

CONVENTION 2018 GREATER NY/NJ REGION 15

MAY 17 – 20, 2018



2018 COMPETITION HANDBOOK

TABLE OF CONTENTS

	<u>PAGE</u>
I. WELCOME/CONTACT INFORMATION	1
A. WELCOME FROM THE CRC.....	2
B. GREETINGS FROM THE CC.....	3
C. “RCC” DIRECTORY (CHAIRS) AND SUMMARY OF DUTIES	4
D. “AC” ASSISTING CHORUS CONTACTS	6
II. COMPETITION PROCEDURES	7
A. COMPETITION INFORMATION – INTERNATIONAL UPDATES & NOTES	8
B. 2018 JUDGING PANEL.....	10
III. CONVENTION INFORMATION.....	11
A. REGIONAL CONVENTION DEADLINE SCHEDULE.....	12
B. CONVENTION REMINDERS.....	13
C. PRELIMINARY CONVENTION SCHEDULE – SCHEDULE OF EVENTS.....	14
D. CHORUS CONVENTION LIAISON (CCL) JOB DESCRIPTION.....	15
E. CCLS FOR CONTEST 2018.....	17
F. HOTEL INFORMATION INCLUDING DIRECTIONS – PARKING PARTICULARS.....	18
G. BUSING	19
H. CONVENTION ETIQUETTE.....	20
I. ADDITIONAL CONVENTION INFORMATION.....	21
J. 2018 REGIONAL PROGRAM AD FORMS.....	22
IV. REGISTRATION & HOUSING.....	24
A. REGIONAL REGISTRATION PROCEDURES	25
B. REGISTRATION SUMMARY	26
C. HOUSING INFORMATION	27
D. METHOD OF PAYMENT.....	28
E. CHECK-IN PROCEDURES.....	29
F. CHORUS CONTACT INFORMATION AND ROOM REQUIREMENTS.....	30
G. CHORUS HOUSING SUMMARY - ARRIVAL AND DEPARTURE DETAILS.....	31

I.
**WELCOME/CONTACT
INFORMATION**



A. WELCOME FROM THE CRC

Can it be that time of year again? I do believe it is!

Hello and welcome to our 2018 Greater NY/NJ Region 15 Convention Handbook.

Please take the time to read every page, look at the information it has to offer, and let it help prepare you for our 5th Regional Convention in the great capital city of Albany, NY.

I'd like to thank all the dedicated CCL's (Chorus Competition Liaisons) for sharing and distributing all the information with your chorus and quartet members, Team Leaders, President as well as your Directors in a timely manner. You are their most important link to all things contest.

I would also like to thank our Assisting Chorus, the Liberty Oak Chorus, for the behind the scenes work, dedication and creativity that they have put into this giant endeavor. Without your help, love and generosity, there would be no contest. I salute you!

To the RCC (Regional Convention Committee) I don't know how to begin to thank you for making my job so effortless. You are such a well-oiled machine and I hope you know how much you are loved and appreciated. Year after year it just gets better and better. I thank you from the bottom of my heart.

Now it's time to get ready. May will be here before you know it. Practice, practice, practice. You will be so ready to perform, and I can't wait to see you all and cheer you on.

Your 2018 CRC (Chair Regional Convention)

Linda Hayes



B. GREETINGS FROM THE CC

Hello Greater NY/NJ Region #15! So exciting that we will be celebrating our 5th year as a combined region this spring in Albany. Your flexibility and patience as we all continue this journey has been most appreciated. Rest assured, the RCC has been working on the 2018 contest practically since we finished the last one. We continue 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 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). Liberty Oak has agreed to take on that role, and I am most grateful to them. 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 2018 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. 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.

There will be some changes this year – some you will like, others you may not. I will continue to do what I feel is best for the competitors, but must also let you all know that financial considerations do, and must, come into play. With that in mind, there is one change you all need to know about. **THERE WILL BE NO ALTERNATE RISER CONFIGURATION OFFERED TO CHORUSES IN THIS YEAR'S CONTEST.** All choruses will be in the draw for Order of Appearance on the Standard Riser configuration. The setback from the stage to the front of the risers is also being reviewed and a final determination will be made after the RCC meeting in Albany in January, in conjunction with our sound expert. This decision was made after several years of comments regarding the closeness of the risers to the front of the stage, and the desire for smaller choruses to have an opportunity to compete with more of an audience, as they will be in the same draw as the larger choruses. Of course, the final placement is subject to review by the Judge's Panel Chair once the stage is set. We will continue to review this issue for future contests.

The chorus and quartet briefing will once again be held at the Hilton. Quartet walk-ons are anticipated to be Friday morning, but that 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 moving the start of the Quartet Contest to 2:00 PM on Friday.** Plateau (Division A and Division AA) 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.

In Harmony, Jeanne Viscito, Competition Coordinator

C. “RCC” DIRECTORY (CHAIRS) AND SUMMARY OF DUTIES

<p>Kay Weiss, EVC 500 7th Ave. Watervliet, NY 12189 C: 518-441-3594 Kweiss365@gmail.com</p>	<p>Has overall responsibility for Convention Weekend.</p>
<p>Linda Hayes, CRC 14 Foster Rd. Cropseyville, NY 12052 H: 518-273-7593 C: 518-339-7282 Sing4him77@veizon.net</p>	<p>Oversees all <u>convention</u> activities.</p>
<p>Jeanne Viscito, CC 119 Nightingale Blairstown, NJ 07825 H: 908-665-8207 C: 908-625-7183 JeannePV237@msn.com</p>	<p>Oversees all <u>contest</u> activities.</p>
<p>Scott Russell, Stage Mgr., SM 119 Nightingale Blairstown, NJ 07825 H: 908-665-8207</p>	<p>Manages technical aspects of the contest stage.</p>
<p>Gail Van Vlack, Asst. Stage Mgr., ASM 74 East Main St. Wappingers, NY 12590 845-505-7183 Ggavin53@gmail.com NGTZil@aol.com</p>	<p>Assists the CC and the Stage Manager as needed.</p>
<p>Mary Connelly, FC 24 Point View Drive Central Square, NY 13036 H: (315) 447-6844 mmconnelly@yahoo.com</p>	<p>As the RMT Financial Coordinator, oversees everything that has anything to do with money.</p>
<p>Evelyn Langenstein, OPL 6655 Winslow Dr. Fayetteville, NY 13066 C: 315-345-0070 elangenstein14@gmail.com</p>	<p>Responsible for all judges’ requirements. Coordinates judges’ transportation.</p>
<p>Inez O’Brien, APL 349 Knowell Dr. Camillus, NY 13031 C: 315-430-8823 Imobrien349@gmail.com</p>	<p>Assists the OPL.</p>
<p>Johanna Herudek, HC 85 Huntington Dr. Jackson, NJ 08527 H: 732-252-6171 C: 732-598-5142 jherudek@optonline.net</p>	<p>Responsible for all sleeping room booking and bus arrival schedules.</p>
<p>Peggy Bastone, (shadow), HOUSING H: 845-947-2576 C: 914-588-9303 Peggy.lead@verizon.net</p>	

<p>Nancy Duke, Awards 410 Middle Lane Howell, NJ 07732 C: (908) 770-8983 nkduke@gmail.com</p>	<p>Coordinates all Regional Awards including purchasing and preparing them for distribution.</p>
<p>Dodie Gearing, BUSING 11 Real View Dr. East Chatham, NY 12060 H: 518-392-5704 C: 518-929-3756 dodieg@fairpoint.net</p>	<p>Responsible for coordinating busing to and from hotels to the convention center.</p>
<p>Kathleen Wright, CCM 78 Lauren Ln. Brick, NJ 08723 H: 732-903-6441 C: 732-890-1908 kwbrbrshoper@comcast.net</p>	<p>Responsible for Convention Handbook and all correspondence/communication within the RCC. Responsible for collection and distribution of contestant forms.</p>
<p>Lenore Strakowsky, Assistant to CCM 103 Kings Mountain Road Freehold, NJ 07728 H: 732-683-9053 C: 908-330-5227 lenoreks@verizon.net</p>	<p>Assists the CCM and the CRC as needed.</p>
<p>Phyllis Capolongo, Convention Services 16 Whispering Woods Drive Smithtown, NY 11787 C: 631-834-0340 paclead@yahoo.com</p>	<p>Responsible for arranging Friday night rehearsal and Saturday breakfast rooms. Regional Banquet</p>
<p>Susan Johns-Greenfield, Front of House, Ushers 3 Ingram Dr. Hicksville, NY 11801 H: 516-931-4822 C: 516-659-3402 Suesing2@aol.com</p>	<p>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>Pam Tracy, Program 508 Mallard Drive Camillus, NY 13031 H: 315-487-7478 C: 315-247-2357 W: 315-487-4612 regionalprogram2018@gmail.com</p>	<p>Responsible for the convention program, including the program ads and boosters.</p>

D. "AC" ASSISTING CHORUS CONTACTS

LIBERTY OAK CHORUS

CO-CHAIRS	
Lee Popiolek	lpopiolek@ymail.com
Deb Poulson	dpouledit@gmail.com
BOUTIQUE	
Jeanine Perruso-Brown	chipperjp@aol.com
OPL Aide	
Barb Koehler	bkoehler131@comcast.net
BACKSTAGE LIAISON	
Joanne Sarubbi	jsarubbi60@gmail.com
BUSING	
Pattie Paulikens	pnipattie@aol.com
TICKETS & REGISTRATION	
Brenda Cheong	zeebeec@aol.com
Kathy Greenfield	Kat9817@gmail.com



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 February 2, 2018, SAI will send E-packets to choruses and quartets for the upcoming Regional Competitions. 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: Chorus, \$150, Quartet \$100. Late entry fee (after deadline date) will incur an additional \$100 charge to Chorus or Quartet. Chorus deadline is 3/20/2018 and late entry date is 4/4/2018. Quartet deadline is 3/19/2018 and late entry date is 4/3/2018. New quartets must register as a quartet with International by 1/15/2018 in order to be able to compete.

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 UPDATE: With the inception of Open Division at the regional level in 2014, members have been exploring new and exciting ways to participate in their regional contest. As a result of many requests from competitors, the Judge Specialists and the Education Direction Committee have developed a new policy 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 new rule can be found in the SAI 2018 Competition Handbook, which will be released later this year.

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

AWARDS: Only those awards designated by the International Organization are presented. These awards consist of: overall awards for placements 1-5 which are medals, Midsize (AA) and Small (A) chorus Division awards placements 1-3 which are medals, the Most Improved Chorus Award which is a medal and the Audience Choice Award which is a ribbon.. These may be announced or presented within the framework of the Regional Quartet and Chorus Competitions.

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	15—30 competing members on stage
Midsize (Division AA) Chorus	31—60 competing members on stage

AUDIENCE CHOICE/BRAVO AWARDS: Only competitors competing in Open Division are eligible for the Audience Choice or Bravo 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 wins the Audience Choice Award. The Bravo Award is given if there is only one qualifying Open Division quartet or chorus competing. Eligibility for either award is confined to the quartets competing in Open Division in the regional quartet contest that are not also competing in the current year's international semifinals.

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.

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. 2018 JUDGING PANEL

SOUND.....Joan Boutilier
MUSIC.....Susan Kegley
EXPRESSIONPatti Burkland, Panel Chair
SHOWMANSHIP.....Gina Kaiser
PANEL SECRETARYGail Burke

**“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



A. REGIONAL CONVENTION DEADLINE SCHEDULE
(APPENDIX FORMS)

DUE DATE	FORMS	SUBMIT TO	CHECKLIST
MARCH 9, 2018	REGIONAL REGISTRATION	EILEEN WELSH Welsh984@comcast.net	
MARCH 9, 2018	HOUSING FORMS	JOHANNA HERUDEK jherudek@optonline.net	
MARCH 9, 2018	FRIDAY NIGHT REHEARSALS	PHYLLIS CAPOLONGO paclead@yahoo.com	
MARCH 16, 2018	PROGRAM ADS AND BOOSTERS NOTE: MONEY TO	PAM TRACY regionalprogram2018@gmail.com MARY CONNELLY 24 Point View Drive Central Square, NY 13036	
APRIL 20, 2018	REGIONAL BANQUET RESERVATIONS	PHYLLIS CAPOLONGO paclead@yahoo.com	
APRIL 20, 2018	BREAKFAST BUFFET (Sat)	PHYLLIS CAPOLONGO paclead@yahoo.com	
APRIL 20, 2018	INDIVIDUAL CHORUS DINNER RESERVATIONS IF NOT ATTENDING REGIONAL BANQUET. Rooms and menus for Dinners available at Hilton Hotel. Hampton Inn has no banquet facilities.	Hilton Hotel Jessica.dvorscak@hilton.com Or at 518-462-6611 x 2216	
BRING TO ALBANY	QUARTET PHOTO FORMS/PAYMENT	JON PEDERSEN-Checks payable to Jon Pedersen	
BRING TO ALBANY	CHORUS PHOTO FORMS/PAYMENT	EILEEN WELSH prior to Briefing-Checks payable to Jon Pedersen	

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 45 days prior to contest.

International Forms

NOTE:

International packets will be received via e-mail on February 2, 2018. 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 2018 Regional Contests, the paperwork for new and renewing quartets must be submitted and processed before they may register for competition. New quartets or renewals received after the SAI deadline will be charged additional registration fees.

B. CONVENTION REMINDERS

Banners, returning awards, photo orders, checks, and all other necessary forms will be brought to the Briefing room beginning at 6:45 PM on Thursday, May 17, 2018 at the Hilton Hotel. Tables will be set up for delivery of all items. **PLEASE BE SURE TO BRING CORRECT COPIES OF ALL FORMS BEING TURNED IN. Remember, 'Going Green' means all chorus greetings/invites should be sent out prior to contest by way of e-mail. We no longer have a mailbox or an Information Desk. **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 Nancy Duke.

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, May 17, 2018

4:00 pm	Hotel Check-In	
4:00 pm – Midnight	One (1) Shuttle bus running continuously between hotels	
6:30 pm	Bring forms to Briefing.....	HILTON
7:30 pm	Quartet/Chorus Briefing	HILTON
TBD	VIP Reception.....	TBD
TBD	Quartet Chorus Rehearsal.....	TBD

Friday, May 18, 2018

8:30 am	Buses for Mic Testing Chorus ONLY	
TBD	Quartet Walk-Thru.....	ESPCC
9:00 am – 9:00 pm	Buses dedicated from each hotel to ESPCC	
9:00 am – 8:00 pm	Boutique.....	ESPCC
12:00 noon	Mass Sing.....	CAPITOL STEPS
1:15 pm	Curtain call.....	ESPCC
2:00 pm	Quartet Contest	ESPCC
TBD	Chorus Flat Floor Rehearsal.....	HILTON & HAMPTON
9:00 pm – Midnight	Buses WILL run between hotels	

Saturday, May 19, 2018

8:00 am – 11:00 am	Chorus rehearsals – Flat floor (no risers) at hotels	
9:00 am – 4:00 pm	Buses from each hotel to ESPCC	
9:00 am – 6:00 pm	Boutique	
11:45 am	Curtain call	
12:00 noon	Chorus Contest	
7:30 pm	Regional Banquet	
8:45 pm	Regional Performances	
7:00 pm – 2:00 am	Buses WILL run between hotels	

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 disseminated via the Communication Manager of the Regional Convention Team, Kathleen Wright. If any CCL has a question concerning her job, feel free to contact Kathleen at kwbrbrshoper@comcast.net.

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 deadline. 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, 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 the Convention Services Manager, Phyllis Capolongo via e-mail paclead@yahoo.com prior to March 2, 2018 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.

Saturday breakfast/rehearsal: Phyllis Capolongo, paclead@yahoo.com, will assign all Friday night rehearsal rooms and the breakfast rooms at the Hilton. Phyllis will also assign rehearsal space and time at the Hampton, where breakfast is already included.

Housing: Coordinates room sign-ups and submits on-line housing forms to Housing Manager, Johanna Herudek, jherudek@optonline.net, which also includes a copy of your chorus registration list.

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, Mary Connelly, mmconnelly@yahoo.com, 24 Point View Dr, Central Square, NY 13036.

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 Manager, Johanna Herudek, jherudek@optonline.net, 85 Huntington Dr, Jackson, NJ 08527.

Pays all chorus room and incidental charges on-site before leaving on Sunday.

Completes form for the Photography Order and submits, with payment at the briefing on Thursday evening. **Quartets should bring their photo order and payment with them to give directly to the photographer, Jon Pedersen. Checks made out to Jon Pedersen.**

Submits Convention Program Ad Order.

The deadline for Program Ad submission is **March 16, 2018**. 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 regionalprogram2018@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 Mary Connelly, 24 Point View Drive, Central Square, NY 13036.

Ads are usually placed in the Program booklet in the order they are received, or based on space and size considerations.

It is helpful if Boosters, "In Honor Of...", and "In Memory Of..." are typed and sent as an attachment to your email, as well as Ad Form, so we can reduce typos. (Don't use all CAPS unless that is how you want the booster to appear.) Please encourage your chorus members to put these ads in our program.

Your ad will go in as it is submitted, so please make sure it is exactly as you want it. We do not design ads. If you need this service, there are plenty of talented women in our Region to ask.



E. CCLS FOR CONTEST 2018

CAPITALAND	DIANE OSTRANDER
CITY OF HILLS	DORCAS ROSS
EVERGREEN.....	CAROL SCHULTHEIS
GOLDEN APPLE.....	CAROL BELLINA
GREATER NASSAU	ALIANA TUTRONE
HARMONY CELEBRATION	HEATHER COLLINS PEGGY BASTONE
HEART OF LONG ISLAND	PENNY FRAUHAMMER
HEART OF NEW JERSEY	SHARON PITOSCIA
HICKORY TREE	MIRIAM GONZALEZ
ISLAND HILLS	AKKI SAMPSON
JERSEY HARMONY.....	ANITA BARRY SARAH RINGER
LIBERTY OAK.....	DIANE WEEKLY
LONG ISLAND SOUND	CHRISTINE BECKER
SARATOGA SOUNDTRACK	VICKI GREEN
SENECA SOUNDWAVES	SHELLY LONG
SIRENS OF GOTHAM	VICKI TISH
SONG OF THE VALLEY.....	LYNN BERENBERG
SPIRIT OF SYRACUSE	BARBARA BRIDENBAKER GLORIA VADALA
TWIN COUNTY	DENNA GAROD

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 land 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

Hampton Inn & Suites
25 Chapel Street
Albany, NY 12201
(518) 432-7000

FROM THE SOUTH: Take NYS Thruway North to I-787 North, Exit 23. Continue to Rt. 20 West and turn right onto Broadway, Go left onto State St. and right onto North Pearl and left onto Sheridan. Hotel is on right.

FROM THE NORTH: Take Northway I-87 South to I-90 East and exit at I-787 South. Take Clinton Ave and proceed to Chapel St. on left.

FROM THE EAST: Take NY-27 W to Exit 62 and follow signs to I-495 W. Follow(EAST) directions above.

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

Parking is available on-site at \$6.50/day at Hampton

**“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):

Thursday, May 17, 2018

4:00 pm – Midnight One (1) Shuttle bus running continuously between hotels.

Friday, May 18, 2018

8:30 am Two dedicated buses for mic testing chorus only

9:00 am – 9:00 pm Buses dedicated from each hotel to ESPCC
Buses will NOT run BETWEEN hotels.

9:00 pm – Midnight Buses WILL run between hotels.

Saturday, May 19, 2018

9:00 am – 7:00 pm Buses from each hotel to ESPCC
Buses will NOT run BETWEEN hotels

7:00 pm – 2:00 am Buses WILL run between hotels

H. CONVENTION ETIQUETTE

We are guests in the Hilton Albany Hotel, the Hampton Inn, the ESPCC (Empire State Plaza Convention Center). Please be courteous with all personnel in the hotels, restaurants, at the ESPCC, with other hotel guests, and of course, with each other.

Regional volunteers run both contests. Most of our backstage and front of house assistants are Region 15 competitors too, 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 Schedule Order of Appearance for Quartet & Chorus Contests, Traffic Patterns, Rehearsal Schedule, Contest Briefings, Staging, Badge Pick-up & Housing Check-in, and various competition and photo forms will be in a Competition Supplement to be provided approximately 5 weeks before contest.

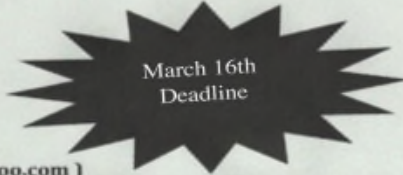
J. **2018 REGIONAL PROGRAM AD FORMS**
 (THIS IS A SAMPLE ONLY—USE ONLINE FORM FOUND AT <http://sairegion15.org/regionalad>)

2018 Regional Program Ad Form

To place an advertisement, please follow these guidelines (only electronic files will be accepted).

Your ad must be:

- High resolution (no less than 300 dpi)
- A PDF, TIF, EPS, or JPEG file (with embedded fonts)
 (Do not send ads as Powerpoint)
- Attach file, do not "insert" into body of email
- Email to: regionalprogram2018@gmail.com (cc: mmconnelly@yahoo.com)



Send your love and support with an Ad or Booster

Support your favorite chorus and quartet with a **BOOSTER** in the 2018 Greater NY/NJ Region 15 Contest Program at the **Gold, Silver, or Bronze** level, or an "In Honor of _____", or "In Memory of _____" line. Fill out the form below, and send payments to Mary Connelly, **AND** e-mail electronic version to: regionalprogram2018@gmail.com, (CC: mmconnelly@yahoo.com)

Complete the form below and, with your check made payable to: Greater NY/NJ Region #15, mail to:

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

Chorus, Quartet or Advertisers Name: _____

Ad Contact Name : _____

Telephone : (____) _____- _____ E-Mail : _____

SUPPORTERS/BOOSTERS (Fill in Name and Chorus, Quartet):

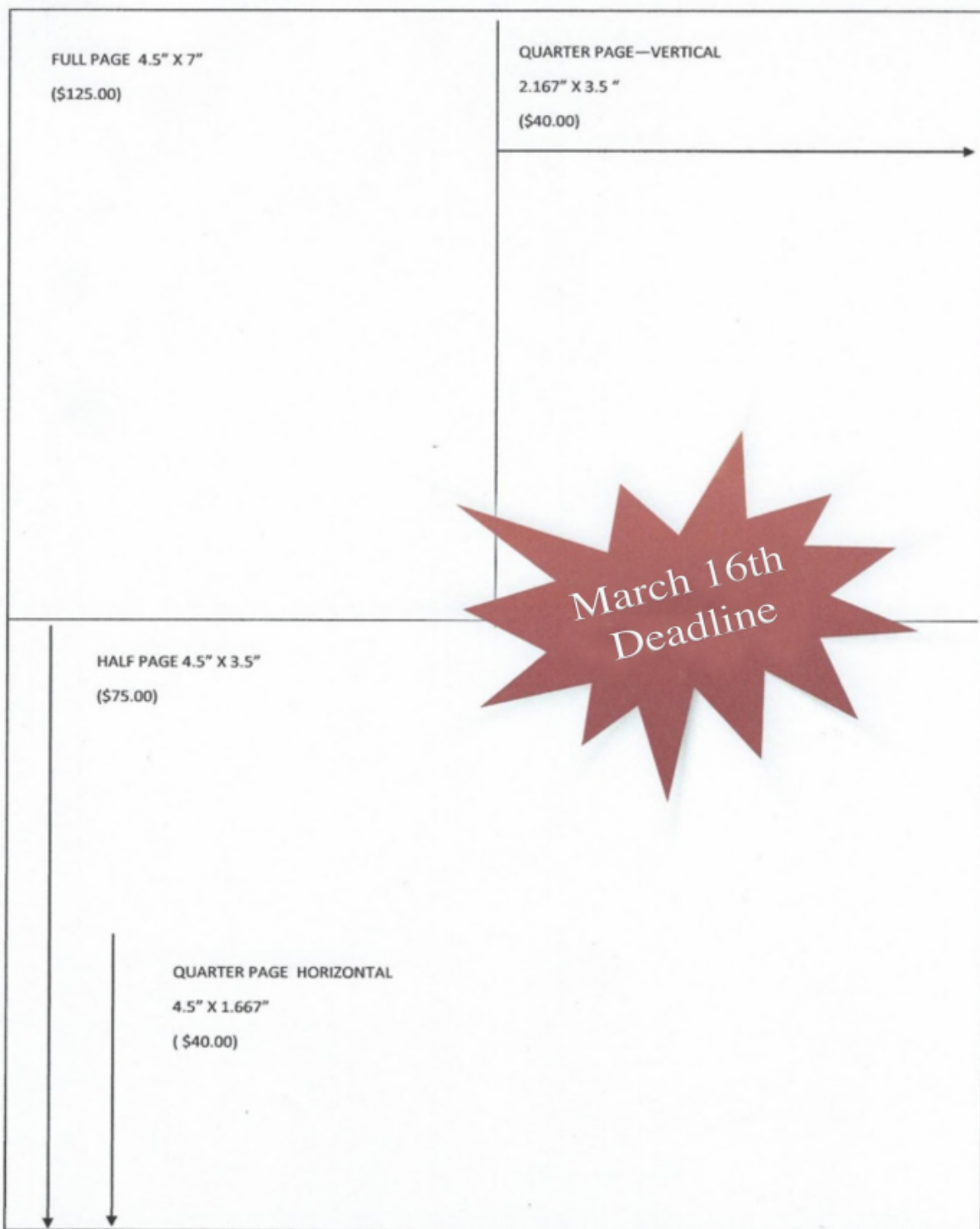
- | | | |
|---|--|---------|
| ◊ | In Memory of _____
<small>(Name of Departed AND Your Name Chorus or Quartet ONLY—more than 1 line or photos require 1/4 page)</small> | \$25.00 |
| ◊ | In Honor of _____
<small>(Honoree's Name AND Your Name Chorus or Quartet ONLY—more than 1 line or photos require 1/4 page)</small> | \$25.00 |
| ◊ | Gold _____
<small>(Your Name AND Your Chorus or Quartet)</small> | \$20.00 |
| ◊ | Silver _____
<small>(Your Name AND Your Chorus or Quartet)</small> | \$10.00 |
| ◊ | Bronze _____
<small>(Your Name AND Your Chorus or Quartet)</small> | \$5.00 |

ADVERTISEMENTS

1. Choose the size of your ad: All ads are black ink on white paper (except covers).
2. If you are using a photo, YOU are responsible to get permission to reproduce it.

- | | |
|---|--|
| ◊ Outside back cover 4.5" X 7.667".....\$225.00 | ◊ Full page 4.5" X 7".....\$125.00 |
| ◊ Inside back cover 4.5" X 7.667".....\$175.00 | ◊ 1/2 page 4.5" X 3.5".....\$75.00 |
| ◊ Inside front cover 4.5" X 7.667".....\$175.00 | ◊ 1/4 page—V 2.167" X 3.5".....\$40.00 |
| | ◊ 1/4 page—H 4.5" X 1.677".....\$40.00 |

(All measurements are in inches: Width X Height)



IV.

REGISTRATION & HOUSING



A. REGIONAL REGISTRATION PROCEDURES

CCLs or their designated Chorus Registration Chairperson are responsible for following all registration procedures.

1. Make an ALPHABETIZED LIST of all your MEMBERS who will be attending the 2018 Convention, May 17 – 19, 2018.

THIS LIST IS ESSENTIAL FOR MAKING BADGES.

On the list, indicate those who have joined since you prepaid the All-Events when you remitted the Regional Assessment in October 2017.

For those new members, and for any male director, you will need to include the registration fee of \$55.00 each. FOR NEW YOUTH MEMBERS: \$27.50.

In accordance with our Regional Standing Rules, ALL Region 15 members must pay the FULL registration fee. Fees are NOT refundable and CANNOT be transferable within the chorus.

2. Make a list of any/all non-member GUESTS who will be going along. Divide this list into two groups:
Those for whom you want All-Events pre-printed badges @ \$60.00 each.
Those for whom you want individual event tickets.
\$30.00 each for either Quartet or Chorus contest.
\$10.00 each for STUDENTS for either contest.

Remember to indicate for which event you are ordering.

3. Use the “Registration Summary Form” to enter totals for NEW MEMBERS and GUESTS, and mail it along with your lists and your check made payable to GREATER NY/NJ REGION 15 to Eileen Welsh, 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

RETURN THIS SUMMARY WITH YOUR REGISTRATION LISTS AND CHECK TO THIS ADDRESS – NO LATER THAN **MARCH 9, 2018.**

20 EMERY WAY	EILEEN WELSH, REGISTRATION CHAIR DELANCO, NJ 08075	(856) 520-4968
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New Member All-Events @ \$55.00	Total \$'s _____ Number _____
Male Director @ \$55.00	Name _____
New Youth Member @ \$27.50	Total \$'s _____ Number _____
Guest All-Events @ \$60.00	Total \$'s _____ Number _____
Guest Single Event (Quartet) @ \$30.00	Total \$'s _____ Number _____
Youth Single Event (Quartet) @ \$10.00	Total \$'s _____ Number _____
Guest Single Event (Chorus) @ \$30.00	Total \$'s _____ Number _____
Youth Single Event (Chorus) @ \$10.00	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 (in the boutique area).

FOLLOW-UP REGISTRATION SUMMARY TO BE USED AFTER March 9, 2018.

_____ New Member All-Events @ \$55.00 = _____
 _____ New Youth Members @ \$27.50 = _____
 _____ Guest Single Event @ \$30.00 = _____
 _____ Youth Single Event @ \$10.00 = _____
 _____ Guest All Event @ \$60.00 = _____

Attach List of Names and Specify Which Event

Chorus Name _____

Name of Contact _____

C. HOUSING INFORMATION

Convention Hotels

The Albany Hilton and the Hampton Inn are the two hotels we use to house choruses and quartets. Chapters will be notified of their hotel assignment prior to the required submission date of their Housing Request Form. Every effort will be made to accommodate chorus requests; however, priority will be given first to competitors and second to guests when assigning rooms within rooming blocks.

Rates: **Albany Hilton** - Rooms - \$163.00 per night
 Suites - \$246.00 per night

Hampton Inn - Rooms - \$154.00 per night
 Suites - \$189.00 per night

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, samples of both will follow. **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 and the nights the room is requested. A name 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, please indicate in the special request column, if you would like a king room or would be willing to take a king room if necessary to complete your block.

A limited number of Suites are available in each hotel. If you wish one, ask for it and Johanna Herudek, Housing Chair, will let you know if one is not available. From past experience only one will be allowed per chapter. ***Please put this request as number room “1” on your sheets.***

For Quartets requesting connecting rooms. ***Please put connecting room requests next to each other on the form.***

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

Cancellation Policy - Choruses are responsible for all rooms reserved. All room cancellations ***MUST*** be made with Johanna Herudek, Regional Housing Manager. **Do not call the hotel directly!**

The Housing Request Form and Housing Request Summary Form are due on or before March 9, 2018. Additional rooms may be reserved after the deadline date; however, inclusion in the original room block cannot be guaranteed.

Housing Request Deadline – March 9, 2018

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. **March 9, 2018:** The *Housing Request Form* and the *Housing Request Summary* are submitted by **e-mail** to Johanna Herudek, Housing Manager at jherudek@optonline.net. No deposit check is needed at this time.
3. **March 23, 2018:** A deposit check representing **50%** of the estimated total room charges and a printed copy of the Housing Request Summary form is mailed to Mary Connelly, Regional Finance Coordinator at, 24 Point View Drive, Central Square, NY 13036.
4. **April 20, 2018:** A check for the remaining **50%** of the estimated total room charges, along with an updated Summary Form, is mailed to Mary Connelly, Regional Finance Coordinator at 24 Point View Drive, Central Square, NY 13036 with a statement showing how the balance cost was calculated.
5. **Sunday, May 20, 2018:** 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 Mary Connelly, 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 Mary a chorus check for the balance due.
6. Mary 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. **March 9, 2018** - The *Housing Request Form* and the *Housing Request Summary* are submitted by **e-mail** to Johanna Herudek, Housing Manager at jherudek@optonline.net.
2. **March 23, 2018:** 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, May 20, 2018:** 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 at both Convention hotels is 4:00 p.m. NOT BEFORE, NO EXCEPTIONS. 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 at each hotel.

NOTE: All rooms are pre-blocked by Chorus and individual. If your room is not ready when you arrive, be patient and courteous to the Front Desk Personnel. If you insist on getting a room before your assigned room is ready – **YOU WILL NOT BE IN YOUR CHORUS BLOCK!!**

Check-in Procedures at both hotels: Members will be able to check-in individually, as we did last year. Johanna will be working closely with reservations and the Front Office Director prior to arrival to make sure that room blocks are set up.

NEW: *You must designate one person on the Housing Form to pick up your Suite key.*

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

Registration Badges & Programs

Registration Badges and Programs will be picked up by individual members at the Registration Desk located in the Boutique area at the Convention Center, unless specific and prior arrangements have been made with Eileen Welsh, Regional Registration Chair.

Chapter/Member-At-Large

The Registration and Single Event Ticket Policies as described previously also apply to Chapter/Member-at-large members. 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.

E-mail Johanna Herudek, Housing Manager at jherudek@optonline.net to request a room stipulating: Type of room desired, name of persons in the room, arrival and departure dates. You will be given information on payment at that time.

Check in at the Front Desk when you arrive at the Hotel.

Registration Badges and programs are to be picked up at the Registration Desk at the Convention Center.

F. CHORUS CONTACT INFORMATION AND ROOM REQUIREMENTS

SAMPLE - Actual worksheet can be found on the Regional web site

Housing Deadline: Friday, March 9, 2018

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

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

CCL: _____

Housing Contact: _____

Phone: _____

E-mail: _____

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

Please put your request for a suite in the 1st space!!

R O O M	# in Room	First Name	Last Name	ADA Requirements and Special Requests	Nights Requested			
					Wed 5/16	Thurs 5/17	Fri 5/18	Sat 5/19
1	Click			Request for suite goes here!!	Click	Click	Click	Click
2	Click				Click	Click	Click	Click
3	Click				Click	Click	Click	Click
4	Click				Click	Click	Click	Click

G. CHORUS HOUSING SUMMARY - ARRIVAL AND DEPARTURE DETAILS

SAMPLE: Actual worksheet can be found on the Regional web site

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

Are you arriving by bus? _____

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

CCL: _____ **E-mail:** _____
Phone: _____

	Wed 5/16	Thurs 5/17	Fri 5/18	Sat 5/19
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 Manager at jherudek@optonline.net. In addition, see directions below.**

New Jersey Choruses: **Deposit Due March 23th & Balance Due April 20th**

Mail to Mary Connelly, Regional Finance Coordinator

24 Point View Drive, Central Square, NY 13036

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 Mary Connelly, 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 Mary Connelly.

New York Choruses: **Deposit Due - March 23th**

Mail to Johanna Herudek, Housing Manager

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. **Do not mail directly to the hotel.**
- 3 **Balance** - Request a statement from the hotel and pay before leaving on Sunday morning.

