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# A WORD FROM THE CRC

**Welcome to the** [**Pickering Casino and Resort,**](https://ca.search.yahoo.com/search;_ylt=AwrFEi2bZhpndrkAQpzrFAx.;_ylc=X1MDMjExNDcyMTAwMwRfcgMyBGZyA21jYWZlZQRmcjIDc2ItdG9wBGdwcmlkA2xtdURhZ05uVE9PQ2sydTlsZ1pDNUEEbl9yc2x0AzAEbl9zdWdnAzEwBG9yaWdpbgNjYS5zZWFyY2gueWFob28uY29tBHBvcwMwBHBxc3RyAwRwcXN0cmwDMARxc3RybAMyNARxdWVyeQNwaWNrZWVyaW5nJTIwY2FzaW5vJTIwcmVzb3J0BHRfc3RtcAMxNzI5Nzg0Mzc4?p=pickeering+casino+resort&fr=mcafee&type=E210CA885G0&fr2=sb-top) **and to the 49th Region 16 Annual Convention and Competition!**

As we embark on this exciting time of new beginnings, we are thrilled to welcome you to this beautiful new venue. We look forward to reconnecting with old friends, making new ones, and experiencing another successful competition together. This year, we’re particularly excited that this venue allows us to stay together in one place, with the convenience of walking directly to the contest stage—no buses required! How great is that?

Please note that our contract here is for one year only. In 2026, we’ll return to St. Catharines to fulfill our prior commitments.

**Key Information for Planning:**

* **Convention 2025 Registration Fee:** This is included in our members’ Regional Assessment, so no need to collect or remit money when registering your chorus. For members unable to attend in person, a complimentary webcast registration will be available again. **Non-members** wishing to attend can purchase tickets online through Ticketmaster or at the Pickering Casino box office. We will provide links in an eBlast once our event is activated in the system. Both one-day and two-day tickets are available. Please refrain from registering non-members with your chorus.
* **Hotel Registration:** The process has changed slightly this year. Chorus Contact Liaisons (CCLs) will work directly with the hotels after space is allocated by our Registration and Housing Manager, [Nancy Mullholland](mailto:nancy_mulholland@yahoo.ca). CCLs will reserve their block of rooms with **one** credit card per chorus.
* **Two-Night Minimum Stay:** Each room requires a two-night minimum stay. While some may be tempted to book fewer nights, please understand that our contracts with the hotel depend on meeting a certain number of nights. Total room nights are part of our negotiation to secure discounts, so please explain this to your members—we truly need their support!
* **Master Housing and Registration Forms:** Be sure to carefully read through these to capture all changes.

**Special Acknowledgment**

A heartfelt thank you to the amazing **JD Crowe** for her years of leadership, planning, and guidance as past Chair of the Regional Convention. Her dedication has been an inspiration to all of us. I have big shoes to fill, and I am so grateful for JD’s support and the knowledge she has shared with me as she passes the torch.

**Thanks to the Team**

Convention and Competition wouldn’t be possible without a dedicated team. Huge thanks to this year’s Convention Team. See their contact info and responsibilities on the next page! Their hard work ensures everything runs smoothly and on time. We are honored by your trust and patience, and we look forward to reuniting with you in Pickering in Spring 2025!

Be sure to fully read this **Convention Handbook** for valuable information as you prepare for competition. While the content will remain unchanged, we will send out eBlasts with updates—so keep an eye on your inbox! These frequent communications will guide us all as we finalize arrangements. We will host a Zoom session for chorus leadership and quartets in November so make note of your questions as you go through the handbook.

If you have any immediate questions or concerns, don’t hesitate to reach out—we’re just an email or phone call away. Working together, we always achieve incredible results, and we continue to uphold our region’s well-earned reputation within SAI.

Warm regards,

[**Cathy Stovold**](mailto:cathystovold@rogers.com)  
Chair, Regional Convention (CRC)

# CONVENTION TEAM DIRECTORY AND SUMMARY OF DUTIES

***The Convention Team reports to the Regional Events Coordinator, Kristin Ponte, who acts as liaison with the Regional Management Team.***

|  |  |
| --- | --- |
| **Team Member / Contact Information** | **Area of Responsibility** |
| **Chair Regional Convention**  **Cathy Stovold**  607 - 90 Orchard Point Road, Orillia ON L3V 8K4  (705) 791-4677 / [cathystovold@rogers.com](mailto:cathystovold@rogers.com) | Oversees everything that has anything to do with *convention* activities and coordinates backstage hospitality. Liaises with contest venue and hotels. Negotiates all contracts. |
| **Competition Coordinator**  **Shelley Snoulten**  265 Miller Park Ave., Bradford, ON L3Z 2R4  (289) 879-6748 / [shelleysnoulten@gmail.com](mailto:shelleysnoulten@gmail.com) | Oversees everything that has anything to do with *contest* activities including the scheduling of rehearsal and function space. |
| **Finance Coordinator**  **Selena Novak**  76 Sherwood Road East Ajax L1T 2Z2  **(647) 242-3653 /**  [fc@saregion16.com](mailto:fc@saregion16.com) | Assists with everything that has anything to do with *money!!* Signs all contracts. |
| **Official Panel Liaison (OPL)**  **Sue Heighway**  673 Berwick Crescent, Oshawa, ON L1J 3E6  (905) 409-8848 / [sheighwayreg16@live.ca](https://www.dropbox.com/referrer_cleansing_redirect?url=http%3A%2F%2Fsheighwayreg16%40live.ca&hmac=DW5AIwyHmVWA8LerkHSfzJnUYP6lWyCHPH87J2QPt%2FI%3D) | Takes care of the judges’ requirements. Coordinates their transportation. |
| **Assistant Panel Liaison (APL**  **Jackie Jackson**  212-309 Major Mackenzie Dr. Richmond Hill, ON L4C 9V5  (416) 666-3862 / [lowdownbass302@gmail.com](mailto:lowdownbass302@gmail.com) | Assists the OPL with all their responsibilities. |
| **Registration & Housing**  **Nancy Mulholland**  8556 Line 2, RR 2 Arthur, ON. N0G 1A0  (647) 897-9672 / [nancymulholland56@gmail.com](mailto:nancymulholland56@gmail.com) | Registration  Responsible for registration  Housing  Responsible for all *sleeping* room bookings |
| **Audio/Visual Coordinator**  **Meaghan DeClerq**  323 – 221 Balliol Street, Toronto, ON M4S 1C8  416-453-2991 / [meaghandeclerq@gmail.com](mailto:meaghandeclerq@gmail.com) | Coordinates all of our audio/visual requirements for contest |
| **Awards Coordinator**  **Barb Jacobs**  901 Birch Ave., Milton, ON L9T 3N3  (905) 693-9777 / [btjacobsmilton@gmail.com](mailto:btjacobsmilton@gmail.com) | Coordinates all international and regional awards – including getting the hardware!! |
| **Communication Coordinator**  **Joanne Mitchell**  62A Roseland Drive, Etobicoke, ON. M8W 1Y5  (647) 888-9816 / [jmmitchell72@gmail.com](mailto:jmmitchell72@gmail.com) | Responsible for Convention Communication, the publishing of the Convention Handbook, design and printing of the Contest Program and program advertisements. |
| **Transportation Coordinator**  **Suzanne Askin**  33 Weldrick Rd. PH 14 Richmond Hill, ON L4C 8W4  (905) 442-2818 / [suzanne40@rogers.com](mailto:suzanne40@rogers.com) | Prepares the schedule for chorus and quartet pick-ups on contest day and coordinates the busing when required. |
| **Webcast Coordinator**  **Jeanne d’Arc (JD) Crowe**  202 – 5 Frank Street, Ottawa ON K2P 0W8  (613) 857-0358 / [jdcrowe8687@gmail.com](mailto:jdcrowe8687@gmail.com) | Coordinates set-up of webcast booth, selects webcast hosts, issues competitor questionnaires and prepares information binder for webcast hosts. |

# REGIONAL ASSESSMENT

In accordance with International By-laws, a member is deemed to be in good standing if their International Dues and Regional Assessment is paid in full. If a member is not in good standing, they are ineligible to compete. Regional Assessment are due **January 31, 2025**.

# OFFICIAL JUDGING PANEL

SOUND

Joan Boutilier

MUSIC

Jana Gutenson\*

EXPRESSION

Annette Wallace

VISUAL COMMUNICATION

Judy Pozsgay

PANEL SECRETARY

Cammi MacKinlay

**\* *Indicates Panel Chair***

Trial Scoring judges may choose to come practice in our Region. Their decisions are made after the Office Judging Panel has been appointed. If any are assigned, we will notify you by eBlast and include the information in the Competition Supplements that will be issued 45-days prior to contest.

# ROLE OF THE CHORUS COMPETITION LIAISON (CCL)

All convention information is disseminated via the Communications Manager of the Convention Team, Joanne Mitchell, who maintains a master group distribution list. Each chorus appoints a Chorus Convention Liaison (CCL). We asked via the Chorus Contact Information survey to provide the name of the chorus CCL and alternate CCL. **Please ensure that any changes to the chorus CCL or alternate contact information is immediately submitted to Joanne, at** [jmmitchell72@gmail.com](mailto:jmmitchell72@gmail.com)

The CCL acts as the conduit of information between the Convention Team and their Chorus. They ensure that all forms and applicable payments are submitted by the specified deadlines. Because all information is communicated by e-mail and posted on the regional website, chorus CCL’s must be on-line and fluent in using Microsoft Excel. Duties include:

**Chapter Communication**:

The CCL shares all regional convention information with chorus members, President/Team Leader and Director. They verify with quartets to ensure the information has been received directly. If not, remind them to provide contact information to Joanne Mitchell at the email above.

**Convention Team Communication**:

Written and/or verbal communication with appropriate Convention Team members as required.

The CCLs is responsible for coordinating the convention registration and housing for chorus members, rehearsal/function space requirements for the chorus, ordering photos for the chorus and members and coordinates the distribution of Ziploc Bags for chapter members’ individual belongings and arranges for riser row bag custodians. Details can be found in the appropriate section of this handbook.

**Housing**

* Collects rooming requirements for their chorus and guests and submits the on-line Master Registration and Housing File (Excel Spreadsheet) to the Registration and Housing Manager.
* The Master Housing File (Excel Spreadsheet) is sent to the hotel by the HOUSING MANAGER. When directed, the CCL will provide the Hotel contact with one Credit Card number. One single credit card is required to reserve the entire block for the chorus.
* From this point, all rooming queries or changes are coordinated by the CCL directly with the hotel. Room payments are made by members at checkout. Please also notify the Housing Manager of any changes.
* **Competing Chorus members choosing to stay outside of the hotel block, even when staying at home, will be subject to a $100 CAD “Fair Share Assessment”.**
* Once the Master Housing (Excel Spreadsheet) has been submitted, all changes and additions to housing are made directly through the hotel

**Rehearsal & Function Space**

Due to limited rehearsal space at the contest venue, EXTRA function space for rehearsals, make up checks or private meals will not be available through the Convention. We will provide contact information for external spaces in the area should you wish to arrange for additional space privately.

The Competition Coordinator will assign all choruses 1 hour of rehearsal time at the contest venue on both Friday and Saturday. Times will be based on Order of Appearance.

**Medical Information**

Chorus CCL’s should remind their choruses to prepare for any medical emergency that may arise. Out of country medical insurance is highly recommended for American members. This insurance must be obtained prior to leaving for the Convention. Emergency medical phone numbers are available backstage at The Arena.

# CONVENTION VENUE AND HOTEL INFORMATION

**CONVENTION VENUE**

**PICKERING CASINO RESORT**

**The Arena**

*888 Durham Live Ave, Pickering, ON L1W 0C1*[*Telephone (833) 629-0552*](https://www.google.com/search?gs_ssp=eJzj4tVP1zc0zIhPszBITisyYLRSNaiwsEwxSUlLM0s2TTMyMEhNsTKoSDUxskw1TzW3MDZPTDM1TPYSL8hMzk4tysxLV0hOLM7My1coSi3OLyoBAJ2iGNg&q=pickering+casino+resort&oq=pickering+casino+&gs_lcrp=EgZjaHJvbWUqDQgBEC4YrwEYxwEYgAQyBggAEEUYOTINCAEQLhivARjHARiABDIHCAIQABiABDIHCAMQABiABDIHCAQQABiABDIHCAUQABiABDIHCAYQABiABDIHCAcQABiABDIHCAgQABiABNIBCTcxNjhqMGoxNagCCLACAQ&sourceid=chrome&ie=UTF-8)

**HOTEL**

**PICKERING CASINO RESORT HOTEL**

*888 Durham Live Ave, Pickering, ON L1W 0C1*[*Telephone (833) 629-0552*](https://www.google.com/search?gs_ssp=eJzj4tVP1zc0zIhPszBITisyYLRSNaiwsEwxSUlLM0s2TTMyMEhNsTKoSDUxskw1TzW3MDZPTDM1TPYSL8hMzk4tysxLV0hOLM7My1coSi3OLyoBAJ2iGNg&q=pickering+casino+resort&oq=pickering+casino+&gs_lcrp=EgZjaHJvbWUqDQgBEC4YrwEYxwEYgAQyBggAEEUYOTINCAEQLhivARjHARiABDIHCAIQABiABDIHCAMQABiABDIHCAQQABiABDIHCAUQABiABDIHCAYQABiABDIHCAcQABiABDIHCAgQABiABNIBCTcxNjhqMGoxNagCCLACAQ&sourceid=chrome&ie=UTF-8)

* There is a **two (2) night minimum** stay at the hotel.
* IMPORTANT NOTE: The card used at check in places a hold on the card. If that card is not used to pay all or a portion of the room at checkout, the hold is not immediately released. The release time is as per the individuals bank and credit card company. The hotel has no authority or means to change the hold period.
* Free internet at the hotel.
* Mini Fridge and Coffee Maker in Rooms
* Pool/Hot Tub/Sauna
* 6 Restaurants and 3 Bars/Lounges on site
* Free parking on site.
* If arriving by bus, please be sure to indicate it on the Room List Summary sheet and contact the hotel for specific unloading and parking instructions.

# HOUSING INFORMATION

## Convention Hotel

Everyone will be housed at the Pickering Casino Resort. Priority will be given first to competitors and second to guests when assigning rooms within rooming blocks. If we find ourselves in a situation where we are short of rooms due to circumstances beyond our control, non-competing members and guests may have to be moved to an alternate hotel. If you or your guests are asked to move, please know that it is because we have NO OTHER alternative.

Sleeping rooms have either STD 2 queen beds or STD king bed.

**In accordance with Fire Regulations however, the rooms cannot be occupied by more than four (4) occupants per room.**

Charges may be imposed for soiled linens, towels and facecloths that cannot be cleaned by their industrial laundering equipment. It is recommended that each member bring face wipes (or cheap dollar store facecloths) for removal of make-up to avoid incurring damage charges.

## Rates

**Regular Room: $179.00**

All rooms subject to HST, and Resort Fee

HST = 13%

Resort Fee = $9.99

Rate is based on single/double occupancy. There is a $30 charge for each additional guest. There is a maximum of 4 guests per room.

## Room Lists

2025 Master – Registration & Housing File

<http://www.saregion16.com>

*In the Navigation bar, click on Events > Convention > Forms.*

The above form must be used to reserve hotel rooms. Please carefully read the instructions in the spreadsheet. Only use the spreadsheet in Excel to preserve the formatting and formulas. The integrity of the form may be compromised if opened using any other spreadsheet program. Much of the spreadsheet is locked to prevent formulas from being lost or altered. This automated online form MUST be used. Handwritten forms will not be accepted. Again, please note there is a 2-night minimum on hotel stays.

## Deadline

Rooming requirements must be received by the Registration and Housing Manager no later than **January 24, 2025.** Unsold rooms will be released back to the hotel no later than **February 15, 2025** as per our contract, for general sale and block rates will no longer be guaranteed.

## Cancellation Policy

Choruses are responsible for all rooms reserved. Hotel cancellation policies apply.

## Hotel Method of Payment

On the Rooming List tab, fill out the form and submit to the Registrar, Nancy Mulholland **without** the credit card information. The hotel will provide an authorization form. Only one per chorus is required to be completed and returned to the hotel. Please note that ONLY the CCL is allowed to contact the hotel on behalf of their chorus. Individual guests are not to contact the hotel. Any requirements are to be communicated via the CCL.

**Credit Card information must be sent to the hotel within one week of receiving information from the Registrar or the rooms will be considered a “No- Show”**. Please note that the credit card provided for the hotel block is a preauthorization and will not be charged in advance of the event. As mentioned, at checkout, the room charges can be divided equally amongst multiple cards.

## Check-in Procedure

At check-in, one guest from each room will be required to provide a credit card number for the room. **This places a hold on the card.** At check-out, guests can use one or multiple credit cards, but please make sure to notify the front desk at check in that you would like the bills split. The amount will be divided equally by the number of occupants in the room. **Please do NOT charge incidental charges, like restaurant meals for example, to the room.**

Check-in time at Pickering Casino Resort Hotel is **4:00 p.m**. (every day) and checkout is **11:00 a.m**.

## Hotel SMOKE FREE policy

The Resort is a smoke free Resort. To protect the smoke free environment, the Resort will post a $500.00 cleaning fee to the account of any guests who smoke in their guest room.

# CONVENTION REGISTRATION: ALL EVENTS TICKET (AET)

|  |
| --- |
| **REGISTRATION OPENS December 1, 2024 and CLOSES January 24, 2025** |

## OVERVIEW

* The chorus CCL registers all members and **must complete** the **2025 Master – Registration & Housing File** on the Lake Ontario Region 16 Website. *In the Navigation bar, click on Events > Convention > Forms*
* Drop-down menus make it simple for choruses to register competing\* or performing members\*\*, and non-competing members on the same form
* Please type full names in **ALL CAPS**
* Payment information, where applicable, is stipulated in the spreadsheet instructions.
* Late additions after **January 24, 2025** (i.e. new members) can be reported on the **NEW** Change and Addition Form (14\_Change and Addition Form).
* All AETs and programs will be left at the hotel for pickup by the CCL at check-in.
* Rush seating! There isn’t a bad seat in the house but come early if you want to sit with friends
* Seats will be blocked off in the auditorium for competing quartets on Friday for when they come off stage.
* VIP seating will be provided to the Blue Ribbon Club on FRIDAY during quartet contest only.

\*A competing member is either competing in the International or Open Division Contest at Regional Convention.

\*\*A Performing Member is anyone who has earned entry into the International or Harmony Classic contest at the next International Competition and is performing an outgoing package at contest.

## AET AND SINGLE EVENT PRICES (NEW INFORMATION)

### Members

Members’ All Events Ticket (AET) is covered by their Regional Assessment so there is no registration cost to attend the Convention. Members must have paid their Regional Assessment by **January 31, 2025**. This applies to competing and non-competing chorus members as well as chapter-at-large members whether they are competing in a quartet or not.

Members who have paid their Regional Assessment and are not able to attend contest weekend will be provided with a complimentary webcast registration. This applies to non-competing chorus members as well as chapter-at-large members. The CCL will be asked for a list of eligible members via an eBlast survey.

THERE WILL BE NO NAME BADGES PRINTED. MEMBERS WILL RECEIVE A HARD VENUE TICKET (LIKE A CONCERT TICKET). THIS TICKET IS REQUIRED TO ENTER THE CASINO THEATRE. NO TICKET, NO ENTRY!!!

PLEASE ENCOURAGE YOUR MEMBERS TO WEAR THEIR CHORUS NAME BADGE.

### Prospective Members, Non-Members and Members at Large

**IMPORTANT**

**NEW INFORMATION ON NON MEMBER REGISTRATION**

ALL Non-members, Perspective Members and Members at Large *are not to register through a chorus.* They may register through TICKETMASTER. LINK will be supplied via EBlast

**The following prices apply for an ALL EVENTS TICKET (AET) OR A SINGLE EVENT TICKET bought thru TICKETMASTER or at the BOX OFFICE**

* $70.00 CDN plus box office fees\* for 2 day ALL EVENTS TICKET
* $40.00 CDN plus box office fees\* for 1 day SINGLE EVENT TICKET

\* BOX OFFICE FEES CHARGED BY THE FACILITY:

$3.00/ticket facility fee plus $10.00/ticket Service Charge

# CONVENTION ACTIVITIES

## MASS SING

When: 1:00 PM, Friday, May 9, 2025

Where: Pickering Casino Arena

Choruses are encouraged to wear their chorus colors and display their chorus banners!

**Regional Songs:**

*Can You Feel The Love Power of The Dream*

*Dancing Queen Send Your Love Out To The World*

*How We Sang Today That’s What Friends Are For*

*Come On and Sing It’s the Music that Brings Us Together*

## Webcast

Plans are underway to provide a webcast. All details will be shared via eBlast at a later date.

## Vendors

Due to limited space and cost to vendors, there will be no Boutique this year

# IMPORTANT DATES

## Forms and Payments

To complete and for email instructions, please refer to each numbered form posted individually on the regional website [www.saregion16.com](http://www.saregion16.com). Navigate to Events > Convention > Regional Forms.

The 2025 Master Registration & Housing File is to be used for all requirements and cannot be sorted or easily printed. We have created two worksheets to help you collect information from your chorus members. These are for your use only and do not need to be submitted. Final numbers must be entered into the Master Registration & Housing File spreadsheet.

10\_Registration List Work Sheet

11\_Rooming List Work Sheet

### Regional Forms

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline** | **Form Name** | **Action** | **Submit Form To** | **Mail or etransfer Payment To** |
| Jan 24, 2025 | 2025 Master Registration & Housing File | Convention Registration, and Housing Room List | Nancy Mulholland  Selena Novak | Selena Novak |
| Jan 24, 2025 | 1\_Program Ad | Program Ad Order | Joanne Mitchell | Selena Novak |
| May 8, 2025 | 2\_Chorus Contact Information | Contact information on site | At Briefing | n/a |
| May 8, 2025 | 3\_Quartet Contact Information | Contact information on site | At Briefing | n/a |
| May 8, 2025 | 4\_Chorus On Stage Photo Cue Sheet | Photographer Cue Sheet | At Briefing | n/a |
| May 8, 2025 | 5\_Quartet Stage Entry Cue Sheet | Traffic Pattern | At Briefing | n/a |
| Ongoing | Webcast Registration -Link to form will be sent via eBlast once Zeffy activated | Registration | Zeffy | Zeffy |
| Feb 1, 2025 | 6\_Webcast Registration\_Non Competiting Members | Registration | JD Crowe | n/a complimentary |
| April 4, 2025 | Link to form will be sent via eBlast once Zeffy activated | Photo and Video Recording Order | Zeffy | Zeffy |
| April 4, 2025 | 7\_Chorus Webcast Survey | Webcast Survey for hosts | JD Crowe | n/a |
| April 4, 2025 | 8\_Quartet Webcast Survey | Webcast Survey for hosts | JD Crowe | n/a |
| Post Jan 24, 2025 | 9\_Change and Addition Form | Changes and late addition registration & housing form | Nancy Mulholland  Selena Novak | Selena Novak |

### International Forms and Entry Fees

|  |  |  |  |
| --- | --- | --- | --- |
| **Forms** | **Entry Fee** | **Deadline** | **Send To** |
| Quartet Competition Entry Form | $125 USD | March 10, 2025 | SAI |
| Quartet Late Entry Form | $225 USD | March 25, 2025 | SAI |
| Chorus Competition Entry Form | $200 USD | March 11, 2025 | SAI |
| Chorus Late Entry Form | $300 USD | March 26, 2025 | SAI |

**NOTES:**

1. The Chair of Regional Convention and the Competition Coordinator will receive an International Communiqué in December 2024 with links to Competition Forms and Registration. We will share with you via eBlast.
2. In order to compete in the 2025 Regional Contests, the paperwork for **new and renewing quartets** must be submitted and processed before they may register for competition. New quartets or renewals received after **January 15, 2025** will be charged additional registration fees.

You will be required to bring a number of forms to the Chorus/Quartet Briefing. Full details will be available in the Competition Supplement scheduled to be published 45 days prior to contest.

# COMPETITION SERVICES

All information contained in this section will be repeated or updated in the Competition Supplements due to be published approximately 45 days before contest.

## Convention Schedule

|  |
| --- |
| **Thursday, May 8, 2025** |

4:00 p.m. Hotel(s) Check-in @ Front Desk

7:00 p.m. – 7:30 p.m. Competing Chorus/Quartet Check in (forms/information turn-in) – The Arena

7:45 p.m. – 8:45 p.m. Chorus/Quartet Briefing - The Arena

|  |
| --- |
| **Friday, May 9, 2025** |

9:00 a.m. – 11:00 p.m. Assigned Chorus Rehearsals (by Competition Coordinator)

9:15 a.m. Competition Facility Inspection (By Invitation Only)

10:30 a.m. Quartet Walk-through, The Arena

11:30 – 12:30 noon Education Class - The Arena

1:00 – 1:30 p.m. Mass Sing – The Arena

4:00 p.m. Hotel(s) Check-in @ Front Desk

3:00 p.m. Quartet Competition – The Arena

|  |
| --- |
| **Saturday, May 10, 2025** |

8:00 a.m. – 11:00 a.m. Assigned Chorus Rehearsals (by Competition Coordinator)

12:30 p.m. Chorus Competition – The Arena

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| **Sunday, May 11, 2025** |

10:30 am – 11:30 a.m. Convention Team Wrap-up meeting (by invitation only)

**This is a tentative schedule and is subject to change.**

**A final schedule will be published, with location of activities, in the**

**Competition Supplement approximately 45 days prior to contest.**

**Education Class Faculty and class description will be shared via eBlast.**

## International Contest Rules

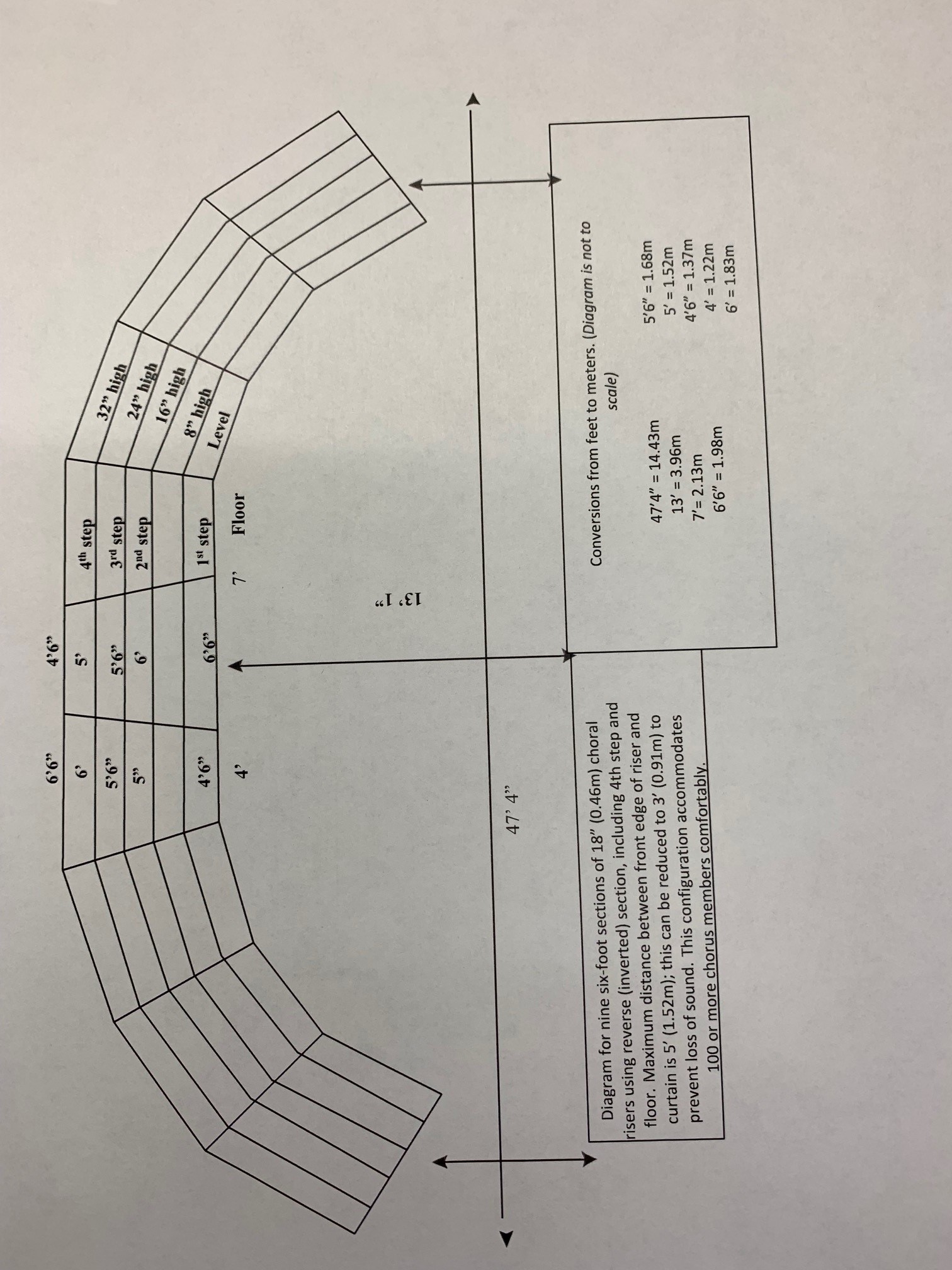
* **Total singing time** of the two separate songs or medleys performed in any Sweet Adelines competition other than an entertainment package session shall be not less than three (3) and not more than seven (7) minutes.
* **Props*:*** A reminder, staging and lighting are uniform for all contestants. No penalty is attached to the use of props or visual devices in any regional or international contest sessions. The degree to which such use enhances or detracts from the performance is reflected in the visual communication score. All props and visual devices must enter and leave the performance venue with the chorus or quartet. Storage space for any props or equipment, other than riser chairs or medically necessary items, is not provided at the contest venue. Props or visual devices requiring excessive set up time will be subject to delay of contest penalties. All contestants are required to leave the stage in the condition they found it. Anything discarded or dropped must be removed and exit the stage with the contestant. In all sessions, penalty for violation is twenty-five (25) points.
* **Evaluation by DVD/Video*:*** Choruses have the option of competing *For Evaluation Only* by DVD/videotape. Choruses choosing this option will be required to pay the usual competition entry fee. The official panel will evaluate the recordings prior to each regional competition. This process does not replace the existing competition rule requiring choruses to compete every three years in order to maintain their charters.
* **Registration for Evaluation Only*:*** A chorus or quartet that registers *For Evaluation Only* may revert back to competitor status at any time after registration. Chorus directors or Presidents/Team Leaders and Quartets must notify international headquarters in writing (by email is okay). It is recommended that this decision be made **before** the draw for order of appearance in order to be included in the draw. If notification is received **after** the draw for order of appearance, the order will not be changed to accommodate the chorus or quartet.
* **Withdrawals*:*** Chorus directors or Presidents/Team Leaders and Quartets must withdraw in writing (email is okay) to international headquarters. A phone call is not sufficient.
* **Copyright Clearance*:*** All music must have cleared the copyright process. Failure to use cleared arrangements may result in disqualification. International Headquarters is responsible for administering the copyright policies and procedures.
* **Quartets Qualifying for International Competition*:*** An additional invitation to compete will be offered should the first-place quartet withdraw or elect not to compete at International. If the quartet placing first in regional competitions chooses to withdraw from international Competitions prior to July 1, the second-place quartet will be invited to compete. If the second-place quartet has already qualified as a wildcard or withdraws, this invitation will not extend to any other placement.

## Riser Configuration

We will be utilizing 1 Riser Configuration in 2025

**Standard Configuration**: 9 sections of 6’ x 18’ choral risers with 4 steps and guard rails will be behind the fourth level. Will accommodate up to 120 members.

***Please note:*** This riser configuration will be confirmed at the Inspection. We are not anticipating any problems; however, the Panel Chair does have the final word.



## Thursday Night Briefing, May 8, 2025

The combined Chorus/Quartet Briefing will be held from 7:45 p.m. – 8:45 p.m. in the Arena. All competing Chorus Directors and Quartets, or their representatives, are required to attend this briefing. Presidents and CCLs are welcome and encouraged to attend.

You will be required to bring the following forms to the briefing.

**Choruses**

* **THREE (3) copies** of form 6\_Chorus Contact Information (single sided)
* **THREE (3) copies** of form 8\_Chorus On Stage Photo Cue Sheet (single sided)
* **THREE (3) copies** of form 5\_List of Competing Members and the Verification Form\* (single sided).

\*The List of Competing Members and the Verification Form will be included in your International e-mailing. It is also available online at [www.sweetadelineintl.org](http://www.sweetadelineintl.org). Complete and attach it to the list of competing members (generated by the competing chorus). Important: We need **THREE (3)** copies of the form and the competing members list.

**Quartets**

* **THREE (3)** copies of form 7\_Quartet Contact Information (single sided)
* **THREE (3)** copies of form 9\_Quartet Stage Entry Cue Form (single sided)

## Rehearsals

### Optional Rehearsal Time and Function Space:

Due to limited rehearsal space at the contest venue, EXTRA function space for rehearsals, make up checks or private meals will not be available through the Convention. We will provide contact information for external spaces in the area should you wish to arrange for additional space privately.

The Competition Coordinator will assign all choruses 1 hour of rehearsal time at the contest venue on both Friday and Saturday. Times will be based on Order of Appearance.

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| Friday, May 9, 2025 |

9:00am – 11:00 pm

Note that Friday rehearsal time will be assigned in blocks of no more than ONE (1) hour until all choruses have had the opportunity to request space. Any remaining time blocks will then be assigned on a first come, first serve basis**. Outside food is not permitted anywhere within the Casino Resort**. Do not contact the hotel directly unless instructed by Shelley Snoulten.

### Assigned Regional Rehearsal Time

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| Saturday, May 10, 2025 |

8:00 a.m. – 12:00 p.m.

Saturday morning *Regional* rehearsals are assigned by the Competition Coordinator, Shelley Snoulten, based on the Draw For Order of Appearance. The full schedule will be included in the Competition Supplement due to be published approximately 45 days prior to contest.

**IMPORTANT NOTE: All chorus rehearsals are on flat floor – risers are not available.**

## Competitors Needing Special Assistance

1. Choruses with competitors needing special assistance are to notify Shelley Snoulten, Competition Coordinator (shelleysnoulten@gmail.com).
2. Choruses are expected to provide any extra transportation or assistance (with wheelchairs and scooters) if required. The chorus assistant to the person using these must take the device behind the open stage and leave it at the stage left exit from the stage before they get on the risers
3. Chorus personnel will set riser chair(s) on the risers immediately preceding its performance and remove the riser chair(s) immediately following the performance.
4. **All riser chairs are to be delivered to the backstage area between 10:30 a.m. and 11:30 a.m. on Friday, May 9, 2025,**
5. **All riser chairs must be removed from the theatre complex *immediately* following the chorus contest session.**

## Awards

The culmination of each regional competition is the announcement of results and presentation of awards. Sweet Adelines International policy states that the Judging Panel Chair announces only awards designated by the International Organization. The Panel Secretary tabulates results for these designated awards. Additional awards, such as trophies, plaques, etc., provided by the region to the winners of International Awards may be presented at the time the announcement is made.

### International Awards

Internationally sponsored chorus competition awards include the following divisions:

***Division A Chorus***

***12-25*** *performers (members) on stage, not including the Director(s)*

***Division AA Chorus***

***26-50*** *performers (members) on-stage, not including the Director(s)*

\*Note as per the Announcement from International on August 8, 2024, these numbers have changed from previous years!

All contestants are eligible to place in the Top 5. The following placements are designated as Sweet Adelines International awards:

1st - 5th Place Quartets

1st - 5th Place Choruses

1st - 3rd Place Division A Choruses

1st - 3rd Place Division AA Choruses

Most Improved Chorus

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

* Have competed in the immediately preceding Regional Competition.
* Have at least 12 singing members on stage.
* A Minimum score is no longer required for eligibility for the Most Improved Chorus Award.

### Regional Awards

The following Regional Awards are presented after the International Awards have been announced:

* **Novice Director Award** is presented to a director who has not competed as a director in more than two (2) Barbershop Harmony singing organization competitions and whose chorus receives the highest overall point total of those eligible and whose score is at least 400 points (mid C level). This award may be won only once.
* **York Harmony Novice Quartet Award** is presented to the highest scoring quartet having no more than one member who has competed previously in any Barbershop Harmony singing organization competition and whose total score is at least 400 points (mid C level).
* **Ev Rivers Memorial Most Improved Quartet Award** is presented by the Greater Kingston Chorus to a quartet scoring at least 360 points who competed in the immediately preceding annual regional quartet competition with the same quartet name and the same personnel as the preceding year. Quartets performing for Evaluation Only are not eligible for this award. There is no limit to the number of times a quartet may win this award. If a tie occurs between two or more eligible quartets, the trophy will be shared.
* **Coaching Achievement Award** is presented to a person, male or female, residing within the geographic boundaries of Region 16 who has made an outstanding contribution to a chorus(es) or quartet(s) in a coaching capacity. Choruses are contacted directly for nominations.
* **Leadership Excellence Award** is presented to a Region 16 Sweet Adeline who has made outstanding contributions to their chorus and/or the Region in a Leadership capacity. Choruses are contacted directly for nominations.

**IMPORTANT NOTE**

**Previous year’s recipients must return all trophies and plaques to Barb Jacobs, Awards Manager, at the Chorus and Quartet Briefing, Pickering Casino in the Arena on Thursday, May 8, 2025, from 7:00 – 7:30 p.m.**

## Distribution of Results

Contestant score sheet packets will be ready immediately after each contest session!

Results packets are to be picked up from the Pit, stage left at the conclusion of each contest session. Only a Quartet member or the Chorus Director or Team Leader/President may pick up the score sheet packet.

## Competition Supplements

The Competition Supplement will be published approximately 45 days prior to contest and will include the following information:

* Order of Appearance (**draw March 17, 2025**)
* Traffic Pattern Information (Scheduled)
* Chorus/Quartet Briefing (briefing details and forms to be brought to briefing)
* Chorus Rehearsal Schedule (by sign-up and assigned)
* Riser Configuration
* Procedure for handling of personal belongings while on stage
* Competitors Needing Special Assistance (including instruction regarding notification and riser chair procedures)