

CONVENTION 2023
GREATER NY/NJ REGION 15

APRIL 20 - 23, 2023



2023 COMPETITION HANDBOOK

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I. WELCOME/CONTACT INFORMATION



A. WELCOME FROM THE CRC (CHAIR OF REGIONAL CONVENTION)

Hello, Region 15!

We're headed into 2023 on a flat-out run as we prepare for Convention in April! I'm excited to be joining you again as the Chair of our Regional Convention and am looking forward to being with you in Albany. The information in this handbook is important and will help you make good decisions for yourself and your quartet or chorus. Please take the time to read every page, look at the information it has to offer, and let it help prepare you for our upcoming convention and contest. I have some early information to share with you: COVID protocols for 2023 are unclear at this time since predicting the situation in April is next to impossible. We will follow any CDC and/or NY State guidelines as they pertain to COVID at the time of contest, with the safety of all being our goal. Masking at this point is not mandatory but is an individual choice which will be respected. And as you are used to hearing – all of this is subject to change as the environment changes. We appreciate your ongoing flexibility.

We anticipate utilizing only the Hilton Hotel for 2023, which puts us all in the same place and gives us an opportunity to catch up with those whom we may have missed in 2022. Once again, the Hilton catering group will offer meals especially for our members, including a boxed dinner option on Thursday, a restaurant buffet on Friday, and chorus breakfasts on Saturday morning. More information on menus and pricing will follow in future correspondence, just as soon as it has been finalized; we are working hard on your behalf to keep the cost of these meals as reasonable as possible. This year will also see the return of the Saturday night banquet and awards ceremony, and a Show of Champions – a chance for all of us to unwind, have some fun, and applaud the weekend's award winners.

We have been working with folks at the ESPCC to ensure that the venue is ready for us when we arrive for the contest – with Jeanne Viscito returning as the Contest Coordinator, I know we are in good hands. Thank you, Jeanne, for your dedication and professionalism as we enter another contest season!

Regional Convention Committee members are working hard on YOUR behalf to make registration, busing, housing, meals - and a whole host of other things that the general membership is unaware of – run without a hitch. This event is a complicated production, and it wouldn't be possible without each and every member of the RCC team. If you have a moment please stop and offer your own thanks to any one of them – they have my undying gratitude, but deserve to hear from you, too!

I also want to take this opportunity to thank our Assisting Chorus, Greater Nassau, for the behind-the-scenes work that they put into this event. Without their help contest would be difficult, if not impossible, to manage. Thank you, Greater Nassau, for devoting your time and energy so that others may have a positive, joyful experience! And so – here we go! We're ready for you – waiting for you – cheering for you – Convention 2023 is coming! Mark your calendars, practice your vocals, and dig out your luggage. I can't wait to see you all in Albany in 16 short weeks!

In harmony,

Barbara Wright
CRC

B. GREETINGS FROM THE CC (COMPETITION COORDINATOR)

Hello Greater NY/NJ Region #15! So excited that we will all be together in Albany next April! We are getting ready for our 8th Convention in Albany in a few short months and the RCC has been working very hard to address all concerns related to this new world we find ourselves in. As always, the RCC continues to reevaluate and make changes that benefit you, the performers.

As you know, the CC is responsible for everything having to do with the contests themselves - stage configuration, riser configurations, lighting, sound, recordings, signal system between panel chair and backstage, collection of forms required by International, traffic patterns, conducting the briefings, photography, participating in the official inspections, finalizing emcee cards, and meeting with Panel Chair Thursday night to verify and distribute judging packets. I have a great deal of support and able-bodied assistants to manage all this, not the least of which is the AC (Assisting Chorus). Greater Nassau Chorus has agreed to take on that role, and I am most grateful to them for that. I am honored and delighted to accept this appointment again this year, and thank the Regional Management Team (RMT) for their support and continued faith in me. I will do everything I can to make Contest 2023 a wonderful experience for all.

While all of what the CC does is to make sure the competitors have the best possible contest experience they can, it must be done in accordance with Sweet Adelines International's Guidelines. The International Handbook (Guidelines for Regional Conventions) is full of information, and quite lengthy. SAI continues to receive feedback, reevaluate and make changes as well. These changes are forwarded to the RCC Leadership at the beginning of the contest cycle, and we must comply with them. The CC is charged with making sure all the CONTEST requirements are met, as compared with the CRC (Chair of the Regional Convention) who is in charge of the entire weekend, including the competitions.

I, along with an amazing group of people known as the RCC (Regional Competition Committee) will continue to do what is best for the competitors, but I must also let you all know that financial considerations do, and must, come into play. Once again, there will be no alternate riser configuration. All choruses will compete on the Standard Riser Configuration, which includes a reverse section in the middle, and will consist of eleven (11) sections. All choruses will be in the draw for Order of Appearance on the Standard Riser configuration. New this year (we hope) will be a white back drop rather than the black wall at the back of the stage. We are hoping this will improve the on-stage chorus photographs (TBD) and videos.

The chorus and quartet briefing will once again be held at the Hilton. Quartet walk-ons are anticipated to be Friday morning, but the time may change once I know the actual number of contestants. The Stage set up is Thursday, and the Official Inspection is early Friday morning. **I anticipate Quartet Contest will begin at 2:00 PM on Friday.** This, too, may change, depending on the number of contestants. Plateau (Division A and Division AA) Chorus Winners will again perform when they are announced at the end of the contest. They will each perform one song. The Overall Chorus Winners will come on stage (as we have always done) and perform two songs.

See you all real soon! Please reach out to me with any questions or concerns.....I am here to make your contest experience the best possible!

In Harmony,

Jeanne Viscito, Competition Coordinator
JeannePV237@msn.com

C. “RCC” (REGIONAL COMPETITION COMMITTEE) DIRECTORY (CHAIRS)

Kay Weiss, EVC (RMT Events Coordinator) 500 7 th Ave. Watervliet, NY 12189 C: 518-441-3594 Kweiss365@gmail.com	Has overall responsibility for Convention Weekend.
Barbara Wright, CRC (Chair of the Regional Convention) 5315 Mark Ln. Cazenovia, NY 13035 H: 315-815-4190 C: 315-374-9235 Barbarawright9356@gmail.com	Oversees all Convention activities.
Jeanne Viscito, CC (Competition Coordinator) 119 Nightingale Rd. Blairstown, NJ 07825 H: 908-665-8207 C: 908-625-7183 JeannePV237@msn.com	Oversees all Contest activities.
Scott Russell, Stage Mgr., SM 119 Nightingale Rd. Blairstown, NJ 07825 H: 908-665-8207	Manages technical aspects of the contest stage.
Gail Van Vlack, Asst. Stage Mgr., ASM 74 East Main St. Wappingers, NY 12590 845-505-7183 Ggavin53@gmail.com NGTZil@aol.com	Assists the CC and the Stage Manager as needed.
Mary Connelly, Busing Coordinator 24 Point View Drive Central Square, NY 13036 H: (315) 447-6844 mmconnellysos@gmail.com	Responsible for coordinating busing to and from hotels to the convention center.
Evelyn Langenstein, OPL (Official Panel Liaison) 6655 Winslow Dr. Fayetteville, NY 13066 C: 315-345-0070 elangenstein14@gmail.com	Responsible for all judges' requirements. Coordinates judges' transportation.
Amy Kemp, AOPL 114 Elm Street Fayetteville, NY 13066 H: 315 637-4863 C: 315-569-4142 actuaryamy@aol.com	Assists the OPL.
Johanna Herudek, HC (Housing Coordinator) 85 Huntington Dr. Jackson, NJ 08527 H: 732-252-6171 C: 732-598-5142 jherudek@optonline.net	Responsible for all sleeping room booking.

<p>Susan Johns-Greenfield, Awards 3 Ingram Dr. Hicksville, NY 11801 H: 516-931-4822 C: 516-659-3402 Suesing2@aol.com</p>	<p>Coordinates all Regional Awards including purchasing and preparing them for distribution.</p>
<p>Lori Britt-Horvath, Webcast 9 Wardencliff Road Shoreham, NY 11786 C: 516-551-7488 lbhorvath@yahoo.com</p>	<p>Webcast Coordinator</p>
<p>Kathy Zubal-Storrings, Convention Catering 9200 Smokey Hollow Road Baldwinsville, NY 13027 H: 315-303-0719 C: 315-382-4214 Kathyzs213@gmail.com</p>	<p>Responsible for all aspects of food services, including Saturday breakfast rooms and Regional Banquet</p>
<p>Phyllis Capolongo, RMT Financial Coord. 16 Whispering Woods Drive Smithtown, NY 11787 C: 631-834-0340 PAC.sings@gmail.com</p>	<p>As the RMT Financial Coordinator, oversees everything that has anything to do with money.</p>
<p>Lee Popiolek, Convention Assistant 822 Kingston Dr. Cherry Hill, NJ 08034 H: 856-755-3651 C: 856-520-4172 lpopiolek@gmail.com</p>	<p>Assists CRC and CC as needed; Manages the convention hall during competition.</p>
<p>Eileen Welsh, TRAP 20 Emery Way Delanco, NJ 08075 C: 856-520-4968 Welsh984@comcast.net</p>	<p>Responsible for registration, single ticket sales and photography orders.</p>
<p>Gretchen Danby, TRAP Asst. 500 West Penn St. Long Beach, NY 11561 C: 516-281-5142 Gretchen.danby@gmail.com</p>	<p>Assists with registration, single ticket sales and photography orders.</p>
<p>Pam Tracy, Program 508 Mallard Drive Camillus, NY 13031 H: 315-487-7478 C: 315-247-2357 W: 315-487-4612 sweet15program@gmail.com</p>	<p>Responsible for the convention program, including the program ads and boosters.</p>

A. “AC” ASSISTING CHORUS CONTACTS

GREATER NASSAU CHORUS

CO-CHAIRS
ALAINA TUTRONE
JANET PRETE
BOUTIQUE
JEN MIKELL-CHIESA
BACKSTAGE LIAISON
DARA ESKENAZI
OPL AIDE (PIT CREW)
PHYLLIS CAPOLONGO
BUSING
TBD
TICKETS & REGISTRATION
GRETCHEN DANBY
FRONT OF HOUSE
TBD

II. COMPETITION PROCEDURES



A. COMPETITION INFORMATION – INTERNATIONAL UPDATES & NOTES

Each year Sweet Adelines International updates the Competition Handbooks and distributes them to the Chapter President/Team Coordinator, Director, and Registered Quartets. Choruses

and Quartets are strongly advised to carefully review the most current publication of their “Competition Handbook” available at www.sweetadelines.com under the tab of Competition and Convention, Regional Competition.

On **January 6, 2023**, Region 15 online Registration for contest opens. **E-Packets** to choruses and quartets for the upcoming Regional Competitions will be available on the SAI website.. **EVERYTHING** you need to know, including the option to register online, may be found here. Review this information (much of which is repeated in the “handbook”).

INTERNATIONAL ENTRY FEES & DEADLINES FOR REGIONAL CONTEST:

CHORUS: \$150.00 2/21/2023 Plus \$100.00 3/8/2023

QUARTET: \$100.00 2/20/2023 Plus \$100.00 3/7/2023

- New Quartets planning to compete must be registered with the organization at least 60 days prior to your contest date.
- Quartet registration for new quartets is open May 1 – March 31.
- May 1 - January 15, quartet registration fee is \$100/00.
- January 16 – March 31 quartet registration is \$100.00 + \$60.00 processing fee.
- Due to regional competition season, quartet registrations are not processed during the month of April.
- Quartets may renew from May 1 – July 31. After the July 31 deadline, your quartet registration will be cancelled, you will not be able to renew online and your quartet’s name will become available in the quartet name search database.

DUAL MEMBERS: Dual members may compete in more than one chorus in the same contest; however, no special considerations in “the draw” will be made unless the member is a director of one of the choruses.

REGIONAL QUARTET COMPETITOR INFORMATION: With the Open Division at the regional level, a new policy was developed allowing members to fulfill their desire to compete in more than one quartet! The policy states that: “A member may now compete in up to two different quartets during the same regional contest, as long as they are in different competition divisions (e.g., one quartet in the International Division and one in the Open Division). No more than two members per quartet may compete in the second quartet in the same regional contest.” More detailed information regarding this rule can be found in the SAI Competition Handbook.

USE OF PROPS: Use of props is no longer a penalty but is addressed through the Visual Communication Category. No items are to be thrown into the audience or the ‘pit.’

REGIONAL NOVICE QUARTET AWARD: The purpose of this award is to honor the highest scoring Novice Quartet scoring at least 400 points in this contest. Novice is defined as no more than two (2) members having competed, together or separately, in any previous Regional or International Quartet Competition.

REGIONAL MOST IMPROVED QUARTET AWARD. Eligibility for this award is open to any quartet that has no more than one new member and no minimum score is required. Quartets performing For Evaluation Only or in the Open Division are not eligible for this award. Quartets must have competed the previous year and there is no limit on the number of times a quartet can win this award.

To be eligible to win ANY award based on performance, the contestant must have a total score of 400 points (C+ level) or above, with the exception of the Most Improved Award, which does not require a minimum score. To be eligible for Division A or Division AA, choruses must meet the following size:

Small (Division A) Chorus	12—30 competing members on stage
Midsize (Division AA) Chorus	31—60 competing members on stage

OPEN DIVISION QUARTET/CHORUS REGIONAL AWARDS: Only competitors competing in Open Division are eligible for the Region 15 Monkey Wrench Quartet Award Audience Choice Award and the Chorus Audience Choice Award. Under the direction of the regional awards chair, and prior to the start of the regional quartet and chorus competition sessions, a maximum of 50 members of the audience are randomly selected to determine the Audience Choice Award recipients in their respective sessions. No criteria for this determination are established except the personal preference of the individual audience member. (Audience members participating in this process must be present for all eligible competitors in their respective sessions.) The quartet or chorus receiving the highest number of audience votes in their respective competition and scoring a C score or higher, will win the award. If there is only one qualifying Open Division quartet or chorus competing in the Open Division the award will be presented to that participant, if their score meets the criteria set below. Eligibility for either award is confined to the quartets or choruses competing in Open Division in the regional contest that are not also competing in the current year's international semifinals. The Audience Choice/Bravo Award was discontinued by Sweet Adelines International and cannot be presented on the contest stage. It has been reinstated as a regional award by Greater NY/NJ Region 15 and will be presented at the banquet following competition.

Open Division Quartets meeting the following criteria, established by the RMT with help from the Monkey Wrench Quartet, are eligible to win the Monkey Wrench Quartet Audience Choice Award:

- Open Division quartet competitor must score 'C' or higher in each category.
- If a quartet competitor is disqualified from the Open Division, they are not eligible for the Monkey Wrench Quartet Open Division Award.
- At least one member of the quartet must be a member of Region 15.
- Quartet competitors competing at International in the current year, and performing in Open Division, are not eligible for the Monkey Wrench Quartet Open Division Award.

Even if there is only one Open Division quartet competitor in a contest, medals will be awarded to that quartet during the Regional Awards portion of Contest Weekend if the competitor meets the above requirements. If there is more than one eligible Open Division quartet competitor, then an audience voting method will be used to choose the winner from the eligible competitors.

The winners will receive medals that can be worn for their entire winning year, and then be worn as pins once the new Open Division Quartet Audience Choice winners are announced.

Open Division Choruses meeting the following criteria are eligible to win the Chorus Audience Choice Award:

- Open Division chorus competitor must score ‘C’ or higher in each category.
- If a chorus competitor is disqualified from the Open Division, they are not eligible for the Chorus Open Division Award.
- Chorus competitors competing at International in the current year, and performing in Open Division, are not eligible for the Chorus Open Division Award.

Even if there is only one chorus competing in this division, the plaque will go to that contestant if the competitor meets the above requirements. If there are multiple choruses competing in Open Division, then an audience voting method will be used to choose the winner from the eligible competitors.

The Chorus Audience Choice Award winner will receive a traveling plaque that they can get engraved with their chorus name and date of their win. They will take possession of the plaque for the entire year, returning it the following contest year, so it can be presented to the next Chorus Audience Choice Award winner. This award will also be given during the Regional Awards portion of the Contest Weekend.

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 (email is okay). It is recommended that this decision be made before 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 via email to International Competition Services at www.sweetadelines.org. A phone call is not sufficient. Competition entry fees are non-refundable.

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 fee. The official panel will review 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.

MUSIC/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.

B. 2023 JUDGING PANEL

SOUNDBetty Clipman
MUSICCydney Wentzel
EXPRESSIONPaula Davis* Panel Chair
VISUAL COMMUNICATIONSGina Kaiser
PANEL SECRETARYTherese Antonini

ANY TRIAL SCORERS WILL BE LISTED IN THE SUPPLEMENT.

**“IT’S SO IMPORTANT TO BELIEVE IN YOURSELF.
BELIEVE THAT YOU CAN DO IT
UNDER ANY CIRCUMSTANCES
BECAUSE IF YOU BELIEVE YOU CAN
THEN YOU REALLY WILL.”**

Wally “Famous” Amos

III. CONVENTION INFORMATION



Important information regarding Region 15's 2023 Convention

There are several items that need to be communicated to our members as you prepare for this year's convention and contest:

Regional registration for this year's contest is now on-line (same as last year). Chorus leadership will need to follow instructions as they appear on the registration spreadsheet, as specific information is necessary for housing and, possibly, COVID purposes. This document must be completed to include every member in attendance, as well as for any guests that your chorus may include.

COVID PROTOCOLS AND VACCINATION REQUIREMENTS: YET TO BE DETERMINED, WITH THE GOAL BEING THE HEALTH AND SAFETY OF ALL IN ATTENDANCE.

MASKING:

Masking will not be mandated at this time and will be left to the discretion of individual attendees.

THIS IS SUBJECT TO CHANGE. We will comply with any CDC/New York State Guidelines in place at the time of the Convention.

HOUSING:

Due to the reduction in the number of participants who have indicated that they will reserve overnight accommodations this year, we will not contract for rooms at the Hampton Inn. ONLY THE HILTON WILL BE UTILIZED BY THE REGION FOR LODGING, REHEARSALS, ETC. It is highly recommended that choruses submit their registration documents as soon as possible, but no later than the deadline date (February 17, 2023) in order to secure appropriate lodging for the weekend. Note that individuals may want to secure a room for Saturday night, as there will be a need for an area to dress for the contest on Saturday, and to store personal belongings while we are at the ESPCC.

FOOD and BEVERAGE/MEALS:

We fully anticipate that there will be a celebratory banquet on Saturday evening. Due to our positive experience last year, we intend to offer a Thursday evening boxed dinner and Friday evening buffet. Costs and menus to be provided. We are hoping to have the same offerings as last year, and are attempting to keep the costs the same. As soon as we have this information, it will be forwarded to all members via Regional Email.

There will also be a Saturday Breakfast Buffet. Choruses can choose to participate, and will order via the Meal contact as usual. Menus and pricing to come.

These meals must be ordered in advance – There will be an order form chapters to complete, to gather all member meal orders. That form will indicate where to send the orders and where to send the corresponding payment.

We recognize that this is a lot of information – if you have questions or need assistance, please don't hesitate to contact CRC Barbara Wright at barbarawright9356@gmail.com, or EVC Kay Weiss at kweiss365@gmail.com

A. REGIONAL CONVENTION DEADLINE SCHEDULE

DUE DATE	FORMS	SUBMIT TO	CHECKLIST
FEBRUARY 17, 2023	REGIONAL REGISTRATION	EILEEN WELSH Welsh984@comcast.net	
FEBRUARY 17, 2023	HOUSING FORMS	JOHANNA HERUDEK jherudek@optonline.net	
MARCH 31, 2023	FRIDAY NIGHT REHEARSALS	JEANNE VISCITO JeannePV237@msn.com	
MARCH 17, 2023	PROGRAM ADS AND BOOSTERS	PAM TRACY sweet15program@gmail.com	
	NOTE: CHECK TO	Phyllis Capolongo 16 Whispering Woods Dr. Smithtown, NY 11787	
TBD	THURSDAY BOX DINNER & FRIDAY DINNER BUFFET RESERVATIONS (Start time TBD)	KATHY ZUBAL-STORRINGS kathyzs213@gmail.com	
	NOTE: CHECK TO	Phyllis Capolongo 16 Whispering Woods Dr. Smithtown, NY 11787	
TBD	BREAKFAST BUFFET/REHEARSALS	KATHY ZUBAL-STORRINGS kathyzs213@gmail.com	
	NOTE: CHECK TO	Phyllis Capolongo 16 Whispering Woods Dr. Smithtown, NY 11787	
TBD	QUARTET PHOTO FORMS/PAYMENT	Still working on Photographer	
TBD	CHORUS PHOTO FORMS/PAYMENT	Still working on Photographer	

NOTE:

You will be required to bring a number of forms to the Chorus/Quartet Briefing. Full details and clear forms will be available in the Competition Handbook Supplement scheduled to be available approximately 5 weeks prior to contest.

International Forms NOTE:

International packets will be received via e-mail on January 6, 2023. Return forms promptly with your payment as instructed on the Competition Entry Form. Please ensure International has correct electronic communication addresses for your **chorus or quartet**.

In order to compete in the 2023 Regional Contests, the registration paperwork for new and renewing quartets must be submitted and processed with SAI before registering for competition. New quartets or renewals received after **March 30, 2022** will be charged additional registration fees of \$100. (Quartets registering after January 15, 2023 will be charged an additional \$60.00 for Processing.)

B. CONVENTION REMINDERS

Banners, returning awards, photo orders, chorus photo checks, and all other necessary forms will be brought to the Briefing room between 6:15 and 7:15 PM on Thursday, April 21, 2023 at the Hilton Hotel. Tables will be set up for delivery of all items. ***PLEASE BE SURE TO BRING THE CORRECT NUMBER OF COPIES OF ALL FORMS BEING TURNED IN, and, BE ON TIME.***
THE BRIEFING WILL BEGIN AT 7:30 PM.

BANNERS: will be hung in the contest arena by the convention staff. A chorus member will need to retrieve your banner at the end of contest on Saturday. **IT IS IMPORTANT THAT SOMEONE FROM YOUR CHORUS PICKS UP YOUR BANNER** before leaving the ESPCC.

AWARDS: will be brought to the briefing on Thursday evening and given to Awards Chair Susan Johns-Greenfield, or her designee.

FIRST TIMER RIBBONS WILL BE DISTRIBUTED ON THURSDAY EVENING AT THE BRIEFING. PLEASE HAVE THE NUMBER YOU REQUIRE AVAILABLE.

Check the web site <http://sairegion15.org/regionalconvention> for the latest information regarding competition.

“Words are pens of the heart, but
Music is the pen of the soul.”
Schneur Zalman

C. PRELIMINARY CONVENTION SCHEDULE – SCHEDULE OF EVENTS

Thursday, April 20, 2023

4:00 pm	Hotel Check-In	
6:15 pm	Bring forms to Briefing	HILTON
7:30 pm	Quartet/Chorus Briefing	HILTON
TBD	VIP Reception.....	TBD
TBD	Blue Note Chorus Rehearsal	TBD

Friday, April 21 , 2023

8:00 am	Buses for Mic Testing Chorus ONLY	
TBD	Quartet Walk-Thru	ESPCC
9:00 am – 9:00 pm	Buses from Hilton to ESPCC	
9:00 am – 6:00 pm	Boutique	ESPCC
9:00 am – 6:00 pm	Registration Desk	ESPCC
12:00 noon	Mass Sing	TBD
1:45 pm	Curtain call	ESPCC
2:00 pm	Quartet Contest.....	ESPCC
TBD	Chorus Flat Floor Rehearsal.....	HILTON & HAMPTON

Saturday, April 22, 2023

8:00 am – 11:00 am	Chorus rehearsals – Flat floor (no risers) at hotel
9:00 am – 7:00 pm	Buses from Hilton to ESPCC
10:00 am – 6:00 pm	Boutique
9:00 am – 3:30 pm	Registration
11:45 am	Curtain call
12:00 noon	Chorus Contest

This is a tentative schedule. Final schedule will be published in the Competition Handbook Supplement.

D. CHORUS CONVENTION LIAISON (CCL) JOB DESCRIPTION

All convention information is dispersed to the CCLs, Chorus Directors, Presidents, and Team Leaders via Vicki Tisch, Communication Manager of the RMT. If any CCL has a question concerning her job, feel free to contact Diane Ostrander at dlostrander@nycapp.rr.com.

The CCL is on the master group distribution list and acts as the *conduit for information between the Convention Team and the choruses*. She coordinates all regional activities associated with her chorus' participation in the annual regional convention and ensures that all forms and payments are submitted by the specified deadlines. All information is communicated by e-mail and posted on the regional website. ***All chorus CCLs must be on-line.***

Responsibilities Include:

Chapter Communication: **Distributes all regional convention information to chorus members, Presidents/Team Coordinators and Directors. Ensures that the regional convention information is also distributed to Chapter quartets.**

Regional Communication: Written and/or verbal communication with appropriate regional contacts on the Regional Management Team (RMT) and the Convention Team (RCC).

Convention Registration: Coordinates registration of members and guests, submits on-line registration forms to Registration Chair, Welsh984@comcast.net, and submits registration fees by check made out to Greater NY/NJ Region 15, to Eileen Welsh, 20 Emery Way, Delanco, NJ 08075. Important note: **NO** handwritten lists will be accepted. Please submit on-line or provide a typewritten list.

Single Ticket Purchase: Coordinates purchase of single event tickets on behalf of the chorus; submits request using on-line form and payment to the Registration Chair, Eileen Welsh, Welsh984@comcast.net. Tickets will be at the registration table inside the Boutique area.

Friday night rehearsals: Chorus CCL's must contact Jeanne Viscito (JeannePV237@msn.com) to reserve function space for Friday rehearsal time. Note that Friday rehearsal time will be assigned in blocks of no more than ONE hour until all choruses have had the opportunity to request space.

Housing: Coordinates room sign-ups and submits **on-line** housing forms to Housing Manager, Johanna Herudek, jherudek@optonline.net.

New Jersey CCLs: Collects room deposits, ensures a chorus check is issued payable to Greater NY/NJ Region 15 and mailed to the Regional Finance Coordinator, Phyllis Capolongo, 16, Whispering Woods Drive, Smithtown, NY 11787.

New York CCLs: Collects room deposits, ensures a chorus check is issued payable to the assigned hotel and mailed, along with a copy of your tax-exempt certificate to the Housing Coordinator, Johanna Herudek, jherudek@optonline.net, 85 Huntington Dr., Jackson, N.J. 08527.

CCL may be responsible for Chorus Photo Orders. These details are still to be worked out.

PHOTOGRAPHER TBD for Quartets as well as Choruses.

CCLs who will Submit Convention Program Ad Order.

The deadline for Program Ad submission is **March 17, 2023**. This is an absolute deadline and no ads will be accepted after this date.

All ads should be **high-resolution** (300 dpi) and **submitted electronically** (by email attachment – DO NOT send in the body of the email please), a **.jpg** or **.pdf** (Word, PowerPoint, or other formats will not be accepted), **grayscale** (no color), and the proper size (as per the ad form in the Appendix).

If you use a photo, it is your responsibility to get permission and add a photo credit. This includes anything used from the Internet. You must also be sure it copies in grayscale as it will not be edited. Make sure to fill out and send an electronic ad form with your ad to Pam Tracy at sweet15program@gmail.com. Send your check or money order (made out to Greater NY/NJ Region 15) along with a copy of the ad form to Phyllis Capolongo, 16 Whispering Woods Dr., Smithtown, NY 11787.

Ads are placed in the Program booklet based on space and size considerations. Covers are on a first-come-first-served basis.

Shoutouts should be one line using the format shown on the AD forms. Please encourage your chorus members to put ads and shoutouts in our program.

Food Orders

Prepare list of members who wish to order a boxed dinner for Thursday night (indicate sandwich choice), attend Friday night buffet (both must be pre-ordered and paid); prepare list of members attending Saturday morning chorus breakfast and Saturday evening Regional banquet. Forward chorus checks as appropriate.

Waivers

FOR 2023 CONVENTION: CAREFULLY READ AND FOLLOW THE DIRECTIONS FOR SUBMITTING SIGNATURE RELEASES REGARDING COVID (If determined to be needed – watch for updates) AND PHOTOS (This form is required).

E. CCLS FOR CONTEST 2023

CAPITALAND.....	DIANE OSTRANDER
CITY OF HILLS	DORCAS ROSS
EVERGREEN	KATHY DEMBEK
GOLDEN APPLE	THERESA BARNETT
GREATER NASSAU	ALAINA TUTRONE
HARMONY CELEBRATION.....	JULIA BACAL
HEART OF LONG ISLAND	PENNY FRAUHAMMER
HEART OF NEW JERSEY	BECKY WOODARD
HICKORY TREE	MIRIAM GONZALEZ
ISLAND HILLS	MARYANNE FRIEDLANDER
JERSEY HARMONY	ANITA BARRY
LIBERTY OAK.....	JAN RUBINO
LONG ISLAND SOUND.....	GRACIE PANOUSIS
SARATOGA SOUNDTRACK	VICKI GREEN
SENECA SOUNDWAVES.....	JO ANN CARY
SIRENS OF GOTHAM.....	VICKI TISH
SONG OF THE VALLEY	LYNN BERENBERG
SPIRIT OF SYRACUSE	PAULETTE YOUNG JUDI THOMAS
TWIN COUNTY	JEN CARAPAZZA

F. HOTEL INFORMATION INCLUDING DIRECTIONS – PARKING PARTICULARS

Hilton Albany Hotel
40 Lodge Street
Albany, NY 12207
(518)462-6611

FROM THE SOUTH: Take NYS Thruway, I-87 North to I-90 West to Exit 23. After the toll, follow to I-787 North. Take Exit 4 and follow the signs to Broadway by turning left at the 1st traffic light. Follow Broadway to the 3rd traffic light and turn left onto State St. Continue up State St. to the 2nd light and turn right on Lodge St. The hotel is on the corner of State and Lodge Streets.

FROM THE NORTH: Take the Northway, I-87 south to I-90 East. Follow I-90 East to I-787 South. Use exit 4B (Clinton Ave.). At the light, turn left onto Broadway. Go to the 3rd traffic light and turn right on State St. Continue up State St. to the 2nd traffic light and turn right on Lodge St. The hotel is on the corner of State and Lodge Streets.

FROM THE EAST: Take NY 27 W to Exit 62 and follow signs to I-495 W. Take Exit 31N to Cross Island Pkwy. Take Exit 33 to I-295 N. Merge onto I-95 N. Take Exit 9 for Hutchinson River Pkwy N and follow signs toward I-87 N/Thruway. Take I-87 N to Exit 23, I-787 N toward Troy. Take Exit 4 toward US-9 N/US-20 W. Use right lane to merge onto Quay St. Left onto NY-5 and follow signs to Broadway (left at first light). Follow directions(SOUTH) above.

FROM THE WEST: Take NYS Thruway/I-90 East, then follow(SOUTH) directions

above. **Parking is available and free at Hilton**

**“Music gives a soul to the universe,
Wings to the mind,
Flight to the imagination,
And life to everything.”
Plato**

G. BUSING

The following is a tentative schedule (the final schedule will be in the Competition Handbook Supplement):

Friday, April 21, 2022

8:00 am Two dedicated buses for mic testing chorus only

8:30- am Judges Bus

9:00 am – 7:00 pm Buses dedicated from the Hilton Hotel to ESPCC

Saturday, April 22 , 2022

9:00 am – 7:00 pm Buses from the Hilton Hotel to ESPCC

H. CONVENTION ETIQUETTE

We are guests in the Hilton Albany Hotel and the ESPCC (Empire State Plaza Convention Center). Please be courteous with all personnel in the hotel, restaurants, at the ESPCC, with other hotel guests, and of course, with each other. Please observe the hotels' restrictions regarding food and meals. NO OUTSIDE FOOD is allowed in either hotel in any of the common areas, lobby, restaurant, bar area, etc.

Regional volunteers run both contests. Most of our backstage and front of house assistants are also Region 15 competitors and are most likely preparing to go on stage after you. They are there to assist you and will do everything they can to ensure that you have the best competition experience possible. Please be kind to your volunteers! A wink or a grateful smile could make a difference for them on stage.

The auditorium doors will open in accordance with the performance or contest schedules. When the doors are open, please enter in an orderly fashion. Do not enter when the doors are closed, and a contestant is on stage. Please observe any seat restrictions. Saving a seat for a friend is acceptable but saving a row of seats for many friends is not. Sit next to a stranger – she may become your new best friend!

The traffic pattern for the quartet and chorus contest is timed to the last second. In order to minimize the risk of slipping off schedule, we ask you to observe the following basic rules.

1. Ensure that all cell phones, pagers, and watches have been turned off.
2. If a child is fussing, please take the child from the auditorium before the doors are closed for the performance.
3. Cameras and recording devices of any kind are not allowed in the auditorium. If used, they will be confiscated.
4. Food and beverage, other than water, is not allowed in the auditorium.
5. Noisy candy wrappers will be heard from the stage and could distract the competitors. Refrain from unwrapping during performances!
6. Backstage entry is for the competitors and coaches only! Please observe the “authorized entry only” signs.

The main purpose of all rules is to afford every competitor on stage an equal opportunity to perform without distraction.

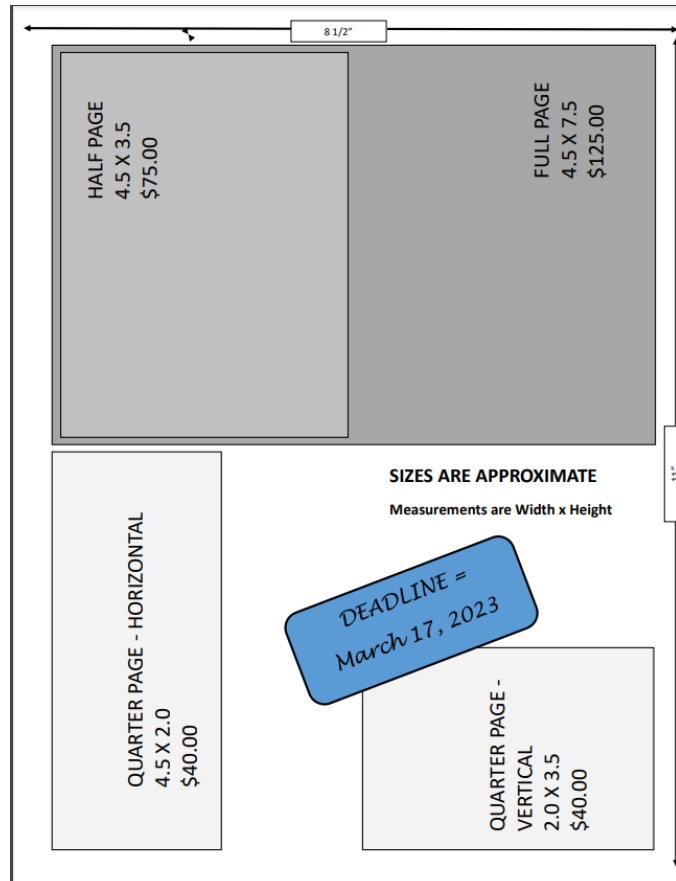
I. ADDITIONAL CONVENTION INFORMATION

Final Order of Appearance for Quartet & Chorus Contests, Traffic Patterns, Rehearsal Schedules, Contest Briefings, Menus and Pricing, Staging, Check-in, and various competition and photo forms will be in a Competition Supplement to be provided approximately 5 weeks before contest.



J. 2023 REGIONAL PROGRAM AD FORMS

(THIS IS A SAMPLE ONLY – USE ONLINE FORM FOUND AT <http://sairegion15.org/regionalad>)



2023 REGIONAL PROGRAM ADS/SHOUTOUTS

ADS

All ads are black ink on white paper with the exception of the front and back covers (inside and outside) which will be in color.

If using a photo, you are responsible to get permission to reproduce it.

To Place An Ad, please follow these guidelines:

- Electronic files (pdf, tif, jpeg) with fonts embedded only. No power points.
- High Resolution (no less than 300 dpi)
- Complete the Ad/Shoutout form on the website (<https://sairegion15.org>):
 - Sign in to Members Only
 - Choose Regional Forms/E-Forms from drop-down menu on the left
 - Choose Regional Convention Program Ad Form, upload your ad, submit
 - Send payment.

Payment:

- Checks/money orders, payable to *Greater NY/NJ Region #15*, should be mailed to: Phyllis Capolongo, 16 Whispering Woods Drive, Smithtown, NY 11787
- Paypal, Credit card - PayPal account not required! You will have the option to submit payment securely via PayPal OR or via Debit or Credit Card. More details available on the Regional Convention Program Ad Form.

AD Sizes - All Measurements are Width x Height

Outside back cover (in color) - approx. 4.5" x 7.5" \$225.00
 Inside back cover (in color) - approx. 4.5" x 7.5" \$175.00
 Inside front cover (in color) - approx. 4.5" x 7.5" \$175.00

Full Page - approx. 4.5" x 7.5" \$125.00
 Half Page - approx. 4.5" x 3.5" \$75.00
 Quarter Page (V) - approx. 2" x 3.5" \$40.00
 Quarter Page (H) - approx. 4.5" x 2" \$40.00

SHOUTOUTS PAGE (Replaces Boosters/In Memory Of/In Honor Of listings)

Add your one line Shoutout to the Shoutouts Page as follows:

One line in this format: **Greeting - TO/OF/FOR (one designee) - FROM purchaser** \$20.00
 (Adding a photo or more words will require a 1/4 or 1/2 page ad at \$40.00 or \$75.00.)

e.g. In loving memory **OF** Suzie Singer **FROM** her old chorus
 Best wishes **FOR** success **FROM** the RCC
 Awesome Job! **TO** the ABC Chorus Bass Section **FROM** your section leader
 Break a Lip **TO** the Best Chorus **FROM** the West Enders carpool

Follow "To Place an Ad" directions above to order a Shoutout for the program.

Questions? Email Pam at sweet15program@gmail.com

March 17, 2023
DEADLINE

IV. REGISTRATION



A. REGIONAL REGISTRATION PROCEDURES

CCLs or their designated Chorus Registration Chairperson are responsible for following all registration procedures. **Registration Deadline is February 17, 2023.**

NEW: Registration will be completed online. Click [here](#) or you may go to the Region 15 Website, click the link to Contest 2023 and look for the information regarding Regional Registration. A spreadsheet, available for download on the website, will be provided for your usage. All registration will be done online.

1. An ALPHABETICAL LIST of all your MEMBERS, competing and non-competing as well as guests who will be attending the Convention, will be completed on the online spreadsheet.
 - This list is essential for making badges (AEB's) for entrance into the competition arena. As in previous years, there is NO transferring of AEB's from one member to another or to a spouse, as per the RCC decision and per Covid guidelines.
 - Please make note of New/First Timers so there will be First Timers ribbon ready for them at the registration desk.
 - Please indicate if a member would like a nickname on their badge, i.e. if Christine wants Chris on her badge, etc.
 - If a member is a dual member, please indicate their primary and secondary chorus beside their name. The badge will be with their primary chorus. No duplicate badges will be made.
 - In accordance with our Regional Standing Rules, all Region 15 members must pay the FULL registration fee. On the list indicate those who have joined since you prepaid the All Events when you remitted the Regional Assessment in October, 2022.
 - For those new members, and for any non member director, you will need to include the registration fee of \$55.00 for adults and \$27.50 for New Youth Members.
 - If you have a new member who joins your chorus after the registration deadline, please complete a new registration form via the website and send name and payment to Eileen Welsh, welsh984@comcast.net and 20 Emery Way, Delanco, NJ 08075. Every effort will be made to have their AEB printed ahead of time.
 - Fees are not refundable and WILL NOT be transferable within the chorus.
2. Note the guest column for any/all non-member GUESTS. The type of registration for AEB and single event tickets will need to be indicated on the spreadsheet.
 - Those for whom you want All-Events pre-printed badges @ \$65.00 for Adults.
 - Those for whom you want individual event tickets.
 - \$35.00 each for Adult for either the Quartet or Chorus contest
 - \$15.00 each for Youth for either contest.
 - Remember to indicate for which event you are ordering.
 - All guest badges will be at the registration desk under your chorus name if registered in advance.
 - **Note that proof of vaccination status must be provided for each guest registrant. No exceptions.**
3. ALL BADGES/INDIVIDUAL TICKETS WILL BE AVAILABLE FOR PICK-UP AT THE REGISTRATION DESK STARTING FRIDAY MORNING. No other arrangements will be made in advance. Another member can pick up your AEB on Friday. That person will have to sign for it and be responsible for it. Once the AEB leaves the registration desk, we will not be responsible for it.
4. Use the "Registration Summary Form" to enter totals for NEW MEMBERS and GUESTS, via your online registration and if applicable, mail your chorus check made payable to GREATER NY/NJ REGION 15 to Eileen Welsh, TRAP, 20 Emery Way, Delanco, NJ 08075. If you have any questions regarding these procedures, please contact Eileen Welsh directly at (856) 520-4968, or welsh984@comcast.net

B. REGISTRATION SUMMARY 2023

RETURN THIS SUMMARY WITH YOUR COMPLETED REGISTRATION SPREADSHEET VIA THE REGION 15 WEBSITE. IF APPLICABLE, SEND YOUR CHECK TO Eileen Welsh, Registration Chair – NO LATER THAN **February 17, 2023**

Your Chorus check, made payable to Greater NY/NJ Region 15 are to be mailed to:

EILEEN WELSH, REGISTRATION CHAIR

20 Emery Way, Delanco, NJ 08075

(856) 520-4968

[email: welsh984@comcast.net](mailto:welsh984@comcast.net)

New Member All-Events	@ \$55.00	Total \$'s _____	Number _____
Non Member Director All Events	@ \$55.00	Name _____	
New Youth Member All Events	@ \$27.50	Total \$'s _____	Number _____
Guest Adult All-Events	@ \$65.00	Total \$'s _____	Number _____
Guest Adult Single Event (Quartet)	@ \$35.00	Total \$'s _____	Number _____
Guest Adult Single Event (Chorus)	@ \$35.00	Total \$'s _____	Number _____
Guest Youth Single Event (Quartet)	@ \$15.00	Total \$'s _____	Number _____
Guest Youth Single Event (Chorus)	@ \$15.00	Total \$'s _____	Number _____

Chorus Name _____

Chorus Contact _____

Name _____

Address _____

Phone _____

E-mail _____

All AEB's and individual tickets will be picked up at the REGISTRATION DESK AT THE ESPCC (across the boutique area). NO EXCEPTIONS

FOLLOW-UP REGISTRATION SUMMARY TO BE USED AFTER February 17, 2023.

_____ New Member All Events	@ \$55.00 = _____
_____ Non-Member Director All Events	@ \$55.00 = _____
_____ New Youth Member All Events	@ \$27.50 = _____
_____ Guest Adult All Events	@ \$65.00 = _____
_____ Guest Adult Single Event	@ \$35.00 = _____
_____ Guest Youth Single Event	@ \$15.00 = _____

*****Registrations After February 17th, need to be completed on Region 15 Website Contest 2023 – Registration Link and forwarded to Eileen Welsh, TRAP*****

Chorus Name _____

ATTENTION CCLs:

THE FOLLOWING THREE PAGES ARE WAIVERS EVERY ATTENDEE MUST READ AND SIGN. COPIES OF THE FORMS MUST BE TURNED IN (TOGETHER IN A MANILA ENVELOPE) AT THE BRIEFING ON THURSDAY EVENING.

NOTE: THIS PROCEDURE HAS YET TO BE DETERMINED. AS OF THE DATE OF THIS HANDBOOK, IT IS TOO EARLY TO MAKE THIS DETERMINATION. PHOTOGRAPY WAIVER IS CORRECT, AND MUST BE PROVIDED. OTHER WAIVERS TBD.

SEE THE MESSAGE FROM BARBARA WRIGHT ON PAGE 2 OF THIS HANDBOOK FOR AN EXPLANATION. WAIVERS ARE BEING PROVIDED HERE SHOULD THEY BE DETERMINED TO BE REQUIRED.

**C. ASSUMPTION OF RISK AND WAIVER AND RELEASE OF LIABILITY AGREEMENT
RELATING TO COVID-19 AND ANY NON COVID ILLNESS OR INJURY**

THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

By signing this agreement, I acknowledge the contagious nature of the novel coronavirus COVID-19 and **any NON COVID-19 ILLNESS OR INJURY** agree to voluntarily assume the risk that I may be exposed to or infected by COVID-19 or **any NON COVID ILLNESS OR INJURY** by attending and participating in the **Greater NY/NJ Region #15** 2023 Convention and Competition (convention) and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, guidelines regarding COVID-19 are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.

I understand and acknowledge that the Convention activities are not being required by the **Greater NY/NJ Region #15** or **Insert Your Chorus or Quartet Here** or leadership of either entity. Members of **Insert Your Chorus or Quartet Here** are voluntarily offering this Convention to other members, including me, in consideration and exchange for my voluntary agreement to participate in the Convention and to execute this agreement.

In consideration of my voluntary agreement to participate in the Convention and knowing the risks described above, I hereby: 1) assume all the risks and responsibilities surrounding my participation in the Convention; 2) waive any and all rights or claims against the **and Greater NY/NJ Region #15 Insert Your Chorus Here**, its musical director and other directors, its officers, staff, managers, members, agents, and assigns (the “Releasees”) that I may have as a result of my participation in the Convention; and 3) fully release, covenant not to sue, discharge, and hold harmless the Releasees against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys’ fees, costs and disbursements), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury, which may accrue to me or my heirs in connection with my participation in the Convention (“Claims”), whether a COVID-19 infection, or other illness or injury occurs before, during, or after participation in the Convention.

This Agreement shall, in all respects, be interpreted, enforced, and governed under the laws of **New York** without reference to its choice of law provisions.

I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT.

I AM AT LEAST EIGHTEEN YEARS OF AGE, HAVE CAREFULLY READ AND UNDERSTOOD THIS LIABILITY WAIVER AND RELEASE OF CLAIMS, AND UNDERSTAND THAT BY SIGNING IT I MAY BE GIVING UP SUBSTANTIAL RIGHTS I MAY OTHERWISE HAVE, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT OR COERCION.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

FOR PARTICIPANTS UNDER THE AGE OF EIGHTEEN, THE FOLLOWING IS REQUIRED:

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____ PRINT NAME: _____

D. SWEET ADELINES INTERNATIONAL ASSUMPTION OF RISK AND WAIVER AND RELEASE OF LIABILITY AGREEMENT RELATING TO COVID-19 AND ANY NON COVID - 19 ILLNESS OR INJURY (THIS IS A RELEASE OF LEGAL RIGHTS –

PLEASE READ AND UNDERSTAND BEFORE SIGNING)

By signing this release, I acknowledge the contagious and evolving nature of the novel Coronavirus (COVID-19) and understand that I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and voluntarily assume the risk that I may be exposed to the virus during EVENT and by participating in certain singing activities (“Activities”) that become affected as a result. I voluntarily agree to assume risks and accept sole responsibility for any personal expense, liability, illness, injury, disability, or death related to contracting COVID-19 and any Non Covid-19 Illness or Injury while attending EVENT, and hereby release and agree to indemnify, defend, and hold harmless SWEET ADELINES INTERNATIONAL from all claims of any kind arising from COVID-19.

I agree and acknowledge that I am participating in the SWEET ADELINES INTERNATIONAL EVENT voluntarily and on my own accord. I hereby 1) give this acknowledgement freely and knowingly and I represent and warrant to you that I am physically and mentally fit and that, as a result, able to participate, and I do hereby assume responsibility for my own well-being. 2) I am fully aware that possible physical injury might occur to me as a result of my participation, and I agree to assume the full risk, including risk which is not specifically foreseeable, of any injuries, including death, damages or less regardless of severity, which I may sustain as a result of participating in any and all activities connected with or associated with the Event. 3) In consideration of the right to participate in the Event, I hereby waive any and all rights or claims I may have as a result of participation in the Event both COVID-19 related and any NON COVID-19 illness or injury against SWEET ADELINES INTERNATIONAL, its regions, regional leaders, directors, executives, employees, members, staff, and all individuals assisting in instructing and conducting these activities, and I hereby fully release and discharge them from any and all claims resulting from injuries, including death, damages, or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Event. 4) I further agree to indemnify, defend, and hold harmless SWEET ADELINES INTERNATIONAL, its directors, executives, employees, members, staff, and all individuals assisting in instructing and conducting these activities from any and all claims resulting from injuries, including death, damages, or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Event. 5) I hereby knowingly and voluntarily waive any right to a Jury Trial of any dispute arising in connection with this agreement.

I am at least Eighteen Years of Age, have carefully read and understood this Liability Waiver and Release of Claims and understand that by signing it I may be giving up substantial rights I may otherwise have, and sign it voluntarily and without inducement or coercion.

SIGNATURE _____ DATE _____

PRINT NAME _____

FOR PARTICIPANTS UNDER THE AGE OF EIGHTEEN, THE FOLLOWING IS REQUIRED:

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____ PRINT NAME: _____

E. SWEET ADELINES INTERNATIONAL PHOTOGRAPH & VIDEO RELEASE FORM

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting. I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Full Name _____

Street Address/P.O. Box _____

City _____

Prov/Postal Code/Zip Code _____

Phone _____ Fax _____

Email Address _____

Signature _____ Date _____

If this release is obtained from a presenter under the age of 19, then the signature of that presenter's parent or legal guardian is also required.

Parent's Signature _____ Date _____

V. HOUSING



A. HOUSING FORMS AND PAYMENTS INFORMATION
Hotel Suite & Room Requests, Check In & Payment Information

Convention Hotel

The **Albany Hilton** is the hotel we will be using this year to house all choruses and quartets.

General Information: **REPEATED FROM 2022** - The RCC and your Housing Team works very hard to accommodate the requests of all our members. But there are some limitations.

Since we need to “pack the floors” so that there are no noise complaints about our Hospitality Rooms we may have to assign you to a king room. This will be done if there are only two people in a room. If you “prefer a King room” please so indicate on the housing form in the Special Request section. This will help us as we work to block and pack the floors!.

Rates: **Albany Hilton** - Rooms - \$187
Suites - \$270

B. HOUSING REQUEST FORMS

The Housing Request form is an excel spreadsheet which is filled out online, emailed to the Housing Coordinator and then printed for your files. It must be in an excel format and NOT sent as a PDF!

Chorus housing requests will be made using the Housing Request Form and your deposit amount will be calculated on the Housing Summary Form, samples of both are found in Appendix A. **Originals will be available on the Regional web site.**

The Housing Request Form will include the number of people in the room, 1, 2, 3, 4 or Suite. **This designation indicates the number of people who will occupy the room, not the number of beds.** The form must include the name of all persons in the room, any ADA requirements or special requests as well as the nights the room is requested. Names must be assigned to each room requested. Depending on room availability, hotels will make every effort to honor each request. A limited number of Suites are available. If you wish one, ask for it and I will let you know if one is not available. Only one will be allowed per chapter.

The Housing Summary Form needs to be broken down by **night**. Use this form, also in Excel, to calculate the amount of your deposit and balance checks. The Housing Summary form must accompany your deposit check. See specific instructions below.

C. CANCELLATION POLICY

Choruses are responsible for all rooms reserved. All room cancellations ***MUST*** be made with Johanna Herudek, Regional Housing Coordinator. **Unless it's an emergency, room cancellations will not be honored after Monday, April 17th, 2023 Do not call the hotel directly!**

The Housing Request Form and Housing Summary Form are due on or before February 17, 2023. Additional rooms may be reserved after the deadline date: however, inclusion in the original room block cannot be guaranteed.

Housing Request Deadline – February 17, 2023

D. METHOD OF PAYMENT:

In order to utilize the Region's New York State Tax Exempt Certificate, the following procedures will apply:

New Jersey Choruses:

1. All NJ deposit checks for hotel rooms are payable to **Greater NY/NJ Region #15**.
2. **February 17, 2023:** The Housing Request Form and the Housing Summary Form are submitted by **e-mail** to Johanna Herudek, Housing Coordinator at jherudek@optonline.net. No deposit check is needed at this time.
3. **March 10, 2023:** A deposit check representing **50%** of the estimated total room charges and a printed copy of the Housing Summary Form is mailed to Phyllis Capolongo, Regional Finance Coordinator at 16 Whispering Woods Drive, Smithtown, NY 11787.
4. **March 31, 2023:** A check for the remaining **50%** of the estimated total room charges, along with an updated Summary Form, is mailed to Phyllis Capolongo, Regional Finance Coordinator at 16 Whispering Woods Drive, Smithtown, NY 11787 with a statement showing how the balance cost was calculated.
5. **Sunday, April 23, 2023:** Prior to 8:30 am, a complete printout of chorus hotel charges is to be requested from the Hotel Front Desk. Resolve any discrepancies with the hotel. Meet with Phyllis Capolongo, Regional Finance Coordinator at 8:30 am in the hotel lobby to approve the bill for payment. If there is any remaining balance, be prepared to give Phyllis a chorus check for the balance due.
6. Phyllis will pay the Hotel based on its billing and will not negotiate any problems, etc. Please arrange to have your CCL reconcile your billing statement no later than 9:00 a.m. on Sunday morning. **ANY BALANCE DUE MUST BE REMITTED BEFORE YOUR DEPARTURE.** Please make your check payable to **Greater NY/NJ Region 15**.

New York Choruses:

1. **February 17, 2023-** The Housing Request Form and the Housing Summary Form, are submitted **by e-mail** to Johanna Herudek, Housing Coordinator at jherudek@optonline.net.
2. **March 10, 2023:** One (1) copy of your NYS Tax Exemption Certificate and a check representing **50%** of the estimated total room charges made payable to your **ASSIGNED HOTEL** is mailed to Johanna Herudek at 85 Huntington Drive, Jackson, NJ 08527.
3. **Sunday, April 23, 2023:** Prior to 9 am, a complete printout of chorus hotel charges is to be requested from the Hotel Front Desk. Your CCL will reconcile chorus hotel charges on-site with the Front Desk and pay the balance directly to the Hotel with a chorus check.

E. CHECK-IN PROCEDURES

Check-in time is 4:00 p.m. The hotel Housekeeping Departments will be working very hard to complete room cleaning as fast as possible. Should you arrive early and before your room is ready, designated secure areas for luggage are available.

Due to the number of people arriving on Thursday and Friday, the Front Desks do get a little overwhelmed!! We continue to work with the hotels to develop better check-in procedures and any specific information will appear in the Supplement that comes out a few weeks prior to contest.

Johanna Herudek, the Region's Housing Coordinator, will be available by cell phone if you require on-site assistance concerning housing arrangements. 732-598-5142

Chapter/Member-At-Large

If CAL/MAL members are not included in the rooming list of a specific chorus, they are welcome to stay in our block hotel. Please follow the instructions below.

1. E-mail Johanna Herudek, Housing Coordinator at jherudek@optonline.net to request a room stipulating: Type of room desired, name of persons in the room, arrival and departure dates.
2. Registration Badges and programs will be available at the Registration Desk located in the Convention Center.

F. REGISTRATION BADGES & PROGRAMS

All Registration Badges and Programs will be available for pick up at the Registration Desk located in the Boutique area at the Convention Center. Check Handbook for hours!!

G. CHORUS CONTACT INFORMATION AND ROOM REQUIREMENTS

Housing Deadline: Friday, February 17, 2023

Hotel: Click for Hotel Name =====>

Chorus: Click to choose chorus name =====>

CCL: _____

Housing Contact: _____

Phone: _____

E-mail: _____

Estimated Arrival Time & Day: _____

Instructions: Complete online and submit to Johanna Herudek, Housing Coordinator at jherudek@optonline.net. Click on the arrows and choose from the dropdown list. If a competing quartet, please put your quartet's name in the Special Requests column.

ROOM	# in Room	First Name	Last Name	ADA Requirements and Special Requests	Nights Requested			
					Wed 4/19	Thurs 4/20	Fri 4/21	Sat 4/22
1	Click				Click	Click	Click	Click
2	Click				Click	Click	Click	Click
3	Click				Click	Click	Click	Click
4	Click				Click	Click	Click	Click

Sample - Actual worksheet can be found on the website

H. CHORUS HOUSING SUMMARY - ARRIVAL AND DEPARTURE DETAILS

HOTEL: Click to choose hotel ==> Arrival Day Click ==> Est. Time _____
Departure Day Click ==> Est. Time _____

Are you arriving by charter bus? _____

CHORUS: Click to choose chorus name ==>>>

CCL: _____ E-mail: _____

Phone: _____

	Wed 4/19	Thurs 4/20	Fri 4/21	Sat 4/22
Number Rooms				
Number of Suites				

Rooms _____ x _____ equals

Suites _____ x _____ equals

Estimated room expenses _____

Deposit/Balance check amount: _____

Instructions: *Complete online and submit to Johanna Herudek, Housing Coordinator at jherudek@optonline.net. In addition, see directions below.*

New Jersey Choruses: Deposit Due March 10th & Balance Due March 31

Mail to Phyllis Copolongo, Regional Finance Coordinator
16 Whispering Woods Drive, Smithtown, NY 11787

1. Hardcopy of the Housing Request Summary.
2. **Deposit Check** - for 50% of the estimated total of room expenses. Make check payable to **Greater NY/NJ Region #15** and mail to Phyllis Copolongo, Regional Finance Coordinator at the address above.
3. **Balance Check** - made payable to **Greater NY/NJ Region #15** with a copy of the updated Housing Request Summary form mailed to Phyllis Copolongo at address above.

New York Choruses: Deposit Due – March 10th

Mail to Johanna Herudek, Housing Coordinator
85 Huntington Drive, Jackson, NJ 08527

1. One (1) copy of your NYS Tax Exempt Certificate and your Housing Request Summary Form.
2. **Deposit Check** - for 50% of the estimated total of room expenses, **payable to your Assigned Hotel** and mail to Johanna Herudek, Housing Coordinator. **Do not mail directly to the hotel.**
3. **Balance** - Request a statement from the hotel and pay before leaving on Sunday morning.

SAMPLE - Actual worksheet with instructions can be found on the Regional website!

