



Chorus Competition Coordinator's Checklist

Not all steps may be needed by all chapters ... provided only to help in your planning and to make sure you cover all of the details for your first time competitors.

NOTE: Chorus Manager may mean President or Team Coordinator in your chorus. The following items are suggestions to help your chorus plan for convention weekend.

PRE-COMPETITION:

- _____ 1. Appoint sub-committee chairs as needed by your chorus. For example:
 - [] Registration
 - [] Housing
 - [] Special Functions (Meal, Rehearsal, etc.)
 - [] Transportation (Arrange for Carpools for new members, etc)
 - [] Volunteer Coordinator
 - [] Rah/Rah
 - [] Competition "Bible"
 - [] Photography Orders
 - [] Silent Auction Coordinator

- _____ 2. Schedule a meeting of key people to coordinate all your competition activities.

- _____ 3. Provide information to respective subcommittee chairs, quartets, and chorus members as needed. Be sure each chorus member receives access to the "for all members" information from the competition website.

- _____ 4. **CHORUS REGISTRATION CHAIR**
 - a. Have members complete their individual registration forms. Then compile the information into the excel spreadsheet for the regional contest registration chairman. Please do not make changes to the layout of the spreadsheet!
 - b. Include guest all-events orders on the spreadsheet.
 - c. Email copies all of individual registration forms, the compiled spreadsheet for your entire chorus and guests, and payment by the 3/1/23 deadline.
 - d. **BE SURE ALL OF YOUR INFORMATION IS SUBMITTED ON TIME**, preferably via email, and that a paper copy of the registration spreadsheet with payment check, is **ON TIME**. **ALL** documentation must be received for your registrations to be processed.
 - e. Submit any changes no less than 96 hrs. (4 days) before contest weekend.

- _____ 5. **CHORUS HOUSING CHAIRMAN**
 - a. Have members complete the hotel reservation forms – ONE form per room, **NOT** one form per person. Each room should have a different room captain...No duplicate room captains, please!
 - b. Submit completed forms **ON TIME**.
 - c. Submit any changes no less than 96 hrs. (4 days) before contest weekend.
 - d. All changes/cancellations should be submitted to our Housing Chair, Darline Lejeune as noted on the hotel reservation form. Please do not contact the hotel directly as they will only refer you to our Housing Chair.

_____ **6. SPECIAL FUNCTIONS CHAIRMAN**

- a. Complete the Chorus Rehearsal, Breakfast and Dinner request forms for submission to the Rehearsal and Chorus Meals Contact, *even if no chorus meals are scheduled.*
- b. Request rehearsal time and space on the Chorus Rehearsal form.

_____ **7. TRANSPORTATION CHAIRMAN**

- a. Make sure your chorus is aware of transportation plans.
- b. Discuss carpooling options and encourage members to travel together. Verify that every chorus member has transportation.

_____ **8. VOLUNTEER STAFFING COORDINATOR**

- a. Make sure your chorus is aware of the need for volunteers to help with regional competition.
- b. Copy the Volunteer Sign Up Form for all members.
- c. Collect the Volunteer Sign Up Forms from your members.
- d. Forward your chorus Volunteer Sign Up Forms to the Regional Volunteer Coordinator and follow up with any questions your members may have.

_____ **9. RAH/RAH CHAIRMAN**

- a. Be sure to schedule Rah/Rah and morale sessions as your chorus prepares for contest.
- b. Promote togetherness. Secret Pals?
- c. Plan to support your competing quartets. Have them perform often at rehearsal.
- d. Work on ways to develop a positive attitude. Plan some FUN stuff.
- e. Help your chorus develop ways to deal with stress.
Don't forget SPECIAL things/information for your new members, such as making sure they each have a veteran member in their room!

_____ **10. COMPETITION "BIBLE"** (Information given to all chorus members)

- a. Give your chorus member a packing list – all parts of your costume, (dress, foundations, shoes, makeup), sewing kit, medications, etc. **DON'T FORGET A MAKEUP TOWEL OR TISSUES!** (We don't use hotel linens to remove makeup.)
- b. Include a detailed schedule of activities, times, places, etc.
- c. Give hints on how to handle competition.
- d. Encourage review of the Judging Category Description Booklet available for free on line at the SAI website – If you're going to play the game, you should be familiar with the rules!
- e. Circulate messages from your Chorus Manager or Director.
- f. Do anything else that will help make your chorus weekend as easy as possible with **NO SURPRISES** as far as your participation or performance is concerned.
- g. Stress **TOGETHERNESS**. Be sure your members know where to go and/or whom to see if there are problems or concerns.

_____ **11. CHORUS PHOTOGRAPHY CHAIRMAN**

- a. Obtain Official Photo Order Forms through the link on the Region #10 competition website and distribute those to all your chorus members.
- b. Collect the order forms and payment from your members.
- c. Compile the chapter member orders on one form and get one chapter check (or include credit card payment information) for the entire order.
- d. Pre-plan your final photo pose with Director.
Be sure your Team Coordinator/President has in hand the completed photo order form with chorus payment information included to turn in at the Friday morning Chorus/Quartet Briefing.

_____ **12. CHORUS WEBCAST CHAIRMAN**

- a. Be sure your Team Coordinator/President has completed the online webcast questionnaire (sent by email to these contacts only) by the March 10, 2023 deadline.
- b. Remind Team Coord/President/Director to proceed to the webcast station immediately following onstage performance to ensure your chorus does not miss its webcast opportunity. Due to space constraints, interviews will be limited to these individuals.
- c. Remind chapter members that they (along with friends and family) can subscribe to the webcast to view the entire competition both live and on delayed replay (for a limited time).

13. CHORUS COMPETITION COORDINATOR

- a. Check with Chorus Manager to be sure all forms are completed and sent in ON TIME, or taken to contest, as required.
- b. Prepare congratulatory cards from your chorus to present to winners.
- c. Make sure you bring duplicate copies of all forms to competition in case there are problems.
- d. Be sure your completed photo order including credit card info or ONE CHAPTER CHECK have been given to your Team Coordinator/President to turn in Friday morning at the Chorus/Quartet Briefing.
- e. Be sure members do understand hotel check in and check out times. Remind them that almost 400+ of us will be arriving within a 24-hour period and that there will most likely be lines at some time.
- f. Be sure your sub-chairs meet all regional deadlines.

AT COMPETITION:

- a. Assist your chapter quartets as needed.
- b. Assist with any arrangements, if needed, for SHOW OF CHAMPIONS.
- c. Familiarize yourself with schedules, locations, people in charge, etc., so that you are available to HELP, to ANSWER QUESTIONS, and to EXPEDITE activities for your chorus.

AFTER COMPETITION:

- a. Distribute copies of score sheets to all members.
- b. Share performance recording with chorus.
- c. Send congratulatory messages to winners if you did not already do it AT competition.
- d. Make a written evaluation of what went right or wrong and any suggestions for your file for next year's Coordinator.
- e. Chorus Team Leader, complete Evaluation form based on input from your Chorus and submit to the Chair of the Regional Convention.
- f. PAT YOURSELF ON THE BACK, THIS IS A BIG JOB!!