

CONVENTION 2026

HANDBOOK



April 23-26, 2026
GREATER NY/NJ REGION 15

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I. WELCOME and CONTACT INFORMATION



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



WELCOME 2026!

The new year brings plans for a new Convention and Contest in Albany on April 24 and 25. The Regional Convention Committee has been hard at work since October, preparing to bring you an outstanding weekend – we can't wait to see you all there!

We are pleased to bring you the 2026 Convention Handbook. The information in this document 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 to prepare you for our upcoming convention and contest.** Additional and more definitive information regarding contest schedules, order of appearance, etc., will be delivered at a later date in the Handbook Supplement. AS IN THE PAST, ALL FORMS NEEDED FOR THIS YEAR'S CONVENTION CAN BE FOUND AT THE REGION'S CONVENTION LINK: <http://sairegion15.org>. Be sure you get the right form to the right individual when preparing for April.

I have some additional preliminary information to share with you regarding other convention plans:

- We will utilize only one hotel again this year – the Hilton is our Convention Headquarters, and has been COMPLETELY remodeled – just wait 'til you see the improvements! Last year's meal options at the hotel were very well received by all who took advantage of them (and the food was GREAT!) This year, the hotel will again offer a boxed lunch (dinner) option on Thursday night, a buffet dinner on Friday night, chorus breakfasts on Saturday morning, and a banquet for the Show of Champions on Saturday night. (BTW- I am pleased to tell you that Kathy Storring's work with the catering folks has held meal costs to a minimal increase.) All meals will be prepaid; additional ordering instructions and information, including menu choices and pricing, will follow later in the Supplement.
- Please watch for instructions and details for forms submission as you review the Handbook, and give any of us a call should you need assistance with those, or any other matter.
- We will again be working with photographer Lindsey Fish. All photos will be purchased directly from her online after the conclusion of the contest. No photo order form will be found in the handbook.
- We will once again bring a contest live-stream option to our members and will share that information with you later when we receive subscription information.

And so – here we go – We'll see you all in 4 short months (that's only 16 rehearsal weeks... adrenaline, anyone?)

Barbara Wright

Chair, Regional Convention

B. GREETINGS FROM THE CC (COMPETITION COORDINATOR)



Hello Greater NY/NJ Region #15! Very excited that we will all be together again in Albany in a few short months. What a great time that will be - performing for each other, greeting old friends, and making new ones. The RCC (Regional Competition Committee) has been working hard as always. The RCC continues to reevaluate and make changes that benefit you, the performers.

As you probably already know, the CC (Competition Coordinator....me!) 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 the 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). 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 2026 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 (and she does an amazing job keeping it all working smoothly), including the competitions.

I, along with an amazing group of humans 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. As I did last year, there will be an alternate riser configuration (sometimes referred to as the "Small Riser Configuration"). SAI is aware of this, and you will make your riser selection at the time you register your chorus for competition. The Standard Riser Configuration includes a reverse section in the middle, and will consist of eleven (11) sections. The Alternate Riser Configuration consists of seven (7) sections and has no reverse section in the middle. Again this year, there will be a white backdrop rather than the black wall at the back of the stage.

The chorus and quartet briefing will once again be held at the Hilton. Quartet walk-ons are anticipated to be on Friday morning, but that may change once I know the actual number of contestants. The stage set up is on Thursday, and the Official Inspection is early Friday morning. I anticipate the Quartet Contest will begin at 1:30 PM on Friday. This, too, may change, depending on the number of contestants. The Chorus Contest will begin at 12:00 PM on Saturday. 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)

<p>Deanna Sargent, EVC (RMT Events Coordinator) 20 Milton Heights Blvd. Ballston Spa, NY 12020 C: 518-421-9171 dlsargent4@gmail.com</p>	<p>Has overall responsibility for Convention Weekend.</p>
<p>Barbara Wright, CRC (Chair of the Regional Convention) 5315 Mark Ln. Cazenovia, NY 13035 H: 315-815-4190 C: 315-877-8077 Barbarawright9356@gmail.com</p>	<p>Oversees all Convention activities.</p>
<p>Jeanne Viscito, CC (Competition Coordinator) 119 Nightingale Rd. Blairstown, NJ 07825 H: 908-665-8207 C: 908-625-7183 JeannePV237@msn.com</p>	<p>Oversees all Contest activities.</p>
<p>Lee Popolek, Convention Assistant 822 Kingston Dr. Cherry Hill, NJ 08034 C: 856-520-4172 rccsaireg15@gmail.com</p>	<p>Assists CRC and CC as needed; Manages the Google Drive; Manages the convention hall during competition.</p>
<p>Scott Russell, Stage Mgr., SM 119 Nightingale Rd. Blairstown, NJ 07825 H: 908-665-8207 C: 908-578-4168 SRRuss@gmail.com</p>	<p>Manages technical aspects of the contest stage.</p>
<p>Kathy Zubal-Storring, Convention Catering 9200 Smokey Hollow Road Baldwinsville, NY 13027 C: 315-572-9473 Kathyzs213@gmail.com</p>	<p>Responsible for all aspects of food service, including Saturday breakfast rooms, Regional Banquet, and catering at the ESPCC</p>
<p>Phyllis Capolongo, Regional Housing Coordinator 46 Daintree Drive Saratoga Springs, NY 12866 C: 631-834-0340 PAC.sings@gmail.com</p>	<p>Manages all Housing reservation details with the Hotels</p>
<p>Mary Connelly, Tickets and Registration 24 Point View Drive Central Square, NY 13036 H: (315) 447-6844 mmconnellysos@gmail.com</p>	<p>Responsible for all registration and single ticket sales, and Region 15 members' AEBs</p>

Susan Krystek, Financial Coordinator 19 Tricia Blvd. Highland, NY 12528-2637 845-430-8180 skry0215@gmail.com	As the RMT Financial Coordinator, oversees everything that has anything to do with money
Gail Van Vlack, Asst. Stage Mgr., ASM 74 East Main St. Wappingers Falls, NY 12590 845-505-7183 Ggavin53@gmail.com	Assists the CC and the Stage Manager as needed.
Meghan Chiumento, Busing Coordinator 19 Legacy Dr. Baldwinsville, NY 13027 C: 315-460-5775 megfbenner@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.
Pam Tracy, Program 508 Mallard Drive Camillus, NY 13031 C: 315-247-2357 sweet15program@gmail.com	Responsible for the convention program, including the program ads and boosters
Paulette Young, Awards 124 Lindbergh Road Syracuse, NY 13205 C: 607-345-8983 pgyoungmsb@hotmail.com	Manages all contest-related awards

D. RCC GOOGLE DRIVE

The Regional Convention Committee (RCC) has developed a platform (Google Drive) to which chorus contest forms will be uploaded. Each chorus has its own folder in the RCC Google Drive, and CCLs will upload contest forms and files to their Chorus's folder. There will still be some forms that you will need to bring to the contest on paper for example: the list of competing members and the verification form with original signatures. More information about which forms need to be brought to Contest will be included in the Handbook Supplement. Quartets do not have an individual folder.

A chorus's folder will be shared with only one person from your chorus. This person is the CCL unless you notify the Convention Assistant by email with an alternate name and email address. Send the Convention Assistant (Lee Popolek, RCCsaiReg15@gmail.com) the name and email address of the person who will run the chorus Google folder before January 15, 2026.

This person will be designated as "editor", which means they can upload and edit files in their chorus's folder. No chorus has access to another chorus's folder. RCC members needing access to specific information can "view" files or forms uploaded to the folders, but will not be able to edit or change the forms.

The folder can be shared with and used by someone without a Google account; however, if you have a Gmail account, your computer will default to that and ask you to sign in. If that happens, just send the Convention Assistant your Gmail address, and they will share the folder with that address. You will continue to receive all other contest-related emails at your regular email address. You will only use Gmail to click the link to access the folder.

Contest forms will be available on the Region 15 website for download. These are in Excel, Word or PDF formats. You will fill them out on your computer. When they are completed, you will upload the form to your Chorus Google Folder. Please use these rules for naming your file before you upload it: Chorus Name / Name of Form / Year. Example: Spirit of Syracuse Region 15 Contest **2026** Registration Form.xlsx

Each CCL (or someone designated by the CCL) will receive an email titled: *folder shared with (name of chorus)*. The email will indicate that you have been invited to contribute to (Chorus name) folder. It will contain a link you can click to access the folder. At the bottom of the email, there will be an OPEN button; click it, and it should take you to your chorus folder. ***When you first open the folder, it should have last year's uploaded documents in it. PLEASE DELETE THEM BY January 30, 2026, and notify the Convention Assistant by email that your folder is now empty. Once the Convention assistant verifies that the folder is empty, you may then upload your forms and files for 2026.***

CHANGES MADE BEFORE THE DUE DATE: If you upload a form to the Google folder and then need to change it before the due date you have two options. Please do not leave multiple copies of the same form in the Google folder.

- 1) You can make the change directly to the form in the Google folder; however, be aware that this will not change the original file on your computer.
- 2) You can delete the incorrect form in the Google folder. Then you can fix the original on your computer and upload the corrected form to the Google folder.

CHANGES MADE AFTER THE DUE DATE: If you need to edit or add information to your forms after the due date, please email both the Convention Assistant, Lee Popolek and the RCC person responsible for the form (for example a change to Housing would go to the RCC Housing Manager, Phyllis Capolongo; a change to registration would go to RCC Tickets and Registration Chair, Mary Connelly).

If you are familiar with using shared folders in Google Drive, that's great! If you are not, here are two ways to upload a file from a computer to your shared chorus folder. Uploading the file is very similar to attaching a document to an email.

Two methods for uploading a file to a shared folder in Google Drive.

1. Upload the file:
 - a. Click the link in the email you received that shares the folder with you.
 - b. When you are in the shared folder, right-click your mouse and a menu will appear.
 - c. Click on file upload.
 - d. It will open your document file. Select the file you want to upload, then click Open.
 - e. The file should now appear in the Shared folder.
2. Drag and Drop:
 - f. Click the link in the email you received that shares the folder with you.
 - g. You should now be in the shared folder.
 - h. Open the 'my files' folder on your computer.
 - i. You can drag the file from the 'My Files' folder on your computer and drop it into the shared Google folder.

If you have any questions about or problems with the RCC Google Drive or your chorus's folder, please contact the Convention Assistant, Lee Popolek. Email: RCCsaiReg15@gmail.com Mobile: (856) 560-2060

VERY IMPORTANT NOTE:

ONLY OFFICIAL FORMS FROM THE REGIONAL WEBSITE WILL BE ACCEPTED



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 9, 2026**, Region 15’s International 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 there. Review this information (much of which is repeated in the “handbook”).

INTERNATIONAL ENTRY FEES & DEADLINES FOR REGIONAL CONTEST:

CHORUS:	\$200.00	2/24/26	Plus \$100.00	3/11/26
QUARTET:	\$125.00	2/23/26	Plus \$100.00	3/10/26

- New Quartets planning to compete must be registered as a quartet with the organization at least 60 days before your contest date (See SAI website for more information).
- 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 the 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 canceled, you will not be able to renew online, and your quartet’s name will become available in the quartet name search database.

DUAL CHORUS 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.

DUAL 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.

REGIONAL MOST IMPROVED CHORUS 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 requirements:

Small (Division A) Chorus - 12 - 25 competing members on stage
Midsize (Division AA) Chorus - 26 - 50 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 Regional Awards Ceremony.

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 competitors 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 competitors 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 multiple choruses are 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 the 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.

New this year: any chorus singing for evaluation will now be part of the Draw for Order of Appearance within the riser configuration they have chosen.

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. 2026 JUDGING PANEL

SOUND:	Beth Smith **Panel Chair
MUSIC:	Jan Meyer
EXPRESSION:	Lea Beverley
VISUAL COMM:	Tori Postma
SECRETARY:	Diane Brilz

ANY TRIAL SCORERS WILL BE LISTED IN THE SUPPLEMENT.

III. CONVENTION INFORMATION



A. IMPORTANT INFORMATION REGARDING REGION 15's 2026 CONVENTION

Regional registration for this year's contest will be online, as in the past year. Chorus leadership will need to follow instructions as they appear on the registration spreadsheet, as specific information is necessary for housing purposes. This document must be completed to include every member in attendance, as well as for any guests that your chorus may include. **NOTE THAT THIS FORM IS IN ADDITION TO REGISTERING YOUR CHORUS FOR COMPETITION WITH INTERNATIONAL – be sure you have completed BOTH registration processes.**

COVID PROTOCOLS

There is nothing specific at this time. Any changes or additions will be announced in the Handbook Supplement issued closer to contest, and will be reflective of any New York State and/or CDC guidelines in place at that time. OUR GOAL IS THE HEALTH AND SAFETY OF ALL IN ATTENDANCE. In the meantime, take care of yourselves – and if you are feeling ill, please remain at home during our convention weekend.

MASKING

Masking isn't mandated at this time and is 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

Housing will again be limited to one hotel only. The HILTON hotel is our Convention Headquarters, and all housing will be contracted with that hotel. It is highly recommended that choruses submit their registration documents as soon as possible, but no later than the deadline date, **February 27, 2026**, to secure appropriate lodging for the weekend. Individuals may want to secure a room for Saturday night, since checkout is at 11:00 a.m., and 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 are again planning a celebratory awards banquet and Show of Champions on Saturday evening. We intend to offer a Thursday evening boxed dinner and a Friday evening buffet, served in the hotel restaurant. We expect to have similar menu offerings as last year and will make every attempt to limit the cost to members. Once menus and pricing are finalized, we will share that information with our regional members via email.

There will also be a Saturday Breakfast Buffet option for competing choruses. Choruses choosing to participate will order via the Meal Order form, with menus and pricing to come. Note: rehearsal space on Saturday morning will initially be available only to those choruses ordering breakfast. Any additional space requests will be honored on an availability basis.

All of these meals must be ordered in advance. There will be an order form that chapters must complete and will contain all member meal orders. The meal forms should be uploaded to your chorus google folder by the deadline. A copy of the form and corresponding chorus payment will be sent to Regional Finance Coordinator Susan Krystek. This form will be forwarded to CCLs once pricing and menus are set.

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.

B. REGIONAL CONVENTION DEADLINE SCHEDULE

DUE DATE	FORMS	SUBMIT TO	CHECKLIST
February 27, 2026	REGIONAL REGISTRATION	MARY CONNELLY mmconnellysos@gmail.com	
February 27, 2026	HOUSING FORMS	PHYLLIS CAPOLONGO <u>PAC.sings@gmail.com</u>	
March 16, 2026	REQUESTS FOR FRIDAY NIGHT AND SATURDAY REHEARSALS, REQUEST FOR SATURDAY CHORUS BREAKFAST (breakfast numbers to be requested later in handbook supplement)	JEANNE VISCITO JeannePV237@msn.com	
March 16, 2026	PROGRAM ADS AND BOOSTERS	PAM TRACY <u>sweet15program@gmail.com</u>	
	NOTE: CHECK SENT TO SUSAN KRYSTEK. Check payable to Greater NY/NJ Region 15	Susan Krystek 19 Tricia Blvd. Highland, NY 12528-2637	
MARCH 27, 2026	THURSDAY BOX DINNER, FRIDAY DINNER BUFFET, SATURDAY BREAKFAST COUNT, and SATURDAY EVENING BANQUET RESERVATIONS (Start time TBD)	KATHY ZUBAL-STORRINGS <u>kathyzs213@gmail.com</u>	
	NOTE: CHECK SENT TO SUSAN KRYSTEK. Check payable to Greater NY/NJ Region 15	Susan Krystek 19 Tricia Blvd. Highland, NY 12528-2637	

NOTE:

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

NOTE: International Forms

International packets will be received via e-mail on January 9, 2026 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 2026 Regional Contests, the registration paperwork for new and renewing quartets must be submitted and processed with SAI before registering for competition.

C. CONVENTION REMINDERS

Banners, returning awards, and all necessary forms will be brought to the Briefing room between 6:15 and 7:15 PM on Thursday, April 23, 2026 at the Hilton Hotel. Complete information regarding which forms need to be brought will be in the Handbook Supplement. 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.

TRAVELING AWARDS must be brought to PAULETTE YOUNG at the pre-briefing forms collection on Thursday evening.

FIRST TIMER RIBBONS WILL BE DISTRIBUTED TO CCL'S ON THURSDAY EVENING AT THE BRIEFING. PLEASE BE PREPARED WITH THE NUMBER OF RIBBONS YOU NEED FOR YOUR CHORUS.

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

D. PRELIMINARY CONVENTION SCHEDULE – SCHEDULE OF EVENTS

Thursday - April 23, 2026

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

Friday - April 24, 2026

7:30 am	Buses for Mic Testing Chorus ONLY	
TBD	Quartet Walk-Thru	ESPCC
11:00 am – end of quartet contest		Buses from Hilton to ESPCC
11:00 am – 6:00 pm	Boutique	ESPCC
10:30 am – 6:00 pm	Registration Desk	ESPCC
12:00 noon	Mass Sing	TBD
1:15 pm	Curtain call	ESPCC
1:30 pm	Quartet Contest	ESPCC
TBD	Chorus Flat Floor Rehearsals	HILTON

Saturday - April 25, 2026

8:00 am – 11:00 am	Chorus rehearsals – Flat floor at hotel in conjunction with Chorus Breakfasts	
11:00 am – end of contest		Buses from Hilton to ESPCC
11:00 am – 6:00 pm	Boutique	ESPCC
11:30 am – 3:30 pm	Registration	ESPCC
11:45 am	Curtain call	ESPCC
12:00 noon	Chorus Contest	ESPCC

This is a tentative schedule.

Final schedule will be published in the Competition Handbook Supplement.

E. CHORUS CONVENTION LIAISON (CCL) JOB DESCRIPTION

Most convention information is dispersed to the CCLs, Chorus Directors, Presidents, and Team Leaders via Deb Saucke, Communication Manager of the RMT, or through Barbara Wright, CRC. If any CCL has a question concerning this job, please contact CRC Barbara Wright at barbarawright9356@gmail.com

The CCL is on the master group distribution list and acts as the *conduit for information between the Convention Team and the choruses*. They coordinate all regional activities associated with their chorus's participation in the annual regional convention and ensure 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 online.*

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 online registration forms to Registration Chair, Mary Connelly, and submits registration fees by check made out to Greater NY/NJ Region 15, to Mary Connelly, 24 Point View Drive, Central Square, NY 13036.

Single Ticket Purchase: Coordinates purchase of single event tickets on behalf of the chorus; submits request using online form to Registration Chair, Mary Connelly, and submits registration fees by check made out to Greater NY/NJ Region 15, to Mary Connelly, 24 Point View Drive, Central Square, NY 13036.

Tickets will ONLY be available for pick up 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, Phyllis Capolongo, PAC.sings@gmail.com

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:

Susan Krystek
19 Tricia Blvd.
Highland, NY 12528

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:
Phyllis Capolongo, PAC.sings@gmail.com, 46 Daintree Drive, Saratoga Springs, NY 12866

CCLs who will submit Convention Program Ad Order

The deadline for Program Ad submission is **March 16, 2026**. 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 via the form found on the Region 15 website. File format should be .jpg or .pdf (Word, PowerPoint, or other formats will *not* be accepted), in 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. When submitting the form by email please DO NOT send in the body of the email.

Make sure to fill out and send an electronic copy of the 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 Susan Krystek, 19 Tricia Blvd., Highland, NY 12528-2637.

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

Complete the form to list 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 a list of members attending Saturday morning chorus breakfast and Saturday evening Regional banquet. Forward chorus checks as appropriate. Menu selections and meal order forms will be forwarded to CCLs at a later date.

Waivers

PHOTO - Photo waiver forms are required and mandated by SAI. That waiver is now incorporated with the International Registration Competitor List.

COVID - Currently there is no Covid waiver required (this is subject to change dependent on the Covid environment as we get closer to April.)

F. CCLS FOR CONTEST 2026

Capitaland	Diane Ostrander	dlostrander@nycap.rr.com
City of the Hills	Dorcas Ross	djrtmr@yahoo.com
Evergreen	Pat Miller	pattyntoby@yahoo.com
Golden Apple	Amy Kruse	nyrosella@yahoo.com
Greater Nassau	Alaina Tutrone	alainatutrone@yahoo.com
Harmony Celebration	Julia Bacal	jbacal@aol.com
Heart of Long Island	Deanna Wade	smedleydw@yahoo.com
Heart of New Jersey	Audra Nemeth	audranemeth@gmail.com
Hickory Tree	Karen Ayres	karenayres@comcast.net
Island Hills	Sheila Meehan	sm62265@msn.com
Jersey Harmony	Diane Trampe	mdtrampe@verizon.net
Liberty Oak	Jan Rubino	mzabeeno@optonline.net
Long Island Sound	Gracie Panousis	ghpanousis@yahoo.com
Saratoga Soundtrack	Victoria Green	victorialto@hotmail.com
Sirens of Gotham	Vicki Tisch	vickitisch@yahoo.com
Song of the Valley	Susan Bahren	sbahren1974@gmail.com
Spirit of Syracuse	Paulette Young	pgyoungmsb@hotmail.com
Twin County	Linda Grempel	lindagrempel@gmail.com

G. 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 the right lane to merge onto Quay St. turn 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 for a daily fee at the Hilton garage.

H. BUSING

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

Friday - April 24, 2026

7:30 am	Two dedicated buses for mic testing chorus only
8:30 am	Judges Bus
11:00 am – 7:00 pm	Buses dedicated from the Hilton Hotel to ESPCC

Saturday - April 25, 2026

11:00 am – 7:00 pm	Buses from the Hilton Hotel to ESPCC
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There will be a **\$10 fee** per member registering for convention to supplement the cost of busing. CCLs should collect this payment from Chorus members and forward a check payable to Greater NY/NJ region 15, to Finance Coordinator Susan Krystek by April 1st, 2026. Competing Quartet members who are also Chorus members will make one payment only through their chorus. Quartet members who are At-Large or out of region will need to forward payment to Finance Coordinator Susan Krystek.

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

I. 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, the lobby, the restaurant, the bar areas, 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 – they 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 beverages, other than water, are 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.

J. ADDITIONAL CONVENTION INFORMATION

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

There will be a **new SPECIAL CIRCUMSTANCE FORM**, to be forwarded to all CCLs directly from Barbara Wright, which will identify any special physical needs of chorus members (for example, use of a wheelchair, scooter, etc). This information is critical to ensure appropriate transportation is available. Instructions will be included in the Handbook Supplement.

K. 2026 REGIONAL PROGRAM AD INFORMATION

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 for getting permission to reproduce it.

To place an ad, please follow these guidelines:

- Sign in to Members Only or go to <http://sairegion15.org/regionadal>
 - Choose Regional Forms/E-Forms from the drop-down menu on the left
 - Choose Regional Convention Program Ad Form
 - Complete the online form
 - Upload your ad Electronic files in .pdf or .jpg format with fonts embedded; In High Resolution (no less than 300 dpi).
 - Hit submit
- **Send payment:**
 - Checks/money orders, payable to *Greater NY/NJ Region #15*, should be mailed to: Susan Krystek, 19 Tricia Blvd., Highland, NY 12528-2637
 - Paypal, Credit card - PayPal account not required! You will have the option to submit payment securely via PayPal OR via Debit or Credit Card.
 - More details available on the Regional Convention Program Ad Form.

AD Sizes - All Measurements are Width x Height (For reference - the program is produced in pamphlet (landscape) form, so a full page is equivalent to one-half of an 8.5" x 11" sheet of paper.)

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

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

IV. REGISTRATION



A. REGIONAL REGISTRATION PROCEDURES

CCLs or their designated Chorus Registration Chairperson are responsible for following all registration procedures. Registration Deadline is **February 27, 2026**.

1. Who Should Register

- a. All chorus members planning to attend the Regional Convention (competing or not)
- b. All guests attending the convention
- c. Out-of-region Sweet Adelines (special rate applies)
- d. **Dual members (register ONLY with primary chorus unless their primary chorus is in a different region)**
- e. Quartet members not in a competing chorus
- f. Chapter-at-large members attending the convention

2. Badge (AEB) Policies

- Accuracy is essential: Information provided will be used to create entrance badges (AEBs).
- No badge transfers: AEBs cannot be transferred to another member or spouse (per RCC decision).
- **Pickup: All badges and tickets will be available at the registration desk starting Friday morning. Another member may pick up your AEB but must sign for it and is responsible for it. The registration desk is not responsible for badges once picked up.**
- Members who have been added to your chorus since the Regional Assessment was issued must pay for their registration.

3. How to Register

Step 1: Download the Registration Forms - Download the Region 15 Contest Registration Form and the Region 15 Contest Registration Summary Form from the Region 15 website.

Step 2: Complete the Contest Registration Form - Fill out the form for each attendee. The following information is required for each person:

- Last Name: As it should appear on the badge.
- First Name
- Nickname (Badge Name): Leave blank if not applicable
- Chorus Name: Primary chorus
- Quartet and/or Dual Chorus Name: If applicable, list secondary chorus or quartet
- Type of Registration: Adult Member, Youth Member, or Guest
- First Timer/Non-Member Director: Indicate if applicable
- For Guests: Select the appropriate registration type (see fee table below)
- New Member since October 1, 2025?: If yes, include payment (see fee table)
- Name Change?: If the member's name has changed since October 1, 2024, list the previous name.

Step 3: Complete the Registration Summary Form – For Paid registrations only

- Fill in the number of Paid registrations on the registration summary form
- If applicable, mail your chorus check (payable to GREATER NY/NJ REGION15) to:

**Mary Connelly
24 Point View Drive
Central Square, NY 13036**

Step 4: Submit the Forms

- Upload the completed Registration Forms to your chorus's Google Drive no later than February 27, 2026.

4. Registration Fees

Registration Type	Fee
• Adult Guest AEB	\$75
• Youth Guest AEB	\$40
• Adult Single Event Ticket (Chorus)	\$40
• Adult Single Event Ticket (Quartet)	\$40
• Youth Single Event Ticket (Chorus)	\$20
• Youth Single Event Ticket (Quartet)	\$20
• New Member (since Oct 1, 2025)/Out of Region Member	\$65
• New Youth Member (since Oct 1, 2025) /Out of Region Youth Member	\$32.50

5. Late Registrations

- Add their name to the uploaded form.
- Notify Lee Popolek and Mary Connelly via email.
- Send an updated registration summary form and payment to Mary Connelly.
- Every effort will be made to have their AEB printed ahead of time.

6. Contact Information

Mary Connelly
 Phone: (315) 447-6844
 Email: mmconnellyos@gmail.com

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.

B. REGISTRATION SUMMARY 2026 *Download the actual form from the [Region 15 website](#).*

Use the “Registration Summary Form” to enter totals for NEW MEMBERS and GUESTS, and upload it to your chorus’s google drive NO LATER THAN February 27, 2026 and, if applicable, mail your chorus check made payable to GREATER NY/NJ REGION15 to Mary Connelly. If you have any questions regarding these procedures, please contact Mary Connelly directly at (315) 447-6844, or mmconnellyos@gmail.com

If you have a new member who joins your chorus after the registration deadline, please add their name to the uploaded form, and notify Lee Popolek and Mary Connelly via email. Send an updated registration summary form and payment to Mary Connelly. Every effort will be made to have their AEB printed ahead of time.

V. HOUSING



A. HOUSING FORMS AND PAYMENTS INFORMATION

Hotel Suite & Room Requests, Check In & Payment Information

HOUSING INFORMATION

Convention Hotel - The Albany Hilton is the only hotel we will be using again this year to house all choruses and quartets.

Rates: <u>Albany Hilton</u> -	Rooms -	\$199.00 – (one king or two doubles)
	Suites -	\$275.00 – (one king)

B. HOUSING REQUEST FORMS

Chorus housing requests will be made using the Housing Request Form and your deposit amount will be calculated on the Housing Request Summary. Originals will be available on the Regional web site by January 9, 2026.

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, and the nights the room is requested, along with the Hilton Honors number for the room captain to assist with check-in. (Details above). A name (room captain) must be assigned to each room requested. Depending on room availability, hotels will make every effort to honor each request. Since the Hilton has a large number of King rooms, if you would prefer a king, please indicate this in the special request column. However, to tighten up the room blocks and reduce noise to non-SA guests, King rooms may be assigned depending on the number of people in the room.

A limited number of Suites are available. If you want one, ask for it, and you will be informed if one is not available. Only one will be allowed per chapter.

The Housing Summary Form needs to be broken down on a per night basis. Use this form to calculate the amount of your deposit check. 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 Phyllis Capolongo, Regional Housing Coordinator. Do not call the hotel directly!

The Housing Request Form and Housing Request Summary Form are due on or before February 27, 2026. Additional rooms may be reserved after the deadline date; however, if not included in the original room block, it cannot be guaranteed.

Housing Request Deadline - February 27, 2026

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 27, 2026: The Housing Request Form, the Housing Request Summary and your Convention Registration List is placed in the Google Housing folder. No check is needed at this time.
3. March 15, 2026 A deposit check representing 50% of the estimated total room charges and a printed copy of the Housing Request Summary form is mailed to Susan Krystek, Regional Finance Coordinator at 19 Tricia Blvd., Highland, NY 12528-2637.
4. April 5, 2026 A check for the remaining 50% of the estimated total room charges, along with an updated Summary Form, is mailed to Susan Krystek, Regional Finance Coordinator with a statement showing how the balance cost was calculated.
5. Sunday, April 26, 2026 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 Susan Krystek, 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 Susan a chorus check for the balance due.
6. Susan will pay the Hotel based on its billing and will not negotiate any problems, etc. Please arrange to have your billing statement reconciled 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 27, 2026- The Housing Request Form, the Housing Request Summary, and your Convention Registration List is placed in your Google folder.
2. March 15, 2026 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 Phyllis Capolongo at 46 Daintree Drive, Saratoga Springs, NY 12866
3. Sunday, April 26, 2026 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's 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 at each hotel.

Due to the number of people arriving on Thursday and Friday, the Front Desk does get a little overwhelmed!! PLEASE SEE THE NEW HOTEL CHECK-IN PROCESS DETAILED ABOVE TO STREAMLINE YOUR MEMBERS' CHECK-IN.

***** NEW PROCESS TO ASSIST WITH MEMBERS CHECK-IN *****

The check-in process can be easier for Hilton Honors members. The Hilton Honors app allows guests to digitally check-in to your rooms without having to stop at the front desk. The app can be used as a digital key and will alert you when your room is ready.

Only one guest per room would need to provide their Hilton Honors information. You will list this number on the housing guest form. The Hilton Honors number will be added directly onto the reservations ahead of time during the Region's normal registration process with the Hilton by our Housing Coordinator.

At the time of arrival the guests complete check-in through the app on their phone. When the room becomes ready, you are sent an alert, and a Digital Key will be activated in the Hilton app. Guests can always stop by the front desk later, when the front desk is not busy, to pick up additional keys.

The benefit: If the room isn't ready yet, rather than constantly rechecking with the Front Desk to see if your room is ready, you will get the notification and your key - right in the app on your phone - as soon as the room is available. No need to wait in line at the front desk.

Luggage can be stored in a dedicated luggage room for SAI Region 15 guests so you can go to the ESPCC and enjoy the contest.

If a member does not currently have a Hilton Honors number and would like to sign up for one, here is a link: <https://www.hilton.com/en/hilton-honors/join/?OCODE=2216W> It's very easy to sign up at no cost.

Phyllis Capolongo, the Region's Housing Coordinator, will be available by cell phone at 631-834-0340 if you require on-site assistance concerning housing arrangements.

F. HOUSING FOR CHAPTER-AT-LARGE AND MEMBER-AT-LARGE

CAL/MAL members can stay in one of our block hotels by following the instructions below, if they are not included in the rooming list of a specific chorus.

1. E-mail Phyllis Capolongo, Housing Coordinator, at PAC.Sings@gmail.com to request a room, stipulating: type of room desired, name of persons in the room, arrival and departure dates.
2. Check in at the Front Desk when you arrive at the Hotel or use the new check-in procedure detailed above.

G. REGISTRATION BADGES AND PROGRAMS will be picked up at the Registration Desk at the Convention Center.

END