



47th Annual
Regional Convention
March 30 - April 2, 2023

CONVENTION HANDBOOK

■ REGIONAL FORMS DUE BY



R16

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1. WELCOME FROM THE CRC

What a special contest year for Lake Ontario Region 16 as we meet live for the first time in three years. The fact that we move to a new city and theatre makes it that much more exciting!!

The City of St Catharines Tourism Office, First Ontario Performing Arts Centre (PAC) and the Heart of Niagara Hotels (Holiday Inn & Suites and Best Western Conference Centre) are anxious to welcome us 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!

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

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!

We have streamlined the hotel registration process by cutting the middle people – the Convention Team – when booking rooms and function space hotels at the hotels! 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 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.

Busing will be provided to transport competitors to and from the PAC but shuttling of audience members will not. There is ample parking at the hotels and around the PAC. We are in negotiations with the City of St Catharines to provide free or a reduced event parking rate with in and out privileges within walking distance of the PAC. Carpooling is encouraged.

The Convention Team thanks you for your trust and, in particular, appreciates 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 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)

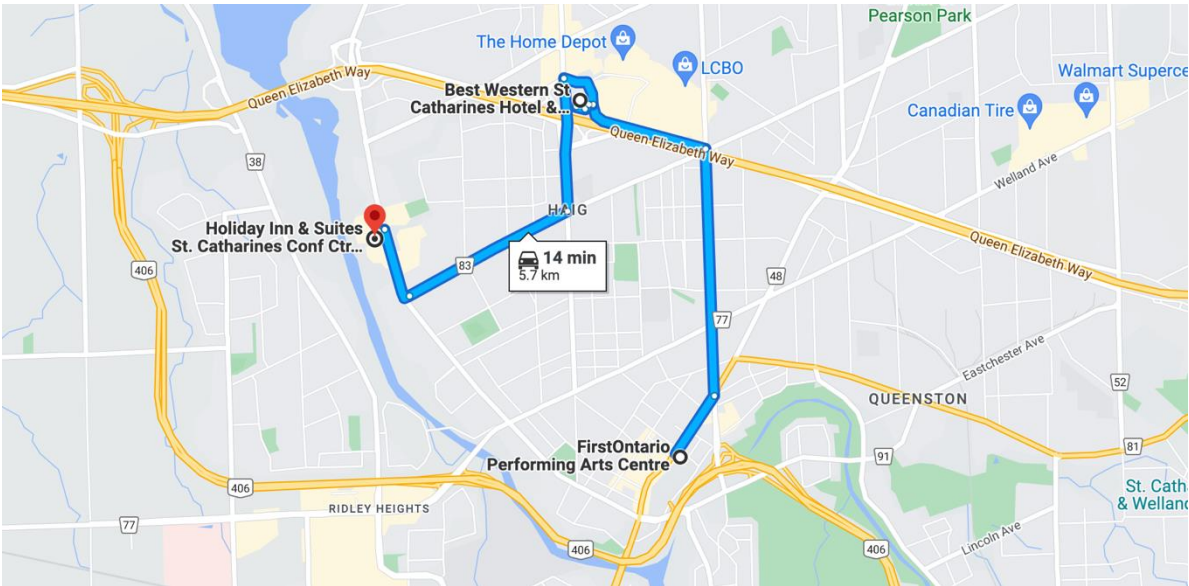
2. CONVENTION TEAM DIRECTORY AND SUMMARY OF DUTIES

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 / colleen.od1@gmail.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 / sueighwayreg16@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 / btjacobsilton@gmail.com	<u>Transportation:</u> <ul style="list-style-type: none"> 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.
Liz Gibbs, Audio/Visual Manager 1402 - 1025 Richmond Road, Ottawa, ON K2B 8G8 (613) 878-8589 / lizgibbs11@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	<u>Awards:</u> <ul style="list-style-type: none"> Coordinates all international and regional awards – including getting the hardware!!

3. HOTEL ASSIGNMENTS

Watch for hotel assignments via eBlast. The information will also be repeated in the Chorus and Quartet Supplements.

<u>Holiday Inn & Suites</u>	<u>Best Western Conference Centre</u>
<u>IMPORTANT NOTE:</u> Hotel assignments are based on estimated chorus requirements and are subject to change.	



CONVENTION VENUE AND HOTEL INFORMATION

CONVENTION VENUE

FIRST ONTARIO 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

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 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.**

4. JUDGING PANEL



SOUND
Beth Smith*

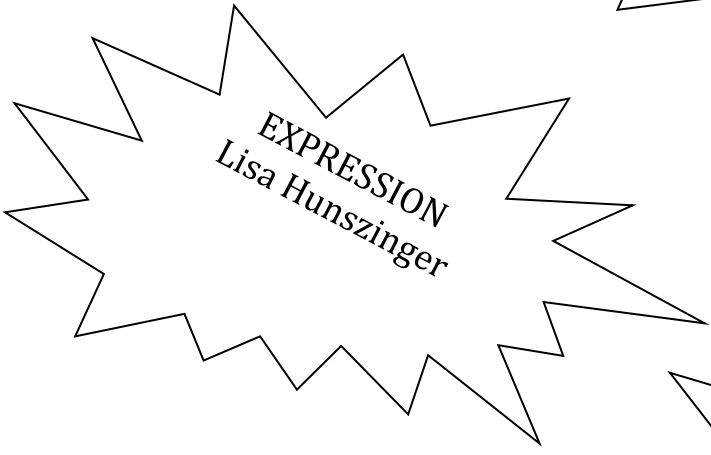


MUSIC
Carolyn Schmidt

** Indicates Panel Chair*



VISUAL
COMMUNICATION
Tori Postma



EXPRESSION
Lisa Hunszinger



PANEL
SECRETARY
Cammi McKinlay

5. INTERNATIONAL CONTEST RULES

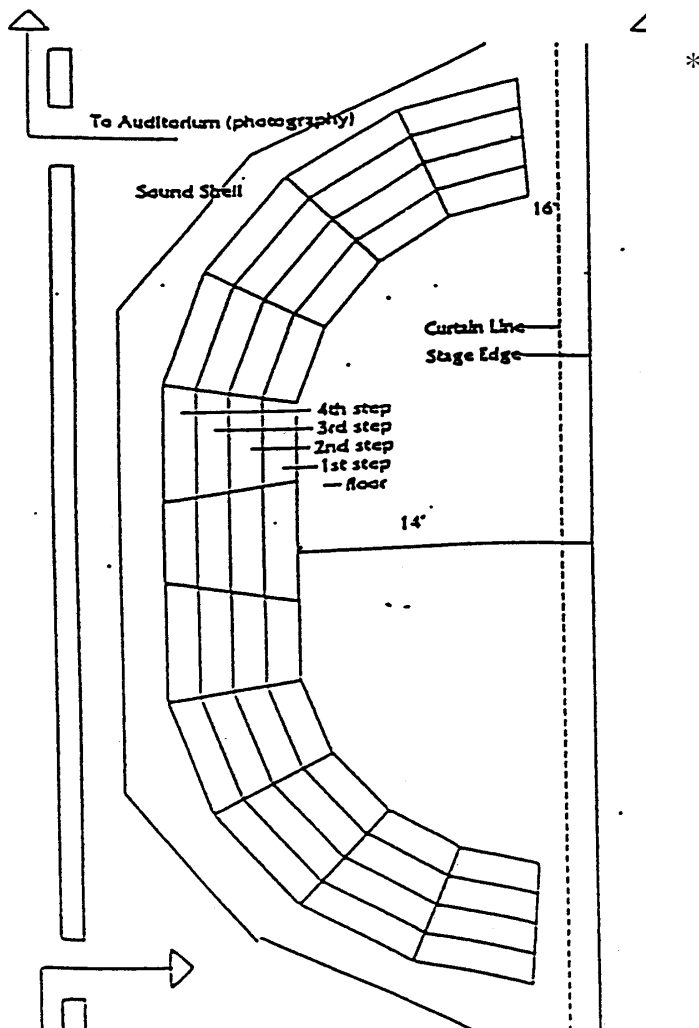
- **Total singing time** of the two separate songs or medleys performed in any Sweet Adelines competition other than an entertainment package session shall be not less than three (3) and not more than seven (7) minutes.
- **Props:** A reminder, staging and lighting are uniform for all contestants. No 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.

6. RISER CONFIGURATION

We will be utilizing 1 Riser Configuration in 2023

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.



7. CONVENTION SCHEDULE

Thursday, March 30, 2023

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, March 31, 2023

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, Robertson Theatre, FirstOntario Performing Arts Centre
11:00 – 12:00 noon	Education Class – Gold Medal Hour with CSC! Faculty Joe Connelly
12:00 noon – 12:30 p.m.	Mass Sing – outside back stairs of the FirstOntario Performing Arts Centre
3:00 p.m.	Hotel(s) Check-in @ Front Desk
2:45 p.m.	Quartet Competition – Partridge Theatre, FirstOntario Performing Arts Center

Saturday, April 1, 2023

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
11:30 a.m.	Chorus Competition – Partridge Theatre, FirstOntario Performing Arts Center
9:30 p.m.	Afterglow rooms in each hotel

Sunday, April 2, 2023

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

8. BUSING INFORMATION

Thursday, March 30, 2023

Shuttle busing has been eliminated on Thursday, March 30, 2023. We are in negotiations with the City of St Catharines to provide free or event parking with in and out privileges within walking distance of the PAC. There is also plenty of street parking. Those attending the Chorus and Quartet Briefing on Thursday night are encouraged to carpool!

Friday, March 31, 2023

Shuttle busing has been eliminated for Friday, March 31, 2023. We are in negotiations with the City of St Catharines to provide free or event parking with in and out privileges within walking distance of the PAC. There is also plenty of street parking. Those attending the quartet contest as supporters are encouraged to carpool!

Competitors will be transported from their hotel to the theatre by van. A bus will be available to take competitors back to their hotel after the contest. The winning quartet will be transported back by van.

Saturday, April 1, 2023

Shuttle busing has been eliminated for Saturday, April 1, 2023. We are in negotiations with the City of St Catharines to provide free or event parking with in and out privileges within walking distance of the PAC. There is also plenty of street parking. Those attending the chorus contest as supporters are encouraged to carpool!

Competitors will be transported from their hotel to the theatre by bus. Buses will be available to take competitors back to their hotel after the contest.

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.

9. 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 of information between the Convention Team and the Choruses. 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:

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

Convention Team Communication:

Written and/or Verbal Communication with appropriate Convention Team members as required.

Convention Registration (All Events Tickets – AET):

- Coordinates registration of members and guests and submits the on-line Master Registration and Housing File (Excel Spreadsheet) to the Registration and Housing Manager.
- Coordinates the completion of the International Competitor List. Important note: 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.
- Chorus and guests AETs and programs will be left at the hotel for pickup at check-in.

Housing:

- Collects rooming requirements for chorus 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.
- Chorus members choosing to stay outside of the hotel block, even when staying at home, 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 Snoult, 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.

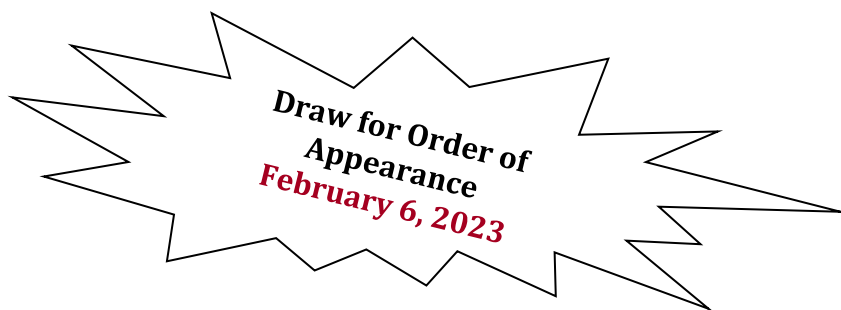
Submits forms for: Audio/Recordings Order, Photography Order and Convention Program Ad Order

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

10. IMPORTANT DATES

Regional Forms and Payments

**Registration opens December 16, 2022,
and closes February 15, 2023**



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 2023 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.

10_Registration List Work Sheet

11_Rooming List Work Sheet

Deadline	Form Name	Action	Submit Form To	Mail Payment To
Feb 15, 2023	2023 Master Registration & Housing File	Convention Registration, and Housing Room List	Cathy Stovold Colleen O'Dwyer	Colleen O'Dwyer
Feb 15, 2023	1_Video Order 2_Chorus Photo Order 3_Quartet Photo Order	Photo and Recording Order	Liz Gibbs	Liz Gibbs
Feb 15, 2023	4_Program Ad	Program Ad Order	Sue Heighway	Colleen O'Dwyer
Feb 15, 2023	2023 Master Registration & Housing File	Meals and Rehearsal/Function Spaces	Shelley Snoultten	Hotel

International Forms

Form	Deadline	Send To
Competition Entry Form: Quartet	January 30, 2023	SAI
Competition Entry Form: Chorus	January 31, 2023	SAI
Late Entry Deadline: Quartet	February 14, 2023	SAI
Late Entry Deadline: Chorus	February 15, 2023	SAI

NOTES:

1. International will be e-mailing the competition packets on **December 16, 2022**. 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 2023 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, 2023** 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.

11. 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. Through the generosity of the Regional Management Team (RMT), the member assessments have been waived through to April 30, 2023, so no additional payment is required for contest 2023.

12. 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.

13. BOUTIQUE

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

While you are at the Boutique, be sure to support our 2022 Champions as they fundraise to assist with International Competition related expenses. They are grateful for your support!

14. MASS SING

When: 12 NOON, Friday, March 31, 2022
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 to display their chorus banners as their will be media coverage and a representative from the Mayor's office will be in attendance.

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>Thank You Dear Lord For Music</i>
<i>Kicking It Up a Notch</i>	<i>That's What Friends Are For</i>
<i>Irish Blessing</i>	<i>Time For You</i>

15. 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.

16. 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.

17. 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 the Convention. However, through the generosity of the Regional Management Team (RMT), the member assessments have been waived through to April 30, 2023, so no additional payment is required for contest 2023.

Starting again for contest 2024, to benefit from this privilege, members must have paid their Regional Assessment by December 31, 2023. 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.

REGISTRATION OPENS December 16, 2022 and closes February 15, 2023

- The chorus CCL must complete the **2023 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 will be left at the hotel for pickup 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.

Non-members AET Price

- \$75.00 CDN if purchased during the registration period of (December 16, 2022, and February 15, 2023)
- \$80.00 CDN if purchased after February 15, 2023
- AETs will be left at the hotel for pickup at check-in.
- If purchased individually, tickets will be available for pick-up one (1) hour prior to the start of the contest at the PAC Box Office.

18. HOUSING INFORMATION

Convention Hotels

The **Holiday Inn and Suites and the Best Western Conference Center**, 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 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.

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.**

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.

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.

Room Lists

2023Master – Registration & Housing File

<http://www.saregion16.com>

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.

Deadline

Rooming requirements must be received no later than **February 15, 2023**. **Unsold rooms will be released back to the hotel no later than February 27, 2023, 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.

19. 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. 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.**

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.

20. CHECK-IN PROCEDURE

Check-in time at all Convention hotels is 3:00 p.m. (every day) and checkout is 11:00 a.m. Should you arrive early and before your room is ready, designated secure areas for luggage are available at each hotel.

21. 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) as they are not paying a Regional Assessment yet.

Prospective Choruses registering together will need to appoint a CCL.

Registration (AET)

2023 Master – Registration & Housing File

<http://www.saregion16.com>

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 (December 16, 2022 to February 15, 2023)
- \$80.00 CDN if purchased after February 15, 2023
- AETs will be picked up by the CCL when checking in at the hotel.

Housing

2023 Master – Registration & Housing File

<http://www.saregion16.com>

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.

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.

22. 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)

2023 Master – Registration & Housing File

<http://www.saregion16.com>

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 (December 16, 2022 to February 15, 2023)
- \$80.00 CDN if purchased after February 15, 2023
- AETs will be picked up by the CCL when checking in at the hotel.
- If registering individually, AET will be available 1-hour prior to the start of the event from the PAC Box Office

Housing

2023 Master – Registration & Housing File

<http://www.saregion16.com>

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.

23. PHOTOGRAPHY

Our photographer is Su Buehler Photography. She is local and a former Sweet Adeline and is very familiar with our style and requirements. The order forms are available on the Region 16 website under Events > Convention > Regional Forms.

24. 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.

a) Thursday Night Briefing, March 30, 2023

The combined Chorus/Quartet Briefing will be held from 7:45 p.m. – 8:45 p.m. in the Partridge Hall at the FirstOntario Performing Arts Centre. 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 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 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 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 2023 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, March 31, 2023

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 15, 2023**, 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 1, 2023

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.

26. Traffic Patterns

Chorus Competition Traffic Pattern Information:

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

- 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
Holiday Inn & Suites

Conference Lobby Area
Conference Lobby Area

- 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

Quartet Competition Traffic Pattern Information:

Gathering place: Best Western Conference Center
Holiday Inn Suites

Conference Lobby Area
Conference Lobby Area

- 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: Best Western Conference Center
Holiday Inn Suites

Conference Lobby Area
Conference Lobby Area

- 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.

27. 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

28. 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, March 31, 2023, and placed along the back wall.**

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

29. 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

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.

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.
- **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, Partridge Hall lobby, Performing Arts Centre on Thursday, March 30, 2023, from 7:00 – 7:30 p.m.

30. 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.

31. 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 6, 2023)
- 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)

32. FORMS

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.

A. Summary and Deadlines

FORM	DEADLINE
2023 Master_Registration & Housing File	Feb 15, 2023
Performance Video Recording/Payment (1_Video Order)	Feb 15, 2023
Chorus/Quartet Photography Order/Payment (2_Chorus Photo Order and 3_Quartet Photo Order)	Feb 15, 2023
Convention Program Ad/Payment (4_Program Ad)	Feb 15, 2023

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
5_List of Competing Members (3 copies)	Briefing
6_Chorus Contact Information (3 copies)	Briefing
7_Quartet Contact Information (3 copies)	Briefing
8_Chorus On-stage Photo Cue Sheet (3 copies)	
9_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	January 30, 2023
Competition Entry Form: Chorus	January 31, 2023
Late Entry Deadline: Quartet	February 14, 2023
Late Entry Deadline: Chorus	February 15, 2023

APPENDIX A

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)

PAC is located at St Paul and Carlisle Street

