify with quartets to ensure the information has been received directly. If not, remind them to provide contact information to Sue Heighway at the email above.

Convention Team Communication:

Written and/or verbal communication with appropriate Convention Team members as required.

The CCLs is responsible for coordinating the convention registration, housing for chorus members and guests, rehearsal/function space requirements for the chorus, ordering photos for the chorus and members and coordinates the distribution of Ziploc Bags for chapter members' individual belongings and arranges for riser row bag custodians. Details can be found in the appropriate section of this handbook.

Housing

- Collects rooming requirements for chorus and guests and submits the on-line Master Registration and Housing File (Excel Spreadsheet) to the Registration and Housing Manager. One single credit card is required to reserve the entire block for the chorus.
- Once the 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.
- Competing Chorus members choosing to stay outside of the hotel block, even when staying at home, will be subject to a \$100 CAD assessment.
- Once the Master Registration and Housing File (Excel Spreadsheet) has been submitted, all changes and additions to registration and/or housing must be made on the new form **15_Changes and Additions Form**

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 or 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.

4. REGIONAL ASSESSMENT

In accordance with International By-laws, a member is deemed to be in good standing if their International Dues and Regional Assessment is paid in full. If a member is not in good standing, they are ineligible to compete. Regional Assessment are due **January 31, 2024**.

5. CONVENTION SCHEDULE

Thursday, April 4, 2024

3:00 p.m.	Hotel(s) Check-in @ Front Desk
7:00 p.m. – 7:30 p.m.	Competing Chorus/Quartet Check in (forms/information turn-in) Holiday Inn Conference Centre
7:45 p.m. – 8:45 p.m.	Chorus/Quartet Briefing Holiday Inn Conference Centre

Friday, April 5, 2024

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. – 9:00 p.m.	Boutique – Holiday Inn & Suites, Conference Center Atrium
10:30 a.m.	Quartet Walk-through, Partridge Theatre, FirstOntario Performing Arts Centre
11:00 – 12:00 noon	Education Class
1:00 – 1:30 p.m.	Mass Sing – outside back stairs of the FirstOntario Performing Arts Centre
3:00 p.m.	Hotel(s) Check-in @ Front Desk
3:00 p.m.	Quartet Competition – Partridge Theatre, FirstOntario Performing Arts Center

Saturday, April 6, 2024

8:00 a.m. – 11:00 a.m.	Assigned Chorus Rehearsals (Various Hotels)
9:00 a.m. – 9:00 p.m.	Boutique – Holiday Inn & Suites, Conference Center Atrium
12:30 a.m.	Chorus Competition – Partridge Theatre, FirstOntario Performing Arts Center

Sunday, April 7, 2024

10:30 am – 11:30 a.m.	Convention Team Wrap-up meeting (by invitation only)
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This is a tentative schedule and is subject to change. A final schedule will be published in the Competition Supplement approximately 45 days prior to contest.

6. BUSING INFORMATION

Thursday, April 4, 2024

4:00 p.m. – Midnight	One (1) Shuttle bus running continuously between hotels
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Friday, April 5, 2024

9:00 a.m. – 9:00 p.m.	Three (3) buses dedicated from each hotel to FirstOntario Performing Arts Center. Buses will NOT run BETWEEN hotels.
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9:00 p.m. – Midnight	Three (3) Buses WILL run BETWEEN hotels.
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Saturday, April 6, 2024

9:00 a.m. – 7:00 p.m.	Three (3) buses dedicated from each hotel to FirstOntario Performing Arts Center. Buses will NOT run BETWEEN hotels.
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7:00 p.m. – 2:00 a.m.	Three (3 buses) WILL run BETWEEN hotels
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This is a preliminary schedule and is subject to change. The 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.

7. HOTEL ASSIGNMENTS

Hotel assignments will be assigned after the February 1st deadline. You will be notified via eBlast and the information will be repeated in the Chorus and Quartet Supplements that will be issued 45-days before contest.

8. 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

HOLIDAY INN & SUITES

327 Ontario St, St. Catharines, ON L2R 5L3 (905) 688-2324

BEST WESTERN CONFERENCE CENTER

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

NEW HAMPTON INN BY HILTON

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

- There is a two (2) night minimum stay at each hotel.
- All hotels are close to equal distance from the Convention venue.
- The card used at check in places a hold on the card. If that card is not used to pay all or a portion of the room at checkout, the hold is not immediately released. The release time is as per the individuals bank and credit card company. The hotel has no authority or means to change the hold period.
- Free internet at all hotels.
- Hot breakfast included at the Best Western Conference Center.
- 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.

9. JUDGING PANEL



SOUND*
Beth Smith



MUSIC
Corinna Garriock

** Indicates Panel Chair*



**VISUAL
COMMUNICATION**
Judy Pozsgay



EXPRESSION
Kerri Mauney



**PANEL
SECRETARY**
Linda Gummerson

10. 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.

11. MASS SING

When: 1 PM, Friday, April 5, 2024
Where: Outside back stairs of the FirstOntario Performing Arts Center (PAC)
Inclement Weather Location: inside the PAC

Choruses are encouraged to wear their chorus colors and display their chorus banners!

Regional Songs:

<i>Can You Feel The Love</i>	<i>Power of The Dream</i>
<i>Dancing Queen</i>	<i>Send Your Love Out To The World</i>
<i>How We Sang</i>	<i>That's What Friends Are For</i>
<i>Kicking It Up a Notch</i>	<i>Time For You</i>
<i>Come On and Sing</i>	

12. BOUTIQUE

Region 16's Boutique will be in a conference room in the Conference Center at the Holiday Inn & Suites. Shoppers can pick up a gift for a secret pal, their Sweet Adeline of the year, Director or a little something special for themselves.

While you are at the Boutique, be sure to support our 2023 Champions as they fundraise to assist with International Competition related expenses. They are grateful for your support!

13. MEDICAL INFORMATION

Choruses are encouraged to plan 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 FirstOntario Performing Arts Center. For immediate emergency issues call 911.

14. PHOTOGRAPHY

Stay tuned for an exciting announcement regarding our new photographer for 2024. The order forms will be available on the Region 16 website under Events > Convention > Regional Forms.

15. WEBCAST

The quartet and chorus contests will again be webcast live from St. Catharines! Your webcast anchor for both contests will be JD Crowe. Guest correspondents will be invited after the order of appearance draw to ensure no overlap with stage times!

A publicity campaign will be launched 45-days prior to contest and you will be encouraged to share the link with your chorus, quartet and personal social media pages to help spread the word. We hope you will forward to all of your family and friends as well so that they can live those precious minutes on stage with you from the comfort of their own home or office!

We have a new method of registering for the webcast this year that will continue right through both contest days. No registration deadlines – great access for all! Completion of the 12_Webcast Registration-General form will be required. Navigate to Events > Convention > Regional Forms.

The webcast price at \$35 CDN . This price includes both the quartet and chorus contests as well as a two-week archive viewing period. Payment will be via pay pal or credit card and will automatically convert to the currency of the person registering!

Complimentary Webcast Registration

For members in good standing unable to attend Convention, a complimentary registration will be provided. CCLs will be asked to provide a list of all non-competing members not attending convention by completing the Webcast_Non-Competing Members form (13_Webcast_Non-Competing Members). Navigate to Events > Convention > Regional Forms.

Please remind the members on the list provided to **not** register themselves or send payment . A link will be sent to them using the list provided by the CCL. Watch for an eblast requesting this information!

16. IMPORTANT DATES

16.1. Forms and Payments

To complete and for email instructions, please refer to each numbered form posted individually on the regional website www.saregion16.com. Navigate to Events > Convention > Regional Forms.

The 2024 Master Registration & Housing File is to be used for all requirements and cannot be sorted or easily printed. We have created two worksheets to help you collect information from your chorus members. These are for your use only and do not need to be submitted. Final numbers must be entered into the Master Registration & Housing File spreadsheet.

10_Registration List Work Sheet

11_Rooming List Work Sheet

16.1.1. Regional Forms

Deadline	Form Name	Action	Submit Form To	Mail or etransfer Payment To
Feb 1, 2024	2024 Master Registration & Housing File	Convention Registration, and Housing Room List	Cathy Stovold Colleen O'Dwyer	Colleen O'Dwyer
Feb 1, 2024	1_Video Order 2_Chorus Photo Order 3_Quartet Photo Order	Photo and Recording Order	Meaghan DeClerq	Meaghan DeClerq
Feb 1, 2024	4_Program Ad	Program Ad Order	Sue Heighway	Colleen O'Dwyer
Feb 1, 2024	2024 Master Registration & Housing File	Meals and Rehearsal/Function Spaces	Shelley Snoulten	Hotel
April 4, 2024	6_Chorus Contact Information	Contact information on site	At Briefing	n/a
April 4, 2024	7_Quartet Contact Information	Contact information on site	At Briefing	n/a
April 4, 2024	8_Chorus On Stage Photo Cue Sheet	Photographer Cue Sheet	At Briefing	n/a
April 4, 2024	9_Quartet Stage Entry Cue Sheet	Traffic Pattern	At Briefing	n/a
Ongoing	12_Webcast Registration_General	Registration	JD Crowe	Colleen O'Dwyer
Feb 1, 2024	13_Webcast Registration_Non Competing Members	Registration	JD Crowe	n/a complimentary
Mar 15, 2024	14_Chorus Webcast Survey	Webcast Survey for hosts	JD Crowe	n/a
Mar 15, 2024	15_Quartet Webcast Survey	Webcast Survey for hosts	JD Crowe	n/a
Post Feb 1, 2024	16_Change and Addition Form	Changes and late addition registration & housing form	Cathy Stovold Colleen O'Dwyer	Colleen O'Dwyer

16.1.2. International Forms and Entry Fees

Forms	Entry Fee	Deadline	Send To
Quartet Competition Entry Form	\$125 USD	February 5, 2024	SAI
Quartet Late Entry Form	\$225 USD	February 20, 2024	SAI
Chorus Competition Entry Form	\$200 USD	February 6, 2024	SAI
Chorus Late Entry Form	\$300 USD	February 21, 2024	SAI

NOTES:

1. International will be e-mailing the competition packets on **December 22, 2023**. 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.
2. In order to compete in the 2024 Regional Contests, the paperwork for **new and renewing quartets** must be submitted and processed before they may register for competition. New quartets or renewals received after **January 15, 2024** 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.

17. CONVENTION REGISTRATION : ALL EVENTS TICKET (AET)

REGISTRATION OPENS December 22, 2023 and CLOSES February 1, 2024

17.1. OVERVIEW

- The chorus CCL registers all members and guests and **must complete** the **2024 Master – Registration & Housing File** on the Lake Ontario Region 16 Website. In the Navigation bar, click on Events > Convention > Forms
- Drop-down menus make it simple for choruses to register competing* or performing members**, non-competing members and guests on the same form
- Please type full names in ALL CAPS
- Payment information, where applicable, is stipulated in the spreadsheet instructions.
- Late additions after February 1, 2024 (ie. new members) can be reported on the **NEW** Change and Addition Form (14_Change and Addition Form).
- Changes made to the original chorus submission will be subject to a \$40 CAD fee. Use the **NEW** Change and Addition form (14_Change and Addition Form).
- All AETs (for members and guests) and programs will be left at the hotel for pickup by the CCL at check-in.

- Rush seating! There isn't a bad seat in the house but come early if you want to sit with friends
- Seats will be blocked off in the auditorium for competing quartets on Friday for when they come off stage.
- VIP seating will be provided to the Blue Ribbon Club on FRIDAY during quartet contest only.

*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.

17.2. AET PRICES

17.2.1. Members

Members' All Events Ticket (AET) is covered by their Regional Assessment so there is no registration cost to attend the Convention. Members must have paid their Regional Assessment by January 31, 2024. This applies to competing and non-competing chorus members as well as chapter-at-large members whether they are competing in a quartet or not.

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. The CCL will be asked for a list of eligible members via an eBlast survey.

17.2.2. Prospective Members, Non-Members and Members at Large

As they do not pay a Regional Assessment, these individuals are subject to non-member rates for Convention Registration (AET).

Prospective Choruses registering together will need to appoint a CCL. Completion of the 2024 MASTER - Registration and Housing File is required. Visit the regional website at <http://www.saregion16.com>. *In the Navigation bar, click on Events > Convention > Forms.*

No-members and Members at Large may register with a chorus or on their own. If registering alone, Completion of the 2024 MASTER - Registration and Housing File is required. Visit the regional website at <http://www.saregion16.com>. *In the Navigation bar, click on Events > Convention > Forms.*

The following prices apply.

- \$75.00 CDN if purchased during the registration period (December 22, 2023 to February 1, 2024)
- \$80.00 CDN if purchased after February 1, 2024
- If registering with a chorus, AETs will be picked up by the CCL when checking in at the hotel.
- If registering as an individual, AET will be left at the will call desk at the convention venue.

18. CONVENTION REGISTRATION : SINGLE EVENT TICKETS

Single Event Tickets are available for non-member guests and members at large.

- \$37.50 CDN per contest if purchased during the registration period (December 22, 2023 to February 1, 2024)
- \$40.00 CDN per contest if purchased after February 1, 2024
- \$50.00 CDN per contest if purchased at the Box Office on the day of contest due to the service charge added by the PAC
- If registering with a chorus, AETs will be picked up by the CCL when checking in at the hotel.
- If registering as an individual, AET will be left at the will call desk at the convention venue.

19. HOUSING INFORMATION

19.1. Convention Hotels

The **Holiday Inn and Suites, the Best Western Conference Center and the New Hampton Inn by Hilton**, members of the Hotels of Niagara Group, 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 and rehearsal/function space 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 OTHER alternative.

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.

All rooms are also equipped with a coffee maker, microwave, and small fridge. Breakfast is included at the Best Western Conference Center. It is not included at the Holiday Inn Hotel & Suites as it has more amenities and services.

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.

19.2. Rates

Regular Room: \$175

All rooms subject to HST, Facilities Fee and Municipal Accommodation Tax (MAT)

HST = 13%

Facility Fee = 5%

MAT = 3%

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.

19.3. Room Lists

2024 Master – Registration & Housing File

<http://www.saregion16.com>

In the Navigation bar, click on Events > Convention > 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.

19.4. Deadline

Rooming requirements must be received no later than **February 1, 2024**. **Unsold rooms will be released back to the hotel no later than March 1st, 2024**, as per our contract, for general sale and block rates will no longer be guaranteed.

19.5. Cancellation Policy

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

19.6. Hotel Method of Payment

A single credit card is required to reserve each chorus block. At check-in, a credit card will be required for each room. **This places a hold on the card.** At check-out, guests can use one or multiple credit cards. The amount will be divided equally by the number of occupants in the room. For each at checkout, **please do not charge incidental charges, like restaurant meals for example, to the room.**

- **Important Note:** The card used at check in places a hold on the card. If that card is not used to pay all or a portion of the room at checkout, the hold is not immediately released. The release time is as per the individual's bank and credit card company. The hotel has no authority or means to change the hold period.

On the Rooming List tab, fill out the form and submit to the Registrar, Cathy Stovold **without** the credit card information. The hotel will provide an authorization form. Only one per chorus is required to be completed and returned to the hotel. Please note that ONLY the CCL is allowed to contact the hotel on behalf of their chorus. Individual guests are not to contact the hotel. Any requirements are to be communicated via the CCL.

Credit Card information must be sent to the hotel within one week of receiving information from the Registrar or the rooms will be considered a "No- Show". Please note that the credit card provided for the hotel block is a preauthorization and will not be charged in advance of the event. As mentioned, at checkout, the room charges can be divided equally amongst multiple cards.

19.7. Check-in Procedure

Check-in time at all Convention hotels is 4:00 p.m. (every day) and checkout is 12:00 p.m*. Should you arrive early and before your room is ready, designated secure areas for luggage are available at each hotel.

*Checking out after 12:00 pm but before 6:00 pm will be subject to the late checkout charge of \$69.00 plus taxes and fees. Checking out after 6:00 pm will be subject to a full night's rate.

20. COMPETITION SERVICES

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

20.1. International Contest Rules

- **Total singing time** 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.
- **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 visual communication 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.
- **Evaluation by DVD/Video:** 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. This process does not replace the existing competition rule requiring choruses to compete every three years in order to maintain their charters.
- **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.
- **Withdrawals:** Chorus directors or Presidents/Team Leaders and Quartets must withdraw in writing (email is okay) to international headquarters. A phone call is not sufficient.

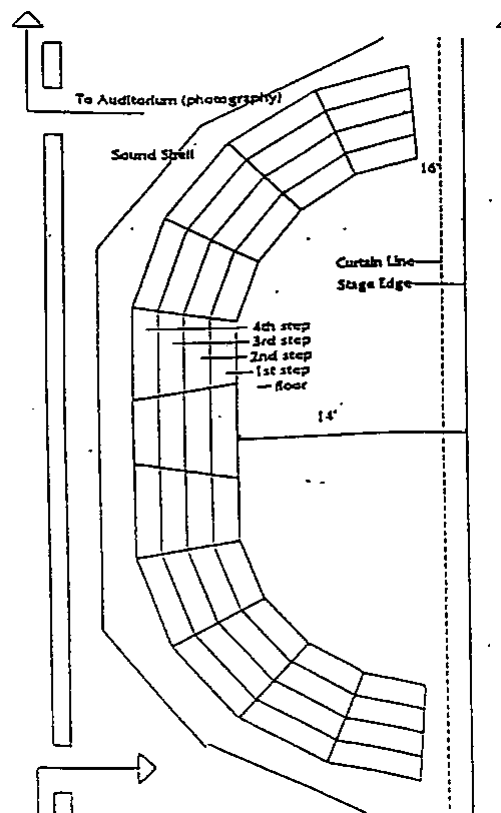
- **Copyright Clearance:** All music must have cleared the copyright process. Failure to use cleared arrangements may result in disqualification. International Headquarters is responsible for administering the copyright policies and procedures.
- **Quartets Qualifying for International Competition:** 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 second-place 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.

20.2. Riser Configuration

We will be utilizing 1 Riser Configuration in 2024

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.

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



20.3. Thursday Night Briefing, April 4, 2024

The combined Chorus/Quartet Briefing will be held from 7:45 p.m. – 8:45 p.m. in the Conference Center of the Holiday Inn – room TBA . All competing Chorus Directors and Quartets, or their representatives, are required to attend this briefing. Presidents and CCLs are welcome and encouraged to attend.

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

Choruses

- **THREE (3) copies** of form 6_Chorus Contact Information (single sided)
- **THREE (3) copies** of form 8_Chorus On Stage Photo Cue Sheet (single sided)
- **THREE (3) copies** of form 5_List of Competing Members and the Verification Form* (single sided).

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

Quartets

- **THREE (3) copies** of form 7_Quartet Contact Information (single sided)
- **THREE (3) copies** of form 9_Quartet Stage Entry Cue Form (single sided)

20.4. Rehearsals

20.4.1. Optional Rehearsal Time and Function Space:

Complete 2024 Master – Registration & Housing File

<http://www.saregion16.com>

In the Navigation bar, click on Events and then click Convention for access to all forms.

Friday, April 5, 2024

9:00am – 11:00 pm

Chorus CCL's must complete the online **2024 Master – Registration & Housing File** at the link above and submit in accordance with the instructions in the spreadsheet by **February 1, 2024**, 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.

20.4.2. Assigned Regional Rehearsal Time

Saturday, April 6, 2024

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.

20.5. Traffic Patterns

20.5.1. Chorus Competition Traffic Pattern Information:

Gathering place:	Best Western Conference Center	Conference Lobby Area
	Holiday Inn & Suites	Conference Lobby Area
	Hampton Inn	Main Entrance

- Chorus gathers 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.**
- Row bags provided by the region must be filled prior to boarding the bus.
- **DO NOT place water bottles in these bags.**
- Chorus takes bags on bus

Point of Departure:	Best Western Conference Center	Conference Lobby Area
	Holiday Inn & Suites	Conference Lobby Area
	Hampton Inn	Main Entrance

- Chorus loads onto buses at designated departure point at each hotel.
- Buses will depart promptly on-time and will not wait for singers who may be late.
- 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 they are 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.
- Competitor buses are available to all hotels following competition

20.5.2. Quartet Competition Traffic Pattern Information:

Gathering place:	Best Western Conference Center	Conference Lobby Area
	Holiday Inn Suites	Conference Lobby Area
	Hampton Inn	Front Entrance

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

Point of Departure:	Best Western Conference Center	Conference Lobby Area
	Holiday Inn Suites	Conference Lobby Area
	Hampton Inn	Front Entrance

- Quartet arrives at PAC Artist Entrance and is escorted to the Photography 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.

20.6. Handling of Chorus Personal Belongings

1. Prior to competition weekend, distribute a “Ziploc” bag to each member with their name clearly printed on a color coded/numbered label. Gallon size bags are adequate. Chorus members are to use this for any personal items taken to the competition facility. **NOTE: the ziplog bag should only contain a room key, AEB, a bit of money for snacks, smartphone, if necessary, granola bar at most, mints, lipstick. Anything more substantial will be removed.**
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 Convention personnel at the Briefing check-in. Bags will be clearly marked with chorus name. **NOTE: DO NOT PLACE WATER BOTTLES IN TOTE BAGS.**
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

20.7. Competitors Needing Special Assistance

1. Choruses with competitors needing special assistance are to notify Shelley Snoultten, Competition Coordinator (shelleysnoultten@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 they get 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 between 10:30 a.m. and 11:30 a.m. on Friday, April 4, 2024, and placed along the back wall.**
5. **All riser chairs must be removed from the theatre complex immediately following the chorus contest session.**

20.8. 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.

20.8.1. International Awards

Internationally sponsored chorus competition awards include the following divisions:

Division A Chorus

12-30 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 12 singing members on stage.
- A Minimum score is no longer required for eligibility for the Most Improved Chorus Award.

20.8.2. 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 Harmony 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.
- **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 their 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, Holiday Inn Conference Centre on Thursday, April 4, 2024, from 7:00 – 7:30 p.m.

20.9. 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.

20.10. Competition Supplements

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

- Order of Appearance (**draw February 12, 2024**)
- 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)