



# 2009 Competing Chorus Competition Information

## Hotel Assignments

The chorus Order of Appearance is the first factor used to determine where competing choruses are assigned to hotels. Other factors that determine hotel placement include, but are not limited to, meeting space needs, riser space needs, meals planned, the number and type of hotel rooms requested. The returning champion chorus automatically receives its first choice.

To reserve the number of rooms your chorus needs at the hotel you are assigned, your housing coordinator will need to return the **Chorus Room Block Request Form** included with this newsletter. In January 2009 your housing contact will receive via e-mail the chorus hotel assignment and detailed information on how rooming lists should be submitted.

To ensure accuracy and timely delivery, the chorus rooming list must be submitted via e-mail on the Excel spreadsheet provided by our housing bureau. The electronic spreadsheet will allow the room requests to be uploaded directly into the reservation system, which will minimize human error. If you are unable to submit the rooming list in the excel format, please contact Nancy Alloway, Meetings & Exhibits Coordinator, at headquarters.

The timeline included with this newsletter outlines the dates certain forms must be returned to headquarters. As you can see, there are different deadlines than in previous years. These new deadlines have been created to avoid errors and changes in the room reservations when the chorus rooming list is submitted so early in the year.



## Chorus Room Blocks

In an effort to help you outline the needs for your chorus, we will ask you to re-confirm the number of rooms your chorus needs in its block with a form that is due February 29, 2009. The form for the February deadline will be sent in January. The actual chorus rooming list is not due until August 1, 2009. Details for the rooming list submission procedure will be sent later.

## Chorus Housing Coordinator

Please notify Nancy Alloway, Meetings & Exhibits Coordinator, if the chorus housing coordinator changes at any time. Please forward any communications to the new coordinator so they have current information on the status of the chorus. Please make sure the housing and function coordinators have access to an e-mail address. Most housing and function space issues will be communicated via e-mail.

## Notes to Know

Recently the International Board of Directors made changes to the registration process for all competing choruses. Beginning in 2009 all chorus and quartet competitors are required to stay in the Sweet Adelines International hotel block or pay a convention fair share assessment of \$100 per competing member, plus the cost of any meeting and/or rehearsal space they request the organization to provide. As a reminder, all competing choruses must purchase All-Event tickets as a part of their registration process.

## Information You Need to Know

### Event Locations

The 2009 International Competition will be held at the Sommet Center. Harmony Bazaar, Headquarters Office, Ticket Office, and International Riser Rehearsals will be at the Nashville Convention Center. The Convention Center is across the street from the Sommet Center.

### Transportation to and from the hotels

Transportation upon arrival is not provided by Sweet Adelines. If your chorus would like to contract a bus for transportation during the competition, please contact the shuttle company. Their contact information will be sent in a later mailing. There are shuttles available from the airport to various hotels - a ticket can be purchased upon arrival, or you can check options online and purchase a ticket in advance.

### Taxes

The hotel occupancy tax in Nashville is 15.25% hotel tax and \$2 city tax, both per room, per night.

### Scooter Rental

Scooter rentals are available from ScootAround. Please contact them at (888) 441-7575.

### Competitor Tickets

All Harmony Classic and International competitors must purchase All-Event tickets.

## Function Space

If you are requesting function space for rehearsals, we ask that you schedule at least two meal functions, particularly if you need meeting space for the entire week for risers. We must generate food and beverage revenue in order to receive the space for rehearsals at no charge. In the documentation sent assigning hotels to each chorus, meeting space will be outlined as well. The hotel food & beverage contact is listed and your chorus can begin planning meals. If you find that the meals are more expensive than what your budget will allow, let the hotel know and they can create a meal plan within your budget parameters.

It is imperative that your chorus decide now if you plan to bring risers to Nashville, either your own or ones you rent from a nearby chorus. Meeting space not requested will be released back to the hotels in January 2009. If your chorus decides to bring risers after the meeting rooms have been released, space may not be available. If you hold meeting space and choose not to use the space, Sweet Adelines may incur charges and that charge will be passed to the chorus.

We know it is difficult to know this far in advance what your schedule will be, but the hotels require that we make these space commitments now.

If you have riser rehearsal time you want to share with other choruses, we will share your contact information with other competing choruses. This can be an excellent opportunity to recover some of the costs associated with competing.



## Rehearsals on International Risers

There will be THREE sets of International risers available for competing chorus rehearsals. They are exactly like the competition risers: 11 six-foot sections with the fourth step, back rails, and inverted center sections. The three risers will be located in the Nashville Convention Center. The rehearsal times are scheduled in two-hour increments, beginning Monday, October 19, for Harmony Classic competitors. We are working on holding space on Sunday, Oct. 18. If your chorus plans to arrive early for Sunday rehearsals, please let Nancy Alloway know. Please complete the Riser Rehearsal form. After all requests have been assigned, remaining times will be given on a first-come, first-served basis by calling headquarters.

## Mic Testers

Beginning in 2009 the highest scoring contestant in the Harmony Classic competition will be invited to mic test at chorus semifinals. If that chorus is unable to accept, the next highest scoring competitor will be invited.

## Shuttle Buses

Shuttle buses begin running on Tuesday, October 20 and will be available from most hotels in the Sweet Adelines International block. See below for the list of hotels that will have shuttle service. Special busing will be provided for competing choruses from all of the hotels to the Sommet Center. Complimentary shuttle service is provided only to those who are staying at a Sweet Adelines hotel.

Hotels in the Sweet Adelines hotel block provide a rebate to the organization to offset convention costs, including shuttle service to and from the hotels and competition site. If you are staying at a hotel in the Sweet Adelines International hotel block, you will be issued a hotel room key with the Convention Logo and Sweet Adelines logo. This key will serve as your shuttle pass for the week. You will not be allowed to board a shuttle bus without the logo key. Members and guests in possession of room keys from the following Sweet Adeline hotels are eligible for complimentary shuttle service:

- Loews Vanderbilt
- Sheraton Nashville Downtown
- DoubleTree Nashville
- Homewood Suites Nashville Downtown
- Nashville Marriott at Vanderbilt University
- Embassy Suites Nashville at Vanderbilt
- Holiday Inn Select Nashville Vanderbilt
- Holiday Inn Express Downtown Nashville
- Marriott Courtyard Downtown

The Renaissance, Hilton Nashville Downtown and the Hampton Inn will not have shuttle service, as they are close to the convention center and Sommet Center.

For non-competing attendees who choose to stay at a hotel not commissioned by Sweet Adelines a shuttle pass can be purchased in advance online or onsite. Shuttle passes are \$75 per person and can be purchased in advance at the Sweet Adelines web site, or onsite at the ticket office or the headquarters office.

## Guidelines for Holding Extra Rooms

The organization faces challenges when competing choruses drop convention hotel rooms after the hotel cut-off date. When a chorus holds rooms for anticipated new members, and then finds it necessary to drop some or all of the rooms after the cut-off date, the hotel is unable to sell those rooms in time to offset the financial obligation the organization contracted with the hotel. This could potentially cost Sweet Adelines International thousands of dollars in attrition penalties.

To avoid this situation, the board has established a timeline that will allow choruses to hold rooms in their blocks and still meet the room commitment to the hotel.

Each chorus will be allowed a two-room slippage, but will be financially responsible for any additional rooms dropped after May 29, 2009. All remaining chorus rooms will follow the standard cancellation policies.

### *Timeline*

#### **December 19, 2008\***

Return housing forms with hotel selections, number of rooms needed, function space, and riser rehearsal times.

#### **January 2009\***

Receive hotel assignments from headquarters.

#### **February 27, 2009\***

Return form to confirm number of rooms in block

#### **March 2009\***

Housing bureau sends chorus block confirmation to housing contact

#### **April 1, 2009\***

- Housing opens to the general membership.
- Deadline for early registration.

#### **May 29, 2009\***

Deadline to drop rooms from your chorus room block without penalty.

#### **July 17, 2009\***

Send initial chorus rooming list to headquarters

#### **August 2009\***

- Rooming list confirmation numbers sent to chorus housing contact from housing bureau
- Music Services will send a competitor information packet

\*Date subject to change

#### **Please return ALL forms to:**

Sweet Adelines International  
Nancy Alloway  
Meetings & Exhibits Coordinator  
PO Box 470168  
Tulsa, OK 74147-0168  
Toll-Free: (800) 992-7464, ext. 136  
Direct: (918) 388-8036  
Fax: (918) 388-8083  
E-mail: [nancy@sweetadelineintl.org](mailto:nancy@sweetadelineintl.org)  
Internet: [www.sweetadelineintl.org](http://www.sweetadelineintl.org)