

SECTION B

OFFICIAL PANEL

GENERAL INFORMATION

Panel Assignments

In accordance with policy, the selection of the official panel for each regional convention is made by the Judge Specialists and approved by the EDC Chair and the International President. An official panel consists of four category judges and one panel secretary. One judge is assigned as the panel chair, or a fifth judge may be assigned in a supervisory capacity only.

Final panel invitations are issued in September. The Music Services Department notifies the appropriate regional personnel as soon as selections have been finalized. Any changes to the panel prior to the convention weekend are communicated to the appropriate personnel.

Panel Expenses

The region is responsible for the actual housing expenses (three nights for U.S. and Canada and up to five nights for Non-North American regions) for all panel members. Each region is also responsible for an equal share of the total expenses for regional official panel members for portal-to-portal transportation and per diem @ \$50 per day for four days in the U.S. and Canada; \$75 per day for up to seven days for Non-North American regions. International headquarters invoices the region for their share of the pool as soon as all official panel expense reports have been submitted.

CHAIR OF THE OFFICIAL PANEL

The panel chair is the final authority in all decisions that concern the official panel. She is also the final authority in all decisions that relate to the operation of the competition sessions, including the sound system, lighting, staging, etc. Since last-minute changes may result in increased labor and equipment costs, it is best to ensure well in advance of the contest weekend that the established technical standards are met. It is necessary that the panel chair communicate and work closely with the CC and OPL prior to the contest weekend.

All emergency decisions relating to the judging of contestants are made by the panel chair, including:

- Late arrival or absence of a panel member.
- Equipment failure or distortion.
- Audience disturbance of major proportion.
- Unauthorized audio or video recording by news media or audience members.

The panel chair contacts the CC or OPL immediately, if any changes need to be made.

BASIC RESPONSIBILITIES (Panel Chair)

1. Prior to the convention weekend, reviews and approves the following:
 - a. staging information

- b. housing, transportation and meal arrangements for the official panel.
2. Either contacts personally or has her designee contact the CC to set up a Thursday-evening or Friday-morning meeting to verify and distribute judging packets and panel secretary supplies.
3. Attends the quartet and chorus briefings, whenever time permits.
4. Conducts the official inspection for the quartet and chorus competitions.
5. Conducts the level video viewing in the official panel's rest area/parlor at the hotel prior to both competitions.
6. Prior to contest, she collects all scoresheets of the competitors who have withdrawn from the contest.
7. Maintains awareness of levels during contest. Verifies placement for awards.
8. Supervises the PS in the preparation of contest results.
9. Conducts the announcements of the international awards. Introduces the official panel prior to the announcement of the official results of the chorus contest.
10. Following each contest session, meets with the official panel and trial scorers to review the overall competition.
11. Immediately following the chorus competition, meets with the panel, EVC, ED, and DC to discuss the overall convention and musical status of the region.
12. Prepares follow-up documentation as directed by the international organization.

PANEL SECRETARY

The panel secretary is assigned to each official panel. Assignments are made by the Judge Specialists, under the supervision of the EDC and with the approval of the International President.

As a member of the official panel, the panel secretary is entitled to the same reimbursable expenses and amenities that the judges receive. It is the region's responsibility to provide the panel secretary with supplies needed to complete her responsibilities and to provide arrangements for photocopying and faxing the official results.

BASIC RESPONSIBILITIES (Panel Secretary)

1. Meets with CC prior to the quartet competition and receives and inspects stopwatches. Makes sure page receives a stopwatch and instructions so that she can assist in keeping time during contest.
2. Lists the choruses eligible to compete for Division A and Division AA awards on the appropriate worksheets and completes Most Improved Chorus Award worksheet after the CC delivers the List of Competing Members forms.
3. Times contestant performances, records competition scores and prepares the official tabulated results.
4. Prepares the introduction of the official panel and the announcement for the official results of both contests.
5. Works with the Official Panel Liaison in the photocopying and distribution of scoresheets, audio and video recordings, and tabulated results following each competition session.

6. Distributes a copy of the official tabulated results (regional tabulation form and final results report) to members of the official panel and trial scoring judges.
7. Emails in Excel format or faxes official tabulated results plus the quartet and chorus summary of winners to international headquarters to be received no later than 8:00 a.m. (CST) Monday following the competition weekend.
8. Mails official judging papers, trial scoring work, postcompetition reports, and original Lists of Competing Members to international headquarters.

EVENTS COORDINATOR

(as relates to the regional convention)

The EVC oversees all of the activities and business relating to the regional convention. In conjunction with the regional management team, she has the ultimate responsibility for ensuring that the regional convention proceeds in accordance with international and regional policies and procedures.

BASIC RESPONSIBILITIES

1. Announces the Convention Steering Committee and CRC.
2. Attends all meetings of the Convention Steering Committee.
3. Assists in preparation of the convention budget.
4. In accordance with regional standing rules and/or procedures, approves convention expenses.
5. In cooperation with the CRC and CC and in accordance with regional standing rules and/or procedures, participates in the inspections and approves the selection of convention facilities.
6. Participates in contract negotiations.
7. In cooperation with the CRC and CC, prepares the proposed Schedule of Events. Submits it to the Director of Music Services for approval.
8. Reviews all published materials before printing.
9. Corresponds with chapters and quartets regarding eligibility, deadline dates and regional assessment delinquency.
10. Notifies the Director of Music Services of competitors who have not paid their regional assessment.
11. In conjunction with the CRC and CC, determines the riser configuration, including whether or not the alternate riser configuration option will be offered. Conveys the decision to all chapters and to international.
12. Announces official panel members to the region.
13. In cooperation with the Convention Steering Committee and in accordance with regional standing rules and/or procedures, determines the following:
 - a. award presenters
 - b. emcees
 - c. Show of Champions participants
 - d. mic-testers
 - e. pages (official panel and trial scorer)
14. Issues letters of invitation.
15. Informs CRC of acceptances to invitations.
16. Forwards Emcee Instructions received from international to emcees.
17. Forwards instructions received from international to pages.
18. With the ED and DC, meets immediately after the chorus competition with the members of the official panel to review the results of the competition and to identify areas in which the region may improve.
19. In cooperation with the CRC, meets with the appropriate hotel personnel to review the

- convention weekend.
20. Completes international and regional reports, as designated.
 21. Forwards the GRC and appropriate files to successor, if applicable.
 22. Ensures that all regional personnel have forwarded their GRCs and appropriate files to their successors, if applicable.

EVENTS COORDINATOR*Regional Convention Project Schedule*

PREPARATIONS Task	Notes	In Cooperation With	Target Date	Comments
I. Announce Regional Positions	Attend all meetings			
A. Convention Steering Committee				
B. Chair of the Regional Convention				
II. Budget				
A. Assist in preparation of convention budget				
III. Inspection and approval of convention facilities		CRC, CC		
A. Geographic location				
B. Hotels				
1. Headquarters hotel				
2. ADA compliance				
3. Housing				
a. Headquarters				
b. Overflow				
4. Function Space				
5. Complimentary rooms				
6. Restaurant facilities				
a. Hours				
b. Space				
c. Room service				
7. Elevators				
8. Parking				
9. Transportation				
10. Duplicating/FAXing equipment				
11. Charges				
a. Guest rooms				
b. Function space				
c. Convention registration area				
d. Ways and means				
e. Other conventions				
f. Sound-proof rooms				
C. Outside restaurants				
D. Competition facility				
1. Stage				
a. Type				
b. Dimensions				
2. Shell/backdrops				
3. Curtain				
4. Lighting				
5. Signal system				
6. Sound				
7. Judging areas				
a. Judging pit				
b. Rest area				
c. Restrooms				
d. Hospitality				

EVENTS COORDINATOR
Regional Convention Project Schedule

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
8. Traffic pattern				
a. Photography				
b. Warm-up				
c. Holding				
d. Purse drop				
e. Restrooms				
9. Hours				
10. Seating				
11. Facility/union personnel				
12. Restrictions				
a. Recording				
b. Ticket sales				
c. Photography sales				
d. Hospitality				
13. Charges				
a. Rental				
b. Labor				
c. Security				
d. Function space				
e. Equipment				
f. Staging				
g. Other				
14. ADA compliance				
15. Contract				
IV. Prepare proposed schedule of events				CRC, CC
V. Chapter/Quartet correspondence				
A. Eligibility				
B. Deadline Dates				
C. Regional assessment delinquency				
VI. Riser Configuration				CRC, CC
A. Decide if Alternate Riser Configuration will be used				
B. Convey decision to all chapters and international				
VII. Working Inspection				CRC, CC
A. Confirm hotel arrangements				
B. Confirm Competition Facility Arrangements				
C.				
VIII. Miscellaneous				
A. Announce official panel members to region				
B. Notify Music Services of regional assessment delinquencies				
C. Approve all printed materials				
IX. Issue invitations/forward instructions				Convention Steering Committee
A. Award presenters				
B. Emcees				
C. Show of Champion participants				

EVENTS COORDINATOR
Regional Convention Project Schedule

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
D. Mic-testers				
E. Pages				
X. Forward acceptances to CRC				

CONVENTION WEEKEND				
Task	Notes	In Cooperation With	Target Date	Comments
I. Attend Inspection				
II. Official Panel meeting immediately after chorus competition		ED, DC		

POST COMPETITION				
Task	Notes	In Cooperation With	Target Date	Comments
I. Hotel Meeting (review)				
II. Complete designated reports				
III. GRC and appropriate files				
A. Forward to successor, if applicable				
B. Ensure that all regional personnel forward these documents where applicable				

CHAIR OF THE REGIONAL CONVENTION (CRC)

The Chair of the Regional Convention (CRC), appointed in accordance with regional standing rules and procedures, is the general chair of the convention weekend, including competition. In accordance with regional procedures, if the responsibility for the convention weekend lies with a regional convention planning committee, in conjunction with the regional management team, the CRC is appointed by the EVC; if a host chorus has accepted this responsibility, the chapter appoints the CRC.

As Chair of the Convention Steering Committee, the CRC appoints committee members and chairs, in accordance with regional standing rules and/or procedures. She has the overall responsibility and authority of ensuring that committee chairs are fulfilling their responsibilities according to plan.

BASIC RESPONSIBILITIES

1. Appoints sub-committees and chairs.
2. As Chair of the Convention Steering Committee, supervises the preparation of the minutes and correspondence.
3. Ensures that all international and regional policies and procedures are being followed.
4. Assists in the preparation of the convention budget.
5. In cooperation with the EVC and CC, and in accordance with regional standing rules and procedures, participates in the inspections and approves the selection of convention facilities.
6. Schedules meetings with hotel, competition facility and convention assistance personnel.
7. Upon site approval and in accordance with regional standing rules and procedures, makes all arrangements regarding the convention site:
 - a. insurance
 - b. security
 - c. performance licenses
 - d. stage hands
8. In cooperation with the EVC and CC, determines the schedule of events.
9. At the hotel and competition facility, finalizes arrangements and prepares function sheets for all required room set-ups, including:
 - a. rehearsal
 - b. warm-up
 - c. photography (if applicable)
 - d. Ways & Means
 - e. All Events pick-up
 - f. pre-keyed housing
 - g. single ticket sales
 - h. postcompetition events
 - i. hospitality rooms
10. Approves the busing company and official photographer.
11. Reviews all published materials before printing.

12. In cooperation with the EVC and CC, determines the riser configuration, including whether or not the alternate riser configuration option will be offered. Makes arrangements for the configuration(s).
13. Working with the OPL, finalizes all arrangements for the official panel and trial scorers at the hotel and competition facility, including transportation arrangements.
14. Working with the CC, finalizes all arrangements for the traffic patterns, traffic pattern schedules and corresponding transportation, briefings, sound, lighting, and photography.
15. Submits proposals for an official photographer to the regional management team and finalizes arrangements.
16. Ensures that official photographs of the championship quartet and chorus, the Division A first place winner and the Division AA first place winner are forwarded to the *Pitch Pipe* editor at IHQ.
17. Ensures that the appropriate awards have been received and are available for presentation at the competition facility. Contacts the current champion chorus to make arrangements to receive the traveling plaque.
18. Finalizes all arrangements for the awards ceremony.
19. With the CC, ensures that the presentations run smoothly.
20. If applicable, finalizes all public relations plans.
21. Communicates with contestants regarding their placement in the official order of appearance.
22. Attends official inspections.
23. Attends quartet and chorus briefings.
24. Remains available throughout the convention weekend wherever needed.
25. In cooperation with the EVC, meets with the appropriate hotel personnel to review the convention weekend.
26. Completes international and regional reports, as designated.
27. Forwards GRC and regional files to successor, if applicable.

POSITION REQUIREMENTS

1. Strong organization, administrative and leadership skills.
2. Thorough understanding of regional and international policies and procedures, especially in the area of regional convention/competition.
3. Excellent communication and interpersonal skills with people at all levels.
4. Ability to make decisions, as well as delegate responsibility and authority.

CHAIR OF THE REGIONAL CONVENTION*Regional Convention Project Schedule*

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
I. Appoint Subcommittees and Chairs				
A. Supervise preparation of minutes and correspondence				
II. Budget				
III. Inspection & approval of convention facility		EVC, CC		
A. Geographic location				
B. Hotels (meetings as needed)	Appropriate convention assistance personnel			
1. Headquarters hotel				
2. ADA compliance				
3. Housing				
a. headquarters				
b. overflow				
4. Room set-ups				
a. prepare function sheets				
b. finalize arrangements				
5. Complimentary rooms				
6. Restaurant facilities				
a. hours				
b. space				
c. room service				
7. Elevators				
8. Parking				
9. Transportation				
10. Duplicating/FAXing equipment				
11. Charges				
a. guest rooms				
b. function space				
c. convention registration area				
d. ways and means				
e. other conventions				
f. sound-proof rooms				
C. Outside restaurants				
D. Competition facility (meetings as needed)	Appropriate convention assistance personnel			
1. Stage				
a. type				
b. dimensions				
2. Shells/backdrops				
3. Curtain				
4. Lighting/Sound				
5. Signal system				
6. Judging areas				
a. judging pit				
b. rest areas				
c. restrooms				
d. hospitality				

CHAIR OF THE REGIONAL CONVENTION

Regional Convention Project Schedule

PREPARATIONS	Notes	In Cooperation With	Target Date	Comments
7. Traffic pattern				
a. photography				
b. warm-up				
c. holding				
d. purse drop				
e. restrooms				
8. Hours				
9. Seating				
10. Facility/Union personnel				
11. Restrictions				
a. recording				
b. ticket sales				
c. photography sales				
d. hospitality				
12. Charges				
a. rental				
b. labor				
c. security				
d. function space				
e. equipment				
f. staging				
g. other				
13. ADA compliance				
14. Contract				
a. negotiations				
b. finalize and sign				
IV. Proposed Schedule of Events		EVC, CC		
V. Transportation				
A. Approve busing company				
B. Membership busing				
C. Contestant busing		CC		
D. Official panel arrangements		OPL		
VI. Riser Configuration				
A. Determine if alternate riser configuration will be offered		EVC, CC		
VII. Traffic Pattern and Schedule				
1. Finalize all arrangements		CC		
VIII. Official photographer				
1. Submit proposals to RMT				
2. Finalize arrangements				
IX. Bulletins				
A. Set schedule of mailings				

CHAIR OF THE REGIONAL CONVENTION*Regional Convention Project Schedule*

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
B. Proof and approve				
X. Working Inspection		EVC, CC		
A. Confirm hotel arrangements				
B. Confirm competition facility arrangements				
C. Prepare function sheets and forward:				
1. Hotel				
2. Competition facility				
XI. Make arrangements for risers				
A. Delivery				
B. Set-up				
C. Pick-up				
XII. Review Official Panel Arrangements		OPL		
A. Housing				
B. Transportation				
C. Meals				
D. Hospitality				
E. Registration				
F. Supplies/Equipment				
1. Hotel				
2. Judging pit				
3. Duplicating/FAXing				
G. Rest Area				
H. Correspondence				
XIII. Review Trial Scoring Judges Arrangements				
A. Housing/Transportation/Meals				
B. Registration				
C. Supplies/Equipment				
D. Rest Area				
E. Correspondence				
XIV. Obtain Performance Licenses				
XV. Awards				
A. Order from International Sales		Awards Chair		
1. Chorus medals				
2. Chorus ribbons				
3. Division A and Division AA Chorus Award ribbons				
4. Most Improved Chorus Awards ribbons				
5. Quartet Medals				
B. Verify receipt from Music Services				
1. Chorus certificates				
2. Division A and Division AA Chorus Award certificates				
3. Most Improved Chorus Award certificates				

CHAIR OF THE REGIONAL CONVENTION*Regional Convention Project Schedule*

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
4. Chorus Recognition Award certificate				
5. Competition Coordinator Certificate				
C. Regional Traveling Chorus Plaque				
D. Regional Awards				
XVI. Review/Finalize Recording Arrangements		CC		
XVII. Finalize Public Relation Plans, if applicable				
XVIII. Notify competitors of order of appearance Upon receipt from IHQ				
XIX. Wrap-up Meeting		EVC, CC		
XX. Miscellaneous				
A. Proof and approve all printed materials				
CONVENTION WEEKEND				
Task	Notes	In Cooperation With	Target Date	Comments
I. Attend Inspection				
A. Schedule changes				
B. Review name pronunciations				
II. Attend Quartet and Chorus Briefings				
III. On Site During Competition				
A. Remain available at all times				
B. Periodically check with regional personnel				
IV. Supervise Competition Ceremonies				
POST COMPETITION				
Task	Notes	In Cooperation With	Target Date	Comments
I. Hotel meeting		EVC		
II. Forward photos to IHQ				
III. Complete International and Regional Reports				
IV. Forward GRC and files to successor, if applicable				

COMPETITION COORDINATOR (CC)

Appointed annually by the Judge Specialists and approved by the Education Direction Committee, the Competition Coordinator is responsible for coordinating all aspects of the regional convention directly related to competition. She works in conjunction with the EVC, CRC, and the panel chair. The annual term of appointment shall be September 1st through August 31st of any given year.

BASIC RESPONSIBILITIES

1. In cooperation with the EVC and CRC and in accordance with regional standing rules and/or procedures, participates in the inspections and selection of competition facilities.
2. In cooperation with the CRC and the EVC, determines the schedule of events.
3. Approves the plans for the competition stage and handles all related responsibilities.
4. In coordination with the EVC and CRC, determines the riser configuration, including whether or not the alternate riser configuration option will be offered.
5. Approves the plans and handles all related responsibilities for the backstage movement of contestants.
6. Supervises the curtain movement, if applicable.
7. Supervises the signal system used between the panel chair and backstage.
8. Ensures that all appropriate safety precautions are taken in the backstage area.
9. Makes arrangements for audio and video recording the regional competitions, including deciding who will be producing the recordings and what equipment is needed.
10. Provides instructions to personnel responsible for the recordings.
11. Purchases and labels, according to international instructions, a sufficient quantity of audio and video recordings.
12. Gives CDs and DVDs to personnel responsible for making the recordings.
13. Supervises recording during competition.
14. Delivers the audio and video recordings to the OPL immediately after each contest session.
15. Sends the master videos to international headquarters within 30 days following the convention weekend.
16. Working with the CRC, finalizes all arrangements for the traffic patterns, traffic pattern schedules and corresponding transportation, briefings, sound, lighting and photography.
17. Conducts quartet and chorus director briefings.
18. Participates in the official inspections.
19. Receives from international headquarters the official judging packets and panel secretary supplies.
20. Meets with panel chair or her designee on Thursday evening or Friday morning to verify and distribute judging packets and panel secretary supplies.
21. Reviews and finalizes emcee cards.

22. Using the guides sent from IHQ, prepares the Announcement of Quartet Official Results and Announcement of Chorus Official Results scripts, inserting all preliminary information. Gives these scripts to the panel secretary.
23. With the CRC, ensures that the awards presentation runs smoothly.
24. Completes international and regional reports as designated.
25. Should the Competition Coordinator be a competitor, her backstage responsibilities must be assigned temporarily to someone familiar with her instructions and procedures.
26. Forwards GRC, files and CC pin to successor, if applicable.

COMPETITION COORDINATOR
Regional Convention Project Schedule

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
I. Initial Site Inspection		EVC, CRC		
A. Stage				
1. Type				
2. Dimensions				
3. Curtain				
4. Entrance/exit				
5. Shell/backdrop				
6. Riser configuration		EVC, CRC		
a. # of sections				
b. back rail				
c. alternate configuration option				
7. Safety				
B. Lighting				
C. Sound				
D. Signal system				
E. Audio/Video personnel and taping equipment				
F. Judging Areas				
1. Pit				
2. Official panel rest area				
3. Other rest area				
4. Restrooms				
G. Traffic Pattern Schedules		CRC		
1. Transportation				
2. Photography				
3. Warmup				
4. Holding				
5. Backstage				
6. Accessibility for disabled				
7. Privacy from public				
8. Restrooms				
9. Estimate staffing needs				
H. Hours				
I. Seating				
J. Facility/Union personnel				
K. Restrictions				
L. Costs				
M. ADA compliance				
II. Proposed Schedule of Events		EVC, CRC		
III. Working Inspection		EVC, CRC		
A. Confirm stage arrangements				
B. Provide specifications to facility personnel				
1. Stage set-up				
2. Lighting				
3. Sound				
4. Judging pit diagram				

COMPETITION COORDINATOR
Regional Convention Project Schedule

PREPARATIONS				
Task	Notes	In Cooperation With	Target Date	Comments
5. Competition schedule				
C. Finalize facility personnel plans				
1. Lighting				
2. Sound				
3. Audio/video recording				
4. Security				
D. Finalize accessories (i.e., tables, chairs)				
E. Reinspect traffic pattern				
IV. Contestant Communications	Bulletin or individual mailing		90 days prior	
A. Stage diagram				
B. Riser configuration				
C. Photography information				
D. Shell/backdrop usage				
E. Curtain/lighting usage				
F. Entrance and exit directions				
G. Memo requesting final pose specs.	(Choruses only)			
H. Final pose form				
V. Traffic Pattern Schedule	Final order of appearance/late entries	CRC	30 days prior	
A. Develop				
1. Time allocated to each station				
2. Intermissions/breaks				
3. Double session				
4. Mic-testers				
5. Past champion performances				
VI. Miscellaneous				
A. Signs for traffic pattern developed				
B. Using guides received from IHQ, insert preliminary information in official results script cards				
CONVENTION WEEKEND				
Task	Notes	In Cooperation With	Target Date	Comments
I. Official Inspection	Technicians must be available	CRC		
A. Preparations	Must be completely set-up prior to arrival of panel chair.			
1. Lighting				
2. Sound				
3. Stage				
a. risers				
b. shell/backdrop				
c. mark lines				
4. Judging areas				
5. Signal system				
6. Order of appearance/withdrawals				

COMPETITION COORDINATOR
Regional Convention Project Schedule

CONVENTION WEEKEND				
Task	Notes	In Cooperation With	Target Date	Comments
<ul style="list-style-type: none"> 7. Tape down cords and cables B. Mic-testers (Quartet and Chorus) C. Verify stopwatches are in working order D. Instruct panel chair on signal system 				
II. Distribute judging packets and panel secretary supplies				
III. Review and finalize emcee cards				
IV. Attend contestant Briefings				
<ul style="list-style-type: none"> 1. Review late withdrawals 2. Review traffic pattern/schedule changes 3. Lists of Competing Members form (chorus) <ul style="list-style-type: none"> a. copy to Panel Secretary b. copy to CRC for regional files 4. Final pose forms (chorus) <ul style="list-style-type: none"> a. copy to video recording personnel 5. Point out trip spots 6. Competitor walk-through 				
V. Meets with panel secretary				
<ul style="list-style-type: none"> A. Stopwatches to Panel Secretary/Page B. Announcements of Official Results (Preliminary Info.) <ul style="list-style-type: none"> 1. Give script to PS 				
VI. On Site Competition				
<ul style="list-style-type: none"> A. Instruct emcees on use of signal system B. During competition <ul style="list-style-type: none"> 1. Supervise signal system 2. Supervise curtain/lighting 3. Supervise recordings during competition 4. Give competitors' audio/video recordings to Panel Secretary 5. Update panel chair on delays or problems 6. Greet quartets/choruses backstage - remind of "trip spots" 7. Assist with award presentations 		CRC		
POSTCOMPETITION				
Task	Notes	In Cooperation With	Target Date	Comments
I. Collect Stop watches from P. S. and Page				
II. Complete international and regional reports				Within two weeks of convention weekend
III. Send competitor information/ photos to IHQ Comm. Department				
IV. Send master recordings to international headquarters				Within 30 days of convention weekend
V. Forward GRC, files, and pin to new CC, if appropriate				Sept. 1
VI. Complete CC recommendation form for following year				

OFFICIAL PANEL LIAISON (OPL)

Appointed as a member of the Convention Steering Committee, the OPL is responsible for all convention activities relating to the official panel. These responsibilities may be divided as follows among several committees:

Escort/transportation/housing
Judging areas

Trial Scoring Judges
Contestant Packets/duplication

BASIC RESPONSIBILITIES

1. In cooperation with the CRC, arranges panel housing.
2. Communicates regularly with panel members, informing them of all convention arrangements.
3. Arranges transportation for panel members.
4. Facilitates meal functions. Makes reservations and arranges transportation as required. Does not issue invitations unless directed to by the panel chair.
5. Arranges complimentary convention registrations.
6. Provides each panel member with a regional convention program.
7. Notifies CRC of hospitality needs in the official panel's rest area/parlor. Provides reasonably comfortable chairs, preferably padded with straight backs, for members of the judging panel.
8. Notifies CRC of supplies/equipment needs at competition site.
9. In accordance with regional standing rules and procedures and as outlined in Section D, makes arrangements for trial scorers.
10. In cooperation with the CRC, makes arrangements for the photocopying and faxing of official results.
11. Prepares contestant packet envelopes in advance.
12. Attends official inspections.
13. Attends briefings.
14. Following each competition session, works with the panel secretary in distributing contestant packets and official results.
15. Distributes or mails contestant packets that are not picked up during the allocated time.
16. Completes international and regional final reports, as designated.
17. Forwards GRC and files to successor, if applicable.

POSITION REQUIREMENTS

1. Experience with the International Judging Program or Panel Secretary Program preferred.
2. Strong organization and administrative skills.
3. Excellent communication and interpersonal skills.
4. Ability to make decisions, as well as delegate responsibility.
5. Must be flexible.

OFFICIAL PANEL LIAISON
Regional Convention Project Schedule

PREPARATIONS (official panel unless otherwise noted) Task	Notes	In Cooperation With	Target Date	Comments
I. Select committee members				
A. Escort/transportation				
B. Judging pit/rest area				
C. Trial scoring judges				
D. Duplication/contestant packets				
II. Housing Arrangements		CRC		
A. Individual rooms				
B. 24 hour accessible rest area/parlor				
C. Check-in/check-out procedures				
D. Room services hours/menu				
E. Housekeeping tips				
III. Transportation Arrangements				
A. Arrange vehicles				
B. Assign drivers and escorts				
1. Airport to hotel				
2. Hotel/competition facility				
3. Restaurants				
4. Hotel to airport				
IV. Correspondence				
A. Panel Chair confirmation			60-90 days prior	
1. Configuration of housing				
2. Transportation				
3. Meals				
4. Judging pit				
5. Bulletins				
6. Stage/technical/riser arrangements				
7. Schedule of events				
B. Entire Panel			Upon receipt of info from IHQ	
1. Confirm flight information				
2. Headquarter hotel info.				
3. Housing arrangements				
4. Hospitality questionnaire				
5. Convention mailings/bulletins				
6. Convention city info.				
7. Schedule of events				
8. Special events info.				
9. Address and phone number				
C. Entire Panel			30 days prior	
1. Reconfirm flights				
2. Name of escort				
3. Transportation				
4. OPL's room number				
5. Schedule changes				

OFFICIAL PANEL LIAISON
Regional Convention Project Schedule

PREPARATIONS (official panel unless otherwise noted) Task	Notes	In Cooperation With	Target Date	Comments
V. Meals				
A. Selection of restaurants				
B. Determine schedule				
C. Make reservations/separate checks	With P.C. approval			
VI. Hospitality				
A. Receive panel questionnaires				
B. Arrange for purchase of food				
VII. All Events Registration				
A. Notify CRC			90 days prior	
B. Arrange for badges, etc. in hotel rooms				
VIII. Contestant Packets				
A. Label envelopes				Upon receipt from IHQ
B. Insert materials as instructed				
IX. Supplies/Equipment				
A. Hotel - notify CRC of needs			90 days prior	
1. DVD Player				
2. 25" television				
B. Judging pit - notify CRC of needs			90 days prior	
1. tables				
2. chairs				
3. lighting				
4. calculator with tape				
5. water				
6. wastebaskets				
7. miscellaneous				
C. Rest area - notify CRC of needs			90 days prior	
1. tables				
2. chairs				
3. restroom facilities				
D. Duplicating/Faxing - notify CRC of needs			90 days prior	
1. confirm location				
2. confirm operation				
3. confirm costs				
X. Trial Scoring Judges				
A. Correspondence				Upon receipt from IHQ
1. Hotel reservation info.				
2. Convention bulletins				
3. Transportation				
4. Convention city info.				
5. Registration pick-up				
6. Schedule of events				

OFFICIAL PANEL LIAISON
Regional Convention Project Schedule

PREPARATIONS (official panel unless otherwise noted) Task	Notes	In Cooperation With	Target Date	Comments
B. Supplies/equipment - notify CRC of needs <ol style="list-style-type: none"> 1. Seating 2. Miscellaneous 				
C. Rest Area - notify CRC of needs				
D. All Events Registration				
<hr/>				
CONVENTION WEEKEND (official panel unless otherwise noted) Task	Notes	In Cooperation With	Target Date	Comments
I. Transportation				
A. Confirm vehicle arrangements				
B. Confirm schedules <ol style="list-style-type: none"> 1. Drivers 2. Escorts 				
C. Confirm flights with airport				
II. Housing				
A. Confirm arrangements <ol style="list-style-type: none"> 1. Individual rooms and 24-hour accessible rest area/parlor 2. Check-in/check-out 3. Confirm hospitality in rest area 4. Confirm video equipment 5. Confirm AEB in rooms 				
B. Greet panel members <ol style="list-style-type: none"> 1. Assist to rooms 2. Review schedule 3. Review meal arrangements 				
IV. Judging Pit/Rest Area				
A. Official inspection	Pit must be set-up prior			
B. Supervise competition set-up <ol style="list-style-type: none"> 1. water 2. supplies 3. snacks 				
C. Supervise hospitality set-up				
V. Trial Scoring Judges				
A. Housing <ol style="list-style-type: none"> 1. Confirm arrangements 2. Greet and assist with check-in 3. Review schedule 4. Review transportation arrangements 				
B. Judging pit/rest area <ol style="list-style-type: none"> 1. Supervise competition set-up 2. Supervise hospitality set-up 				

OFFICIAL PANEL LIAISON
Regional Convention Project Schedule

CONVENTION WEEKEND (official panel unless otherwise noted) Task	Notes	In Cooperation With	Target Date	Comments
VI. Attend Briefings				
VII. Duplication/Contestant Packets				
A. Confirm duplicating facilities				
B. Contestant packets at distribution site				
VIII. Duplication of Official Results		panel secretary		
IX.. Distribution of Contestant Packets				
A. Get video and audio tapes from CC				
B. Insert original of score sheets				
C. Insert copies of official results (tabulation & final report)				
X. Distribute Tabs & Final Report to Regional Personnel		RMT, CC, CRC		
POSTCOMPETITION (official panel unless otherwise noted) Task	Notes	In Cooperation With	Target Date	Comments
I. Complete international and regional reports			Two weeks after competition	
II. Forward GRC and files to successor, if applicable			Sept. 1	

DIRECTORS' COORDINATOR
EDUCATION COORDINATOR
FINANCE COORDINATOR
(as relates to the regional convention)

DC and ED are responsible for meeting with the official panel immediately following the chorus competition to review the results of the competition and to identify areas in which the region may improve.

ED computes and presents any regional awards not presented within the framework of the contest.

FC signs all contracts on behalf of the region.

DIRECTORS' COORDINATOR
EDUCATION COORDINATOR
FINANCIAL COORDINATOR
Regional Convention Project Schedule

CONVENTION WEEKEND				
Task	Notes	In Cooperation With	Target Date	Comments
I.	ED calculates regional awards and supervises non-competition ceremonies			
II.	DC and ED meet with official panel immediately following chorus competition	EVC		
III.	FC signs all contracts on behalf of the Region	EVC		