

# APPENDIX V



## GUIDELINES FOR EVALUATION BY VIDEO

### Purpose

Choruses and quartets have the option to submit a video recording for evaluation by the official panel for their regional/area competition. This option is exercised when a chorus or quartet wants the educational benefit of the evaluation but is unable to perform on stage during the annually scheduled regional/area convention. This option may prove invaluable to a chorus or quartet that cannot routinely compete every year because of expense or other reasons. It could also relieve some of the stress of the host chorus if it chooses this option rather than performing on stage along with its hosting responsibilities. Any registered quartet or chartered or prospective chorus is eligible to exercise this option.

*Members of choruses or quartets who choose this option are still encouraged to attend their regional/area convention.*

### Entry Procedures

A chorus or quartet choosing to submit a video recording for evaluation must complete the following steps.

1. Submit a formal entry form and registration fee, adhering to all established entry deadlines.
  - a. Choruses or quartets may choose to submit a video recording only to their assigned region/area.
  - b. A quartet or chartered or prospective chorus in the Satellite Area may choose, with the approval of the Director of Music Services, which region it will participate in. This approval must be obtained at least 90 days prior to the competition date.
2. Submit the video recording, prepared in accordance with the requirements listed below, to the competition coordinator the week prior to the competition date or deliver the video to the CC or her designee on the Thursday of the convention weekend. Discuss with the CC, well in advance of the competition, which method will best fit the needs of the chorus or quartet. **It is the responsibility of the chorus or quartet to ensure that the CC, or her designee, receives the video recording at the designated time.**

### Requirements for Video Recording

1. Ideally, the video camera used to record the performance should be able to take direct sound input from balanced microphones. If not, the DVD should be checked to ensure that the quality of the recording is sufficient for an effective evaluation.
2. One to three cameras should be used. The camera(s) should be on a stand and not hand-held.
3. The recording is to be submitted on a DVD.
4. The facility and the lighting should be suitable for a competition performance. Lighting is to be uniform for the entire performance and no special effects are to be used.
5. Camera shots should be taken with the showmanship judge in mind. She needs to see facial expression, choreography, full shots, etc. It is recommended that during ballads there should be more close-ups and panning. During uptunes, wide angle shots are usually more effective for choruses and long shots should frame the chorus. Be sure to

- have a variety of shots without creating a jumpy video or giving the viewer a feeling of a rolling sea.
6. At the beginning of the recording, an individual is to introduce the contestant, announcing the name of the chorus or quartet. For choruses, the announcement should also include the director's name and official location.
  7. The chorus or quartet will perform two contest songs. The performance is subject to all contest rules, such as timing, content, etc. and should include a formal bow.
  8. Choruses must be on risers. The chorus or quartet's members should be in full costume and make-up. The make-up must be applied in such a manner that it is appropriate for video recording.
  9. The submitted video recording is the property of Sweet Adelines International and will not be returned to the chorus or quartet.

### General Procedures

1. The Music Services Department will notify the panel chair, competition coordinator and official panel liaison of the regions/areas involved of the names of the choruses or quartets planning to submit video recordings 45 days prior to the competition weekend.
2. The competition coordinator will give the recordings to the panel chair along with the other judging papers. Scoresheets and contestant envelopes will be provided by the Music Services Department.
3. The official panel will review the DVDs submitted for evaluation immediately following the viewing of the level DVD for the appropriate session and prior to the start of the official contest. Sufficient time must be allowed by the panel for this purpose.
4. **The official panel will complete the scoresheets using a level score rather than a number.** The original copy of the scoresheet will be placed in the competitor envelope and mailed by the official panel liaison to the evaluated chorus or quartet. Pre-paid postage will be on the envelopes whenever possible. If pre-paid postage is not available, the official panel liaison should submit a copy of the receipt to the Director of Music Services within 45 days for reimbursement.
5. One copy of the scoresheet, along with the video recording, is to be returned to the Music Services Department by the panel secretary. This is to be included with the other competition material.

### Restrictions

1. **Submitting a video recording for evaluation does not replace the existing rule requiring choruses to compete every three years in order to maintain their charter.**
2. Choruses or quartets submitting a video recording are not eligible for any prizes or awards.
3. A chorus or quartet submitting a video recording for evaluation may not perform on the regional contest stage for evaluation or placement in the same year.