

SECTION C

CONVENTION STEERING COMMITTEE

The Convention Steering Committee is responsible for the development and implementation of plans to achieve the smooth operation of a regional convention. The responsibilities may be carried out by a regional convention planning committee or a host chapter. Each region should look at its own needs to determine which structure provides the most effective results.

The administrative structure for the Convention Steering Committee may be adapted to either structure. All responsibilities of the Convention Steering Committee must be defined in regional standing rules and procedures.

1. Regional Convention Planning Committee

The members of this committee, including the CRC and OPL, are members of the region appointed by the Events Coordinator and/or the Regional Management Team, in accordance with regional standing rules and procedures. The convention assistance chapter provides assistance as needed.

2. Host Chapter

A host chapter is selected in accordance with regional standing rules and/or procedures and is responsible for planning and executing the regional convention. The CRC, OPL and all members of the Convention Steering Committee are members of this chapter (with the exception of international appointees). A host chapter that is competing may choose to perform first or last, or may choose to remain in the draw for order of appearance. The chapter indicates this on the entry blank submitted to international headquarters.

While the structure of the Convention Steering Committee varies from region to region, the CRC serves as its chair. The CC and OPL are members of the committee while the EVC attends all meetings.

A list of suggested subcommittees, along with an outline of responsibilities, is included in this section. It is not necessary for all subcommittee chairs to be members of the Convention Steering Committee; however, they must report to the CRC, CC, OPL, or EVC.

CONVENTION ASSISTANCE CHAPTER

The Convention Assistance Chapter is selected in accordance with regional standing rules and procedures and is designated to assist the Convention Steering Committee in the execution of the regional convention. All responsibilities of the Convention Assistance Chapter and its relationship to the Convention Steering Committee should be defined in regional standing rules and/or procedures. If the Convention Assistance Chapter is competing, it may choose to perform first, last or where drawn in the order of appearance. The chapter indicates this on the entry blank submitted to international headquarters.

In regions where a host chapter is used as the Convention Steering Committee, members of the host chapter assume the responsibilities of the Convention Assistance Chapter and designated subcommittees, unless otherwise noted.

The Convention Assistance Chapter is responsible for assisting the appropriate committee by:

1. Providing staff for the competition information desk at the hotel.
2. Providing assistance for hotel registration, all events/ticket sales and pick-up, and regional ways and means sales areas.
3. Escorting competitors to the competition facility.
4. Acting as guides for traffic patterns, ticket takers, ushers, door watchers and backstage assistants at the competition facility.
5. Providing staff for various stops in the traffic pattern (i.e., warm-up rooms, hotel departure check-in, photography, stage entrance/exit).
6. Supervising the unloading, assembling, disassembling and loading of risers.
7. Providing van drivers as needed by the OPL for transporting the official panel.
8. Providing van drivers as needed for transporting the official photographer.
9. Providing a floater at both the hotel and competition facility to assist the members of the Convention Assistance Chapter assigned to the traffic patterns.
10. Providing one person to staff the Convention Assistance Chapter office at the headquarters hotel throughout the weekend. During the competition, this person is responsible for telephone communications between the hotel and the CRC at the competition facility.
11. Providing three to five additional members to be used on an as-needed basis.
12. Assisting in any other way designated by the Convention Steering Committee, in accordance with regional standing rules and procedures.

SUBCOMMITTEES

Outlined below are several suggestions for subcommittees to handle various aspects of the convention weekend. It is the responsibility of the Convention Steering Committee to determine which committees are appropriate for the administrative structure of its region. Unless specifically noted, it is not necessary for the chair of each subcommittee to be a member of the Convention Steering Committee.

Each subcommittee designated by the Convention Steering Committee maintains minutes of all meetings and provides copies to members of the Convention Steering Committee. Immediately following the convention weekend, each subcommittee meets to discuss the convention and identify areas that may need improvement for the next convention. A final report including this information is presented to the Convention Steering Committee.

AFTERGLOW

If the region has an Afterglow, this committee coordinates all aspects of this event.

ALL EVENTS/TICKETS

The price of all events registrations (and events to be included) and individual tickets is established by the Convention Steering Committee and approved in accordance with regional standing rules and procedures. Subcommittee responsibilities include:

1. Printing of tickets.
2. Preparing complimentary All Events Registration badges for the official panel, trial scorers and any others designated.
3. Preparing other All Events Registration badges.
4. Determining a method of distribution for registrations, tickets, and programs through mail or hotel pick-up.
5. Notifying the CRC of needs associated with the method of distribution at least 90 days prior to the convention (e.g., tables, chairs).
6. Setting up the registration, information areas and ticket sales at the hotel.
7. Staffing the registration, information and ticket sales areas in the hotel and competition facility with members of the convention assistance chorus.

Note: *Publicizing in advance that All Events Registrations are transferable but not refundable is recommended.*

AWARDS

The chair of this subcommittee works directly with the CRC. Committee responsibilities include:

1. Ordering quartet and chorus medals, (or ribbons), including most improved, from the international sales department.
2. Stringing chorus medals on cords long enough to easily go over contest hairdos. (Royal blue for first place; red for second place; white for third place; yellow for fourth place and green for fifth place). Make sure the knots do not slip. The medals should be bunched in groups of ten for easy counting and distribution.

3. Attaching quartet medals to ribbons. (Same colors as chorus medals.)
4. Determining physical arrangements for awards presentation.
5. Notifying the CRC of needs associated with the awards presentation at least 90 days prior to the convention (e.g., tables, chairs).
6. Working with the CRC to ensure that all awards are at the appropriate distribution site.
7. If applicable, purchasing Director Recognition Awards and any other designated regional awards.
8. Verifying per item cost, selling any extra medals to eligible choruses and turning over extra supplies to the appropriate personnel.

BACKSTAGE ASSISTANT

Working with the CC, subcommittee responsibilities include:

1. Assisting with set-up of the backstage area prior to the competition.
2. Assisting with inspections and contestant briefings.
3. Assisting in the assignment of members of the convention assistance chorus to help in the traffic pattern.
4. Assisting with the traffic pattern during the competition.

BULLETINS

This subcommittee produces convention bulletins as specified by the Convention Steering Committee. Refer to Convention Bulletins.

CONVENTION SECRETARY

Responsibilities include:

1. Recording the minutes of each Convention Steering Committee meeting.
2. Following the approval of the CRC, distributing the minutes to the following: CRC, CC, EVC, OPL, other committee members, host chapter president (if applicable), Regional Management Team and the Director of Music Services at IHQ.
3. Preparing correspondence as requested by the CRC.
4. Maintaining a file of all minutes, reports from all subcommittees, financial statements and correspondence regarding regional convention.
5. Forwarding the file to the CRC, including final committee reports, following the regional convention weekend.

DECORATIONS/SIGNAGE

Subcommittee responsibilities include:

1. Preparing decorations for designated locations, based upon the theme of the convention.
2. Preparing and displaying signs for the traffic patterns.

FINANCE

The financial chair of the regional convention may be the Finance Coordinator or host chapter treasurer, or she may be a member appointed to that position by the CRC and/or EVC. If the financial chair is not the FC or host chapter treasurer, it is necessary to establish procedures for authorizing checks to be written and for forwarding a record of all deposits made that relate to the regional convention.

Responsibilities include:

1. Supervising the development and adherence to the regional convention budget, unless regional procedures provide that the Convention Steering Committee plans the budget.
2. Maintaining accurate and current records of all receipts and disbursements.
3. Forwarding check requests to the CRC and/or EVC/host chapter president for approval before paying.
4. Presenting a written report at each Convention Steering Committee meeting, including the balances for each budgeted item.
5. Notifying the CRC and EVC of any variances to the budget.
6. Preparing a final written financial report following the regional convention and forwarding it to the CRC and any other appropriate regional personnel.
7. Forwarding the financial files to the CRC for inclusion in the convention files.

HOST COMMITTEE

This subcommittee selects the hosts and notifies each contestant of its respective host.

Each host is responsible for:

1. Contacting the assigned group prior to convention to discuss any special needs, advising them of plans and providing any additional assistance as needed.
2. Meeting and personally welcoming the assigned group upon arrival at the convention site and advising them of scheduled rehearsal and transportation times.
3. Accompanying the assigned group to the contestant briefing and walking through the traffic pattern with the CC or backstage assistant.
4. Accompanying and remaining with the assigned group at rehearsals and throughout the competition.

HOSPITALITY

This subcommittee is responsible for providing as many comforts as possible for Sweet Adelines guests who are not members of the official panel.

HOUSING

This subcommittee works with the CRC in:

1. Establishing procedures for competitor and guest hotel reservations.
2. Providing this information to the Bulletin Committee for publication.
3. Staffing the pre-keyed housing area at the hotel (if applicable) with members of the convention assistance chorus.

PHOTOGRAPHY

In accordance with regional standing rules and procedures, arrangements are made with a photographer to take the official picture of each contestant in a specially designated area, either prior to or following the contestant's performance.

Responsibilities include:

1. Prior to the convention weekend, providing contestants with the following information through the convention bulletin or an individual mailing:
 - a. instructions and prices for ordering photographs.
 - b. location and set-up (risers, table/chair, primp supplies) of photography area.
2. Assigning a member to assist the photographer on site.
3. Assigning a member to collect photography orders on site, unless all orders are received by mail prior to the convention weekend.

PROGRAM

This subcommittee is responsible for all aspects of the convention program, including printing, advertisement sales and distribution.

The program should include:

1. Names of the official panel members.
2. Names of contestants (quartet members and chorus directors).
3. Schedule of events.
4. Any additional information provided by the Convention Steering Committee.
5. Current quartet and chorus champion pictures, if designated.
6. A message from the Regional Management Team, CRC, CC, and/or Convention Steering Committee, if desired.
7. Additional information as requested by international.

The CRC, CC and COC proofread and approve the contents of the program before it is printed.

PUBLIC RELATIONS

This subcommittee is responsible for all public relations regarding the regional convention weekend. (Refer to Appendix I.) The chair of this committee may be the Marketing Coordinator or a member of the Convention Steering Committee. This should be specified in the regional standing rules and procedures.

SECURITY

At the competition facility, this subcommittee is responsible for:

1. Assigning members to open and close doors upon CRC directions.
2. Assigning members to collect tickets from individual purchasers.
3. Assigning members to act as ushers during competition sessions and advising them of any facility restrictions.

Note: *Some facilities require that professional ushers and ticket takers be hired.*

SHOW OF CHAMPIONS

This subcommittee is responsible for planning and implementing the Show of Champions, including order of appearance, emcee(s), performers, length of each performance, etc. Specifications for the Show of Champions should be included in the regional standing rules and procedures.

TRANSPORTATION

Working with the CC and CRC, this subcommittee is responsible for coordinating the busing between the hotel(s) and the competition facility. Its responsibilities include:

1. Contacting bus companies for price comparisons and availability.
2. Submitting information to the CRC for approval.
3. Presenting contracts to the CRC and EVC or FC for signatures and initial deposit, if required.
4. Working directly with the busing company throughout and until the completion of the convention weekend.
5. Making all arrangements for communications between the competitors hotel check-in point(s) and the competition facility drop-off point, and between the audience hotel(s) pick-up and competition facility drop-off points (cell phones or two-way radios may be used).
6. Following approval of the Schedule of Events:
 - a. arranging buses to transport mic-testing quartet and chorus to official inspection.
 - b. arranging audience bus times for hotel departure and return.
 - c. arranging transportation for those attending the quartet and chorus briefings.
7. Following the approval of the traffic pattern schedules, arranging for contestant busing between the hotel and competition facility.
8. Making copies of the traffic pattern schedule and distributing to personnel working the traffic pattern. The personnel should be instructed to make note of the actual arrival and departure times of each contestant for future planning purposes.
9. Ensuring that all departure locations are marked at both the hotel and the competition facility.
10. Ensuring that there is one last bus to transport all late workers, including officials, back to the hotel after both evening sessions.

WARM-UP ROOMS

Subcommittee responsibilities include maintaining the appropriate supplies in warm-up rooms. For example:

1. Water and cups (no ice) **OR** bottled water (not cold)
3. Tissues; q-tips
4. Vaseline
5. Hair spray
6. Eyelash glue; nail glue; clear fingernail polish, double sided scotch tape
7. Sewing kit
8. First aid kit, including throat lozenges, antacids, smelling salts (one should be located in the immediate backstage area, also).