

## **VocalFest Host Chapter – Key Responsibilities**

*These are the core responsibilities. See the following pages for additional details and important information.*

### **RISERS:**

- Host Chapter is responsible for securing the risers.
- Host Chapter must arrange for risers to be set up in the main function room by 3:00pm on Friday and removed ASAP after the last session on Sunday.

### **REGISTRATION DESK:**

- Host Chapter staffs the on-site registration desk.
- The registration desk should be open Friday starting at 3:00pm and all day Saturday until 6:00pm to accommodate late arrival dinner-only ticket registrations.

### **HANDOUTS/SURVEYS:**

- Host Chapter staffs all sessions, to hand out and/or collect class material and/or surveys.

### **BOUTIQUE:**

- Host Chapter is fully responsible for Boutique planning, set up, and staffing.
- Boutique opens Friday night and runs all day Saturday – closing shortly after the last class on Saturday.
- Host Chapter will make space available for any Chorus or Quartet representing Region 15 at International who wishes to participate in the Boutique. (But it is their responsibility to staff their space.)
- All proceeds from the Boutique, except those from Choruses/Quartets going to International, go directly to the Host Chapter including on-site 50/50 raffles.

### **SATURDAY NIGHT SHOW:**

- The Host Chapter will have the opportunity to perform on the Saturday night show.

# **VocalFest Host Chapter – Detailed Responsibilities**

## **RISERS:**

- Host Chapter is responsible for securing the risers.
  - Minimum requirement is seven 6' risers
  - The Host Chapter can bring their own or borrow from a local chapter.
  - The chapter providing the risers will be reimbursed up to \$500 (receipts required) for expenses incurred in transporting them.
- Host Chapter must arrange for risers to be set up in the main function room by 3:00pm on Friday and removed ASAP after the last session on Sunday.
- If there is a chorus planning to use the risers after VocalFest for a coaching session with the International Faculty, that chorus should communicate with the Regional Events Coordinator to confirm the ballroom space will be available. They would also be responsible for breakdown and transportation of the risers after the coaching, so it may be most efficient for that chorus to coordinate the risers. This would be coordinated between the Host Chapter and the chorus being coached. (The Host Chapter would be responsible for making sure all of this is handled, not the Regional Events Coordinator.)

## **REGISTRATION DESK:**

- Host Chapter staffs the on-site registration desk.
- Event badges and a printout of the full registration summary will be provided to those staffing the desk by the Regional Events Coordinator or her designee.
- The registration desk should be open Friday starting at 3:00pm and all day Saturday until 6:00pm to accommodate late arrival dinner-only ticket registrations.
- The number of individuals staffing the desk is at the discretion of the Host Chapter.
  - We recommend 3-4 people for each shift. Two handling badges, one for PVI support, and perhaps one dedicated person to manage any registration transfers.
- Registration desk staff will be provided with a list of packages available for on-site registration by the Regional Events Coordinator or her designee. (They will also confirm available payment methods.)
  - Very concise records must be kept of any on-site registration purchases. (Information will include member, chapter, package, payment). This information, and corresponding funds, must be given to the Regional Events Coordinator at the end of VocalFest. She will submit this to the Regional Finance Officer. [This applies to new registration sales only, not registration transfers.]
- Registrations are NOT refundable, but can be transferred.
  - All transfers will be handled on-site, by the Host Chapter registration desk staff (not by the Regional Events Coordinator / Region)
  - As you are alerted that a registered members are unable to attend, start a tracking list of "registrations available for transfer" including Name, Chorus, Registration Package, Amount Paid – and space to accommodate details of the purchaser if you are able to re-sell the registration.
  - If there are members registering on-site, you can try to re-sell the "registrations available for transfer"
    - On-site payment would be remitted to the Host Chapter Registration Desk Staff, in cash or check payable to the Chorus/Chapter that paid for the original registration.
    - Keep track of the member and chapter who originally registered as well as the member and chapter that purchased the ticket.
    - Host Chorus will be responsible for passing along any recouped funds after registration closes.
    - Very concise records should be kept of any transferred registrations (within a chorus or between choruses) and this should be shared with the Regional Events Coordinator at the end of VocalFest.
- Copies of the schedule of events should be available to participants.
- PVI information will be displayed at the Registration Desk. Registration desk staff should leave room for this information, and should be of assistance to the PVI Coordinator who may need help with on-site adjustments.
- Emergency cell phone numbers must be available to individuals staffing the desk. (Name/cell for Regional Events Coordinator, Main Chapter Contact, and any other key individuals.)
- The Registration Desk ends up being the general information desk, lost and found, etc. While Host Chapter staff may not have all of the answers, just be prepared to answer what you can, and to utilize the main chapter contact for all other issues.

**HANDOUTS/SURVEYS:**

- Host Chapter will staff all sessions, to hand out and/or collect class material and/or surveys.
  - We recommend one person to staff/attend each mini-class, and two people staff/attend each large-format session.
  - You may also want to designate one or more “guides” during the mini-class timeframe, to help attendees locate the meeting rooms.

**BOUTIQUE:**

- Host Chapter is fully responsible for the Boutique planning, set up, and staffing.
- Host Chapter should provide the Regional Events Coordinator with layout requirements for Boutique one month prior to the event.
- Set up and staff the Boutique on Friday night and Saturday – closing shortly after the last class on Saturday.
- All boutique items must be locked in a secure place both on Friday and Saturday nights.
- If requested by a Chorus or Quartet representing Region 15 at International, make space available for them in the Boutique. A maximum of two tables will be provided for all International competitors. It is their responsibility to staff their space.
  - We suggest that the Host Chorus proactively reaches out to the international competitors, so that they all know this is an option and to give them ample time to plan.
  - The amount of tables / space allotted for the international competitors should be no less than two tables, but this can be increased at the discretion of the Host Chorus
- All proceeds from the Boutique, except those from Choruses/Quartets going to International, go directly to the Host Chapter including on-site 50/50 raffles.
- We recommend you make signage for inside and outside the ballroom (and bring wall safe tape). This should include signs for the International competitors – to identify their space during set-up, and as a courtesy!

**SATURDAY NIGHT SHOW:**

- The Host Chapter will have the opportunity to perform on the Saturday night show.

**OTHER NOTES:**

- Host Chapter should designate a member to be the primary liaison with the Regional Events Coordinator for all communication during VocalFest planning, and on-site.
  - We recommend that the Host Chapter also designates chairs to handle risers, staffing, and boutique.
- Bring miscellaneous supplies (blank copy paper, pads of paper, pens, markers, masking tape, Scotch tape, etc.) since there may be signage that needs to be made on-site.
- We recommend that you create a staffing chart and have members sign up for one or more shifts. Areas needing coverage are registration desk, sessions, and boutique. You’ll also want to assign general floaters to circulate around the event, to address questions and make sure everything is going smoothly. Staffing chart template available from Regional Events Coordinator.
- Although you will have a staffing chart, we encourage you to remind all members of the Host Chorus that they are on-call all weekend, and should be prepared to step up as needed.