

SECTION E

CONVENTION WEEKEND

OFFICIAL INSPECTIONS

The panel chair conducts an official inspection of the competition facility prior to each competition session. The quartet inspection is held on Friday prior to the contest. The chorus inspection is held in conjunction with the quartet inspection or on Friday night immediately following the quartet contest. The CC, CRC, and EVC work together to determine a time for the inspections. These times are submitted for approval on the Proposed Schedule of Events.

The competition coordinator ensures that the competition facility, including the stage, lighting, sound and recording equipment are ready for the official inspection at the scheduled time.

The purpose of these inspections is to test and have the panel chair approve:

1. Stage lighting
2. Stage setup, including placement of:
 - a. microphones
 - b. shell(s)
 - c. lectern
 - d. risers
3. Appropriate sound levels and placement of speakers
4. Judging areas
5. Backstage pattern

Lighting, sound, audio and video technicians need to attend the inspection to test and set recording levels.

Pages

Make arrangements with pages to review their instructions. Remind them that their primary responsibility is to collect the score sheets from the judges following each contestant's performance. As soon as the judge has completed her score sheet, the page collects and delivers the original to the panel chair and the first copy to the panel secretary. JP-1s (if appropriate) are picked up from the judges at the end of each contest.

The page will assist the panel secretary from her seat in front of the pit by also keeping time during contest and assisting as needed after contest. To ensure the panel secretary has ample time to provide important instructions to the pages, it is necessary that pages attend the Panel Chair Inspection. Please alert your pages of this requirement so they may plan their schedules accordingly.

Any member of the official panel may ask a page to deliver a message, in addition to delivering score sheets. Ask pages to empty all wastebaskets at the beginning of each intermission and immediately following each contest session.

Remind the pages that the information on the score sheet and all other information relating to the judging and scoring of the contest is confidential. Pages are advised never to discuss this information with anyone at any time. Pages do not read the scores or comments or write down any information pertaining to scores or score sheet comments. Encourage pages to enjoy the contest, but ask them to refrain from applauding.

Other Information

Sound/Lighting

Since a preliminary check of the sound and lighting systems was made during the official inspection, this check is routine. During the performance of the mic-testers, the sound judge checks the sound at the table, the showmanship judge checks lighting from the table, and the expression and/or music judge may check the sound in the house. ***NOTE: Regions are instructed to have a noncompeting chorus available during the official chorus inspection. The panel chair determines if a mic-testing chorus is to perform before the first contestant performance.***

Audio and Video Recording

Audio recording personnel using recording equipment need to change the CD after every 12th performance. The CC arranges a signal with the backstage personnel so that the CC does not signal the emcee to announce the next contestant until the recording personnel are ready. Likewise, she arranges a signal with the video recording personnel when a DVD needs to be changed. Confirm with the CC that a test video and audio recording have been done and reviewed to ensure a quality recording. **To expedite the process of getting recordings ready for awards, contest results are to be provided confidentially to the appropriate audio and video personnel as soon as they are available.**

Marketing Coordinator or Public Relations Chair

Review plans for electronic media coverage.

Curtain Call

Review with Competition Coordinator

Announce that there is a curtain call backstage 15 minutes prior to the scheduled start of the quartet and chorus contests, and that all officials are required to be present at this time. The contest will begin on time.

Postcompetition Meeting

Remind the appropriate regional leaders that the postcompetition meeting will be held in the judges' rest area immediately following the competitions. The meeting will be for a maximum of 20 minutes and will allow the judges an opportunity to provide suggestions for improvement for the region musically and for the overall convention.

Quartet Inspection

A noncompeting quartet is available to test the sound and lighting during the official inspection. The panel chair instructs the CC to mark toe lines when sound and lighting is approved.

The quartet is requested to sing a song or tag with loud volume and very soft volume. Sound is checked from the judging pit and the audience seating.

Chorus Inspection

A noncompeting chorus of at least 30 members is available to test the sound and lighting during the official inspection.

The chorus is requested to sing a song or tag with loud volume and very soft volume. Sound is checked from the judging pit and the audience seating. The panel chair has final approval for all arrangements regarding the stage and the judging pit. Her responsibility is to ensure that the organization's requirements for the competition have been met and that the contestants are performing under appropriate conditions.

Note: Once the lighting and sound has been approved, they cannot be changed unless authorized by the panel chair.

COMPETITION SESSIONS

The CC coordinates with the CRC, EVC and panel chair in making all arrangements regarding testing the sound and lighting systems for the contest. Since the official inspections are done with an empty house, some minor adjustments may be needed before the start of the competitions; hence, the purpose of the mic-testing quartet and chorus. If amplification is not necessary, a mic-testing chorus is not used.

Quartet Competition

A noncompeting quartet serves as the mic-testing quartet. The process for determining how the quartet is selected and who invites the quartet to perform is outlined in regional procedures. If the mic-testing quartet desires to perform for evaluation only, they may do so at the end of the contest session.

Chorus Competition

If determined necessary, a noncompeting chorus of at least 30 members serves as the mic-testing chorus. The process for determining how the chorus is selected and who invites the chorus to perform is outlined in regional procedures. If the mic-testing chorus desires to perform for evaluation only they may do so at the end of the appropriate session.

Final approval for the use of sound amplification rests with the panel chair. If she determines during the on-site inspections or mic-testing performances that amplification is excessive or that it interferes with the panel's evaluation of the contestant performances, she has the prerogative to request that the gain be lowered or that amplification not be used. The sound technician is instructed that once the sound system has been approved by the panel chair, no changes are to be made except as authorized by her.

CONTESTANT BRIEFINGS

Short contestant briefing sessions held prior to competition sessions and conducted by the CC are included in the Schedule of Events. The purpose of the briefing session is to answer

last-minute questions, review competition information, announce and distribute last-minute changes in the time and traffic patterns, and make any additional announcements. Sample outlines of contestant briefings can be found in section V of the Competition Coordinator Handbook.

Joint Briefing

Briefings for quartets and choruses may be combined for the common information. The combining of the two briefings could save a considerable amount of time. At least one member from each quartet, the chorus president and director, the CC, CRC and if possible, the panel chair attend the briefing. This format allows the panel chair as well as other members of the panel to make only one appearance instead of attending two briefings. The emcees may also find it beneficial to attend in order to confirm the correct pronunciation of names.

Quartet Briefing

The quartet briefing, if held separately, is held late enough to accommodate late-arriving competitors.

The CC, CRC, and at least one quartet member attend the quartet briefing. If at all possible, the panel chair also attends the briefing. The emcees may find it beneficial to attend in order to confirm the correct pronunciation of names.

If at all possible, quartets are provided an opportunity to view the stage with the floor markings in place. It is suggested that they walk on stage from the appropriate direction, sing a tag, bow, and exit.

Chorus Briefing

The chorus briefing is held at a convenient time either Friday afternoon or Saturday morning. If Saturday, it should be early enough not to interfere with a director whose chorus has an early draw in the contest.

The CC, CRC, and the competing chorus directors and presidents attend the chorus briefing. If at all possible, the panel chair attends the briefing. The emcees may find it beneficial to attend in order to confirm the correct pronunciation of names.

If at all possible, the president and director are provided an opportunity to view the stage with the chorus shell and floor markings in place. It is suggested that they walk on stage and up on the risers from the appropriate direction.

JOINT BRIEFING CHECK LIST

- _____ Welcome contestants
- _____ Introduce regional personnel and attending members of the official panel
- _____ Announce any withdrawals of contestants and time changes due to the withdrawals.
- _____ Review the Time and Traffic Pattern. Announce that each contestant is expected to adhere to the schedule and be ready to move from one station to the next when the signal is given. All contestants are given the full allotted time in each area.
- _____ Remind contestants of the penalty for being late.
Any contestant not ready to perform in the contest at the time designated is penalized twenty-five (25) points, loses position and appears at the end of the contest. NOTE: If failure to appear is due to circumstances beyond the control of the contestants, the penalty may be withdrawn at the discretion of the panel chair and a majority of category judges. If it is determined that tardiness was premeditated in order to lose position and appear at the end of the contest, the contestant is disqualified.
- _____ Review information received regarding any member(s) needing special assistance in the traffic pattern, e.g., wheelchairs.
- _____ Review the signal system.
- _____ Announce that only competitors, their hosts and coaches may enter the backstage area.
- _____ Announce the schedule for the official photograph and review procedures for ordering pictures. Remind quartet members to have their poses ready prior to their photography time. Remind choruses that poses should be planned.
- _____ Review the procedures for the announcement of awards.
- _____ Announce when and where score sheet packets will be available. Only a member of the quartet or the chorus president or director may pick up the packet unless written authorization is submitted.
- _____ Review eligibility requirements for regional awards and when they will be presented.
- _____ Review procedures for ordering videos.

- _____ Review stage markings and other stage arrangements.
- _____ Review the format for announcing contestants.
- _____ Announce how and where competitors enter the auditorium to be seated following their performance.
- _____ Make any additional announcements regarding postcompetition events and emergency contact numbers.
- _____ Call roll - quartets:
- a. Obtain hotel name and room number of contact
 - b. Obtain performance information (uptune/ballad; ballad/uptune)
 - c. Check pronunciation of names
 - d. Offer quartets opportunity to view the stage with the floor markings in place if possible.
- _____ Call roll - choruses:
- a. Obtain hotel name and room number of contact.
 - b. Obtain performance information (uptune/ballad; ballad/uptune).
 - c. Check pronunciation of names.
- _____ Collect the completed List of Competing Members forms. This list is used to determine which choruses are eligible for the Division A and Division AA awards.
- _____ Give one copy of each List of Competing Members form to the panel secretary. Give one copy to the CRC to maintain for regional files.
- _____ Collect forms from each director describing the final bow.
- _____ Review information about the stage, including entrances and exits, riser configuration, stage markings, curtain movements (if applicable), opening and closing poses.
- _____ Remind directors that their individual foot tapping or singing may be heard by the judges and picked up on the official recording.
- _____ Review any director recognition.

QUARTET BRIEFING CHECK LIST

- _____ Welcome contestants
- _____ Introduce regional personnel and attending members of the official panel
- _____ Call roll:
 - a. Obtain hotel name and room number of contact
 - b. Obtain performance information (uptune/ballad; ballad/uptune)
 - c. Check pronunciation of names
- _____ Announce any withdrawals of contestants and time changes due to the withdrawals.
- _____ Review the Time and Traffic Pattern. Announce that each contestant is expected to adhere to the schedule and be ready to move from one station to the next when the signal is given. All contestants are given the full allotted time in each area.
- _____ Remind contestants of the penalty for being late.
Any contestant not ready to perform in the contest at the time designated is penalized twenty-five (25) points, loses position and appears at the end of the contest. NOTE: If failure to appear is due to circumstances beyond the control of the contestants, the penalty may be withdrawn at the discretion of the panel chair and a majority of category judges. If it is determined that tardiness was premeditated in order to lose position and appear at the end of the contest, the contestant is disqualified.
- _____ Review information received regarding any member(s) needing special assistance in the traffic pattern, e.g., wheelchairs.
- _____ Review the signal system.
- _____ Announce that only competitors, their hosts and coaches may enter the backstage area.
- _____ Announce the schedule for the official photograph and review procedures for ordering pictures. Remind quartet members to have their poses ready prior to their photography time.
- _____ Review the procedures for the announcement of awards.
- _____ Announce when and where score sheet packets will be available. Only a member of the quartet may pick up the packet unless written authorization is submitted.

- _____ Review eligibility requirements for regional awards and when they will be presented.
- _____ Review procedures for ordering videos.
- _____ Review stage markings and other stage arrangements.
- _____ Review the format for announcing contestants.
- _____ Announce how and where quartets enter the auditorium to be seated following their performance.
- _____ Make any additional announcements regarding postcompetition events and emergency contact numbers.

CHORUS BRIEFING CHECK LIST

- _____ Welcome contestants.
- _____ Introduce regional personnel and attending members of the official panel.
- _____ Call roll:
- a. Obtain hotel name and room number of contact.
 - b. Obtain performance information (uptune/ballad; ballad/uptune).
 - c. Check pronunciation of names.
- _____ Announce any withdrawals of contestants and time changes due to the withdrawals.
- _____ Review the Time and Traffic Pattern. Announce that each contestant is expected to adhere to the schedule and be ready to move from one station to the next when the signal is given. All contestants are given the full allotted time in each area.
- _____ Remind contestants of the penalty for being late.
Any contestant not ready to perform in the contest at the time designated is penalized twenty-five (25) points, loses position and appears at the end of the contest. NOTE: If failure to appear is due to circumstances beyond the control of the contestants, the penalty may be withdrawn at the discretion of the panel chair and a majority of category judges. If it is determined that tardiness was premeditated in order to lose position and appear at the end of the contest, the contestant is disqualified.
- _____ Review information received regarding any member(s) needing special assistance in the traffic pattern, e.g., wheelchairs.
- _____ Review the signal system.
- _____ Announce that only competitors, their hosts and coaches may enter the backstage area.
- _____ Announce the schedule for the official photograph and review procedures for ordering pictures. Remind them that poses should be planned.
- _____ Review the procedures for the announcement of awards.
- _____ Announce when and where score sheet packets will be available. Only the president or the director of the chorus may pick up the packet unless written authorization is submitted.

- _____ Review eligibility requirements for regional awards and when they will be presented.
- _____ Review procedures for ordering videos.
- _____ Review the format for announcing contestants.
- _____ Collect the completed List of Competing Members forms. This list is used to determine which choruses are eligible for the Division A and Division AA awards.
- _____ Give one copy of each List of Competing Members form to the panel secretary. Give one copy to the CRC to maintain for regional files.
- _____ Collect forms from each director describing the final bow.
- _____ Review information about the stage, including entrances and exits, riser configuration, stage markings, curtain movements (if applicable), opening and closing poses.
- _____ Remind directors that their individual foot tapping or singing may be heard by the judges and picked up on the official recording.
- _____ Review any director recognition.
- _____ Announce how and where chorus members enter the auditorium to be seated following their performance.

FORMAT FOR THE INTRODUCTION OF THE OFFICIAL PANEL AT REGIONAL COMPETITIONS

Panel Chair:

Before announcing the official results of the contest, I'd like you to meet your official panel and their regional assistant(s). Please limit your applause to one clap following each introduction, until everyone has been introduced.

Serving as page for the official panel, from _____
(home city and state) (name)

(If your region has a trial scoring judge(s), introduce the page)

Serving as page for the trial scoring judge(s), from _____
(home city and state) (name)

Our panel secretary, from _____
(home city and state) (name)

INTRODUCTION OF JUDGES:

Serving in the category of _____, ***from*** _____
(name) (home city and state)

(name)
Serving in the category of _____, ***from*** _____
(home city and state)

(name)
Serving in the category of _____, ***from*** _____
(home city and state)

(name)

The panel may now be seated.

INTRODUCTION OF TRIAL SCORERS:

Serving in the category of _____, from _____
(home city and state)

(name)
Serving in the category of _____, from _____
(home city and state)

(name)
Serving in the category of _____, from _____
(home city and state)

(name)

The trial scorers may now be seated

NOTE: No officers or chairs, past or present, regional or international, are introduced except in cases where a current international president is known to be in the audience at the time introductions are made. A sample introduction is:

We are very honored to have with us in the audience today the international president of Sweet Adelines International from

(home city and state)

(name)

EMCEE INSTRUCTIONS

The competition coordinator ensures that the emcee cards are delivered to the emcee.

Make arrangements ahead of time to meet with the Competition Coordinator to obtain emcee cards. Take time to review the cards for accuracy.

As well as announcing contestants, the emcee of a Sweet Adelines competition must establish and maintain control of the audience so that its members are courteous and attentive during each performance and enthusiastic in their response when a performance is concluded.

House and Contest Restrictions

This information is included on the script.

Mic-testers

This information is included on the script.

Signal System

The emcee must become familiar with the signal system used, as well as the back-up system, should it become necessary to use.

Announcement of Contestants

All contestants should be announced in the same manner and with the same voice inflection. They should be read exactly as written. The emcee is to announce the contestant who has withdrawn, and then immediately announce the next competing contestant.

The format for each introduction is as follows:

QUARTET INTRODUCTION:

For first competitor:

We are ready for our first contestant. Will everyone please be seated. Please close the doors.

Contestant # 1

From: Top of the Rock and Rich-Tone Choruses

RUMORS!

For subsequent competitors:

We are ready for Contestant # 2

From: Top of the Rock and Rich-Tone Choruses

RUMORS!

Note: Instructions to close the doors and have everyone be seated are only used as needed after the first contestant is announced.

CHORUS INTRODUCTION:

We are ready for our first contestant. Will everyone please be seated. Please close the doors.

Contestant # 1

*From: Dallas, Texas
Under the direction of: Dale Syverson
RICH-TONE CHORUS!*

For subsequent competitors:

We are ready for Contestant # 2

*From: Dallas, Texas
Under the direction of: Dale Syverson
RICH-TONE CHORUS!*

Note: Instructions to close the doors and have everyone be seated are only used as needed after the first contestant is announced.

The format for the introduction of performances for **evaluation only** is as follows:

QUARTET INTRODUCTION:

We are ready for our first contestant. Will everyone please be seated. Please close the doors.

Contestant # 1, Performing for Evaluation Only,

*From: Top of the Rock and Rich-Tone Choruses
RUMORS!*

CHORUS INTRODUCTION:

We are ready for our first contestant. Will everyone please be seated. Please close the doors.

Contestant # 1, Performing for Evaluation Only,

*From: Dallas, Texas
Under the direction of: Dale Syverson
RICH-TONE CHORUS!*

In the event a contestant has withdrawn, make the following announcement at the time that contestant would have appeared in the contest: **"CONTESTANT #6 HAS WITHDRAWN."** Followed by, **"WE ARE NOW READY FOR THE NEXT CONTESTANT."**

Intermission

The panel chair states when the intermission will fall. The emcee announces the intermission

following the performance of the last contestant who performs prior to the intermission.

Announcements

Only announcements related to the competition itself may be made from the lectern during the contest session. Emergency announcements should not be made without the approval of the EVC, CRC, or CC.

Special Instructions

Ask the CRC if you are responsible for announcing any part of the program other than the actual contest (e.g., introduce outgoing champions, etc.).

REGIONAL CHORUS COMPETITION EMCEE SCRIPT

Opening remarks:

Before beginning today's contest, I need to remind you of a few contest restrictions:

- 1. Photography of any kind, recording, or use of video or movie equipment during a competition session is prohibited except as authorized by the International Board of Directors.***
- 2. Please turn off cellular phones, pagers and wrist-watch alarms so that they will not sound during a contestant's performance.***
- 3. There is to be no smoking in the auditorium.***

NOTE: Ask the CRC if there are any other restrictions and insert here.

In order to make certain that the sound level is set correctly, a non-competing chorus has been invited to test the system for us.

We are ready for the mic-testing chorus. Everyone, please be seated; please close all doors.

From (town)
under the direction of (director's name)
(chorus name) ***Chorus!***

Following the performance of the last contestant before intermission:

There will now be a _____ minute intermission.

Following the performance of the last contestant, the emcee may be asked to announce the performance of the outgoing champion.

The emcee will introduce the DC or other Regional Management Team member, who will present the chorus recognition awards.

It is my pleasure to introduce (name) , (position) ***for Region#_____ , who will present certificates of recognition to the directors of our competing choruses.***

The emcee may be asked to introduce the panel chair, who will announce the results.

The chair of the official panel will be introducing the members of the official panel and announcing the results of this contest session. It is my pleasure to introduce our
(category) ***judge and panel chair, from*** (home city and state), (name).

AWARDS AND ANNOUNCEMENT OF RESULTS

International policy states that only awards designated by the international organization are announced by the panel chair. Panel secretaries tabulate results for these designated awards only. Additional awards (e.g., trophy, plaque) provided by the region to the winners of international awards are presented at the time the announcement is made.

International Awards

To be eligible to win these international awards (with the exception of the most improved chorus award), the contestant must score at least 400 points.

The following placements are designated as international awards:

- 1 - 5 place quartets
- 1 - 5 place choruses
- Most Improved Chorus award
- 1 - 3 place Division A (small) awards
- 1 - 3 place Division AA (midsize) awards

The 1-5 quartet and 1-5 chorus placements are awarded when five or more contestants compete in a competition. The awards are announced in reverse numerical order:

<u>Number of Contestants</u>	<u>Number of Placements</u>	<u>Number of Awards</u>
Three	Three	Three
Four	Four	Four
Five or more	Five	Five

Division A (small) and Division AA (midsize) Awards

In addition to the standard chorus competition, awards will be presented to the first through third highest scoring choruses in the following two categories.

Division A Chorus	15 - 30 members
Division AA Chorus	31 - 60 members

The number for determining eligibility for these awards includes all performers on stage at any given time (not including the director). The number turned in at the directors' briefing is the final number used by the panel secretary when determining which choruses meet the criteria of each division. CC's are responsible for delivering these forms to the panel secretary immediately following the briefing.

Most Improved Chorus Award

To be eligible for the Most Improved Chorus Award, a chorus must:

Have competed in the preceding regional competition;

Have at least 15 singing members on stage at any given time.

No minimum score is required to earn a Most Improved Chorus Award.

The panel secretary receives a copy of the preceding regional competition tabulations and a list of chapter name changes to calculate the award. The panel chair also receives a copy of the chapter name changes to ensure that procedures are followed.

Regional Awards

The eligibility requirements for regional awards should be outlined in the regional standing rules but may not conflict with international policy. Eligibility for regional awards based on performance require a total score of 400 points or above. The ED, using the official tabulated results, is responsible for determining the winners of regional awards. The 400 point minimum does not apply to regional awards recognizing improvement.

GUIDE FOR ANNOUNCING THE OFFICIAL RESULTS OF THE REGIONAL QUARTET COMPETITION

Now, it's time to announce the winners of the awards presented by the international organization. All quartets may pick up their score sheets, tabulations, audio and video recordings at

_____ (location) _____ (times)

Any other announcements _____

Instructions to quartets for receiving awards _____

The fifth place medals will be presented by: _____
(name and title)

With a score of _____, the fifth place winner is _____!
(quartet name)

The fourth place medals will be presented by: _____
(name and title)

With a score of _____, the fourth place winner is _____!
(quartet name)

The third place medals will be presented by: _____
(name and title)

With a score of _____, the third place winner is _____!
(quartet name)

The second place medals will be presented by: _____
(name and title)

With a score of _____, the second place winner is _____!
(quartet name)

Quartets winning regional competitions qualify to compete at the international competition. Region # _____'s quartet champion will represent us as competitor number _____ in the order of appearance at the 20__ international quartet competition in

_____ (city and state)

The first place medals will be presented by: _____
(name and title)

If additional awards (e.g., trophies, flowers) are to be presented to the quartet champion, that information should be inserted here.

And now, with a score of _____ points, the 20__ quartet champion of Region # _____ is

(quartet name)

If the region sings *The Winners' Song* to the new champion quartet, this would be the appropriate time.

We would like to ask our new champions to sing for us, after which

(name)

will direct all of us in _____

(Choose *Harmonize the World* or *How We Sang Today*)

GUIDE FOR ANNOUNCING THE OFFICIAL RESULTS OF THE REGIONAL CHORUS COMPETITION

Now it's time to announce the winners of the awards presented by the international organization. All choruses may pick up their score sheets, tabulations, audio and video recordings at

(location)

(times)

Only the director or president may pick up this material.

Any other announcements: _____

Instructions to choruses for receiving awards: _____

The Most Improved Chorus Award will be presented by:

(name and title)

Having improved a total of _____ points, the winner of the Most Improved Chorus Award is the _____ Chorus!

Division A, or small, Chorus Awards are presented to no more than three eligible choruses in each region. These are the choruses that score the most points - at least 400 - and have between 15 and 30 singing members on stage.

The third place Division A chorus award will be presented by:

(name and title)

The winner of the third place Division A chorus award is the _____ Chorus!

The second place Division A chorus award will be presented by:

(name and title)

The winner of the second place Division A chorus award is the _____ Chorus!

The 5 Division A first place chorus winners achieving the highest total scores will be invited to compete in Harmony Classic held Tuesday evening at the International Competition in 20___. Choruses achieving this rank will be notified by international headquarters.

The first place Division A chorus award will be presented by:

(name and title)

The winner of the first place Division A chorus award is the

_____ *Chorus!*

Division AA, or midsize, Chorus Awards are presented to no more than three eligible choruses in each region. These are the choruses that score the most points - at least 400 - and have between 31 and 60 singing members on stage.

The third place Division AA chorus award will be presented by:

_____ (name and title)

The winner of the third place Division AA chorus award is

the _____ *Chorus!*

The second place Division AA chorus award will be presented by:

_____ (name and title)

The winner of the second place Division AA chorus award is

the _____ *Chorus!*

The 5 Division AA first place chorus winners achieving the highest total scores will be invited to compete in Harmony Classic held Tuesday evening at the International Competition in 20___. Choruses achieving this rank will be notified by international headquarters.

The first place Division AA chorus award will be presented by:

_____ (name and title)

The winner of the first place Division AA chorus award is the

_____ *Chorus!*

The fifth place award will be presented by:

_____ (name and title)

With a score of _____ points, the fifth place chorus is the

_____ *Chorus!*

The fourth place award will be presented by:

_____ (name and title)

With a score of _____ points, the fourth place chorus is the

_____ *Chorus!*

The third place award will be presented by:

_____ (name and title)

With a score of _____ points, the third place chorus is the

_____ *Chorus!*

The second place award will be presented by:

_____ (name and title)

With a score of _____ points, the second place chorus is the

_____ *Chorus!*

The chorus winning regional competition qualifies to compete at the international chorus competition. The 20__ regional chorus champion will represent Region # _____ in the 20__ international chorus competition in _____.

(city and state)

If the champion chorus is unable or chooses not to compete, the second place chorus will be invited to compete.

All members of the first place chorus, please come to the stage to receive your awards.

The first place awards will be presented by: _____
(name and title)

If additional awards (e.g., medals, trophies, flowers) are to be presented to the chorus champion, that information should be inserted here.

And now, the 20__ champion of Region # _____, with a score of _____ points, the

_____ *Chorus!*

If the region sings *The Winners' Song* to the new champion chorus, this would be the appropriate time.

We would like to ask our new champions to sing for us, after which their director will

direct all of us in _____
(Choose: *Harmonize the World* or *How We Sang Today*)

OFFICIAL RESULTS

PHOTOCOPYING/ PRINTING IN JUDGES PIT

A signature from the Panel Chair is no longer required on the final official results. After the tabulation sheet(s) are approved by the panel chair and returned to the panel secretary, she collects the contestant copies (original) of all score sheets from the panel chair and accompanies the OPL to the copying area. The panel secretary, in cooperation with the OPL, have the option to print results in the judges pit or makes enough photocopies of the final results report for distribution. The OPL is responsible for obtaining audio and video recordings from the CC.

DISTRIBUTING RESULTS

See below for distribution list:

- 1 copy for each contestant packet
- 1 copy for each member of the Official Judging Panel
- 1 copy for each trial scoring judge
- 1 copy each for Regional Management Team members, CRC and CC
- 1 copy to post at Sweet Adelines registration area
- Original to the panel secretary to be mailed to international headquarters

The panel secretary checks to make sure the first copy of each score sheet is dark enough to read. If it is not, she makes a copy of the original to include in the materials returned to headquarters.

The panel secretary e-mails or faxes to international headquarters **all spreadsheets** including the tabulation sheet, final results report, quartet summary of winners and chorus summary of winners, to be received by 8:00 am (CST) the Monday morning after convention.

NOTE: *The panel secretary makes any necessary adjustments to the copier to ensure that legible copies are made.*

Once the contestant packets are distributed, the panel secretary ensures that members of the official panel and trial scoring judges receive their copies. The OPL distributes to regional personnel.

NOTE: *The above distribution is required by the international organization. It is important that contestant packets are distributed as soon as possible following each contest session. Additional copies requested by the region are not made until after packets have been distributed.*

CONTESTANT PACKETS

The panel secretary and the OPL are responsible for the distribution of the contestant packets following each competition session. This may occur 20-30 minutes following the announcement of results. To avoid competitors gathering while official results are being tabulated, designate a distribution location other than the pit. Announce to the competitors when, where and for how long packets will be distributed. Materials not picked up by this deadline are distributed by the assigned regional personnel.

International headquarters provides the OPL with a supply of contestant packet envelopes, official panel directory, *Evaluating Your Contest Performance* and *Guidelines for Raising Your Performance Level*.

Each contestant packet should contain one copy of each of the following:

- Final Results Report
- Official panel directory
- Evaluating Your Contest Performance*
- Guidelines for Raising Your Performance Level*
- The original of each judge's score sheet
- Audio recording of contest performance in CD or DVD format
- Video recording of contest performance (if purchased)
- Promotional items for International events if provided.

NOTE: *The panel secretary receives a packet of materials from the CC to be included in the champion quartet and champion chorus contestant packets. These champion packets include entry blanks and instructions for the international competition.*

Quartet packets are given to a member of the quartet only. Chorus packets are given to the chapter president or chorus director only. Exception to this procedure may occur when the quartet or chorus director/president provides written permission authorizing another individual to pick up the packet.

The panel secretary remains with the OPL until all contestants have had sufficient time to collect their materials. Uncollected contestant packets are distributed by the assigned regional personnel later during the weekend or mailed following the convention weekend.