

# CONVENTION 2019 GREATER NY/NJ REGION 15

APRIL 11 – 14, 2019

*Don't Rain On My Parade*



# 2019 COMPETITION HANDBOOK

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I.  
**WELCOME/CONTACT  
INFORMATION**

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## A. WELCOME FROM THE CRC

I'd like to take just a minute to welcome SAI Greater NY/NJ Region 15 to our 6<sup>th</sup> annual year as a united, well blended region. Seems like only yesterday that we all convened in Albany for the very first time. I'm betting that 2019 will be our most exciting year yet, with many more to come.

As always, our Convention Handbook is full of all kinds of information for our competing choruses and quartets. I ask that you all take time and read it carefully. If you have any questions, there are contact names, phone numbers and email addresses to the chairs of every important committee member on the Region Convention Committee (RCC) and the Assisting Chorus, Greater Nassau Chorus, within this handbook.

Throughout the coming year, there will be additional communications being sent with important updates, changes, announcements, etc. When these emails and announcements come, I especially ask all chorus CCL's (Chorus Competition Liaisons) to distribute this important information to your chorus and quartet members. Remember as the chorus CCL, you are the key to unlocking the door to communicating all things convention related. If you don't share, they won't hear.

As the countdown begins, the months, weeks, days and hours will fly by and before you know it, it will be April 11<sup>th</sup>. I'm ready, are you??

Can't wait to see everyone again,

Your 2019 CRC (Chair Regional Convention)

Linda Hayes

### **Don't Rain On My Parade**



## B. GREETINGS FROM THE CC

Greetings from the CC:

Hello Greater NY/NJ Region #15! How is it possible that another year has passed and we are getting ready for our 6<sup>th</sup> Convention in Albany in a few short months???? Rest assured, the RCC has been working on the 2019 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, meeting with Panel Chair Thursday night to verify and distribute judging packets. I have a great deal of support and able-bodied assistants to manage all this, not the least of which is the AC (Assisting Chorus). Greater Nassau Chorus has agreed to take on that role, and I am most grateful to them for that. I am honored and delighted to accept this appointment again this year, and thank the Regional Management Team (RMT) for their support and continued faith in me. I will do everything I can to make Contest 2019 a wonderful experience for all.

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

I, along with an amazing group of women 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 we did last year, **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. This change was made last year after several years of comments regarding 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.

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 Quartet Contest will begin at 2:00 PM on Friday.** This, too, may change, depending on the number of contestants. Plateau (Division A and Division AA) 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!

In Harmony,

Jeanne Viscito, Competition Coordinator

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

<p>Kay Weiss, EVC 500 7<sup>th</sup> Ave. Watervliet, NY 12189 C: 518-441-3594 <a href="mailto:Kweiss365@gmail.com">Kweiss365@gmail.com</a></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 <a href="mailto:Sing4him77@veizon.net">Sing4him77@veizon.net</a></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 <a href="mailto:JeannePV237@msn.com">JeannePV237@msn.com</a></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 <a href="mailto:Ggavin53@gmail.com">Ggavin53@gmail.com</a> <a href="mailto:NGTZil@aol.com">NGTZil@aol.com</a></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 <a href="mailto:mmconnelly@yahoo.com">mmconnelly@yahoo.com</a></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 <a href="mailto:elangenstein14@gmail.com">elangenstein14@gmail.com</a></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 <a href="mailto:Imobrien349@gmail.com">Imobrien349@gmail.com</a></p>	<p>Assists the OPL.</p>
<p>Johanna Herudek, HC 85 Huntington Dr. Jackson, NJ 08527 H: 732-252-6171 C: 732-598-5142 <a href="mailto:jherudek@optonline.net">jherudek@optonline.net</a></p>	<p>Responsible for all sleeping room booking and bus arrival schedules.</p>
<p>Peggy Bastone, (<i>shadow</i>), HOUSING H: 845-947-2576 C: 914-588-9303 <a href="mailto:Peggy.lead@verizon.net">Peggy.lead@verizon.net</a></p>	

<p>Nancy Duke, Awards  410 Middle Lane  Howell, NJ 07732  C: (908) 770-8983  <a href="mailto:nkduke@gmail.com">nkduke@gmail.com</a></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  <a href="mailto:dodieg@fairpoint.net">dodieg@fairpoint.net</a></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  <a href="mailto:kwbrbrshoper@comcast.net">kwbrbrshoper@comcast.net</a></p>	<p>Responsible for Convention Handbook and all correspondence/communication within the RCC.</p> <p>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  <a href="mailto:lenoreks@verizon.net">lenoreks@verizon.net</a></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  <a href="mailto:paclead@yahoo.com">paclead@yahoo.com</a></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  <a href="mailto:Suesing2@aol.com">Suesing2@aol.com</a></p>	<p>Manages the convention hall during competition.</p>
<p>Eileen Welsh, TRAP  20 Emery Way  Delanco, NJ 08075  C: 856-520-4968  <a href="mailto:Welsh984@comcast.net">Welsh984@comcast.net</a></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  <a href="mailto:regionalprogram19@gmail.com">regionalprogram19@gmail.com</a></p>	<p>Responsible for the convention program, including the program ads and boosters.</p>

**D. “AC” ASSISTING CHORUS CONTACTS**

**GREATER NASSAU CHORUS**

CO-CHAIRS Kathy Sanislo <a href="mailto:Kzssing4@optonline.net">Kzssing4@optonline.net</a> Hilda Blevins <a href="mailto:lblevins@optonline.net">lblevins@optonline.net</a>
BOUTIQUE Jane Mangenheimer <a href="mailto:liltw8@gmail.com">liltw8@gmail.com</a> Phyllis Capalongo <a href="mailto:paclead@yahoo.com">paclead@yahoo.com</a>
OPL Aide Carol Brower <a href="mailto:Cbrower19@verizon.net">Cbrower19@verizon.net</a>
BACKSTAGE LIAISON Dara Eskenazi <a href="mailto:Polarbeard3@msn.com">Polarbeard3@msn.com</a> Elaine deBruin <a href="mailto:elainedebruin@gmail.com">elainedebruin@gmail.com</a>
BUSING Marisela Luna-Thompson <a href="mailto:Lnmrs1@yahoo.com">Lnmrs1@yahoo.com</a>
TICKETS & REGISTRATION Kathy Sanislo <a href="mailto:Kzssing4@optonline.net">Kzssing4@optonline.net</a>
FRONT OF HOUSE Susan Johns-Greenfield <a href="mailto:Suesing2@aol.com">Suesing2@aol.com</a>



## II.

# COMPETITION PROCEDURES

## Don't Rain On My Parade



## 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](http://www.sweetadelines.com) under the tab of Competition and Convention, Regional Competition.

On December 28, 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 2/12/2019 and late entry date is 2/27/2019. Quartet deadline is 2/11/2019 and late entry date is 2/26/2019.

**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 rule can be found in the SAI 2019 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. If there is only one qualifying Open Division quartet or chorus competing in the Open Division the award will be designated the Bravo award and will be presented to that participant. Eligibility for either award is confined to the quartets or choruses competing in Open Division in the regional contest that are not also competing in the current year's international semifinals. **The Audience Choice/Bravo Award was discontinued by Sweet Adelines International and cannot be presented on the contest stage. It has been reinstated as a regional award by Greater NY/NJ Region 15 and will be presented at the banquet following competition.**

**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](http://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. 2019 JUDGING PANEL**

SOUND.....Sheri Strawther

MUSIC.....Sharon Carlson

EXPRESSION .....Paula Davis, Panel Chair

SHOWMANSHIP.....Gina Kaiser

PANEL SECRETARY .....Diane Brilz

**“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

### *Don't Rain On My Parade*



**A. REGIONAL CONVENTION DEADLINE SCHEDULE**  
(APPENDIX FORMS)

DUE DATE	FORMS	SUBMIT TO	CHECKLIST
FEB 8, 2019	REGIONAL REGISTRATION	EILEEN WELSH <a href="mailto:Welsh984@comcast.net">Welsh984@comcast.net</a>	
FEB 8, 2019	HOUSING FORMS	JOHANNA HERUDEK <a href="mailto:jherudek@optonline.net">jherudek@optonline.net</a>	
FEB 8, 2019	FRIDAY NIGHT REHEARSALS	PHYLLIS CAPOLONGO <a href="mailto:paclead@yahoo.com">paclead@yahoo.com</a>	
MARCH 1, 2019	PROGRAM ADS AND BOOSTERS  NOTE: MONEY TO	PAM TRACY <a href="mailto:regionalprogram19@gmail.com">regionalprogram19@gmail.com</a>  MARY CONNELLY 24 Point View Drive Central Square, NY 13036	
	REGIONAL BANQUET RESERVATIONS	PHYLLIS CAPOLONGO <a href="mailto:paclead@yahoo.com">paclead@yahoo.com</a>	
MAR 15, 2019	BREAKFAST BUFFET (Sat)	PHYLLIS CAPOLONGO <a href="mailto:paclead@yahoo.com">paclead@yahoo.com</a>	
BRING TO ALBANY	QUARTET PHOTO	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 December 28, 2019. 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 2019 Regional Contests, the registration paperwork for new and renewing quartets must be submitted and processed with SAI before registering for competition. New quartets or renewals received after January 15, 2019 will be charged additional registration fees.

## B. CONVENTION REMINDERS

Banners, returning awards, photo orders, chorus photo checks, and all other necessary forms will be brought to the Briefing room beginning between 6:30 and 7:15 PM on Thursday, April 11, 2019 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, April 11, 2019

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, April 12, 2019

8:00 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
1:45 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, April 13, 2019

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 dispersed to the CCLs, Chorus Directors, Presidents, and Team Leaders via the Communication Manager of the RMT, Kathleen Wright and Vicki Tisch, RMT Communications Chair. If any CCL has a question concerning her job, feel free to contact Kathleen at [kwbrbrshoper@comcast.net](mailto: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 deadlines. All information is communicated by e-mail and posted on the regional website. *All chorus CCLs must be on-line.*

Responsibilities Include:

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

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

**Convention Registration:** Coordinates registration of members and guests, submits on-line registration forms to Registration Chair, [Welsh984@comcast.net](mailto: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](mailto: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](mailto:paclead@yahoo.com) prior to Feb. 8, 2019 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](mailto: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 Inn, where breakfast is already included.

**Housing:** Coordinates room sign-ups and submits on-line housing forms to Housing Manager, Johanna Herudek, [jherudek@optonline.net](mailto: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](mailto: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](mailto:jherudek@optonline.net), 85 Huntington Dr, Jackson, NJ 08527.

CCL 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.**

CCL Submits Convention Program Ad Order.

The deadline for Program Ad submission is **March 1, 2019**. This is an absolute deadline and no ads will be accepted after this date.

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

If you use a photo, it is your responsibility to get permission and add a photo credit. This includes anything used from the Internet. You must also be sure it copies in grayscale as it will not be edited. Make sure to fill out and send an electronic ad form with your ad to Pam Tracy at [regionalprogram2019@gmail.com](mailto:regionalprogram2019@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.

## Don't Rain On My Parade



**E. CCLS FOR CONTEST 2019**

CAPITALAND.....	DIANE OSTRANDER
CITY OF HILLS.....	DORCAS ROSS
EVERGREEN.....	CAROL SCHULTHEIS
GOLDEN APPLE.....	CAROL BELLINA
GREATER NASSAU .....	ALIANA TUTRONE
HARMONY CELEBRATION .....	CAROL CALORO 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.....	LENORE STRAKOWSKY
LONG ISLAND SOUND .....	CHRISTINE BECKER
SARATOGA SOUNDTRACK .....	VICKI GREEN
SENECA SOUNDWAVES .....	JO ANN LEBRECHT
SIRENS OF GOTHAM .....	VICKI TISH
SONG OF THE VALLEY.....	LYNN BERENBERG
SPIRIT OF SYRACUSE .....	BARBARA BRIDENBAKER GLORIA VADALA
TWIN COUNTY .....	CONCETTA BJELLAND

## 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 1<sup>st</sup> traffic light. Follow Broadway to the 3<sup>rd</sup> traffic light and turn left onto State St. Continue up State St. to the 2<sup>nd</sup> 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 3<sup>rd</sup> traffic light and turn right on State St. Continue up State St. to the 2<sup>nd</sup> 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, April 11, 2019**

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

### **Friday, April 12, 2019**

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

9:00 am – 9:00 pm      Buses dedicated from each hotel to ESPCC

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

### **Saturday, April 13, 2019**

9:00 am – 7:00 pm      Buses from each hotel to ESPCC

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. Please observe the hotels' restrictions regarding food and meals. **NO OUTSIDE FOOD** is allowed in either hotel in any of the common areas, lobby, restaurant, bar area, etc.

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

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

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

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

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

## **I. ADDITIONAL CONVENTION INFORMATION**

**Final 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>)

**2019 REGIONAL PROGRAM AD FORM**

**Send your love and support with an AD or BOOSTER**



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

To place an **ad**, please follow these guidelines (ONLY electronic files will be accepted).

- ♪ Your ad must be: High resolution (no less than 300 dpi)
- ♪ Send a pdf, tif, eps or jpeg file (with embedded fonts). (Do NOT send ads as a powerpoint.)
- ♪ Go to our regional website (<https://sairegion15.org>), sign in to Members Only, choose Regional Forms/E-Forms, choose Regional Convention Program Ad Form, complete form, upload your ad, submit
- ♪ Mail checks, payable to *Greater NY/NJ Region #15*, to:  
 Mary Connelly, 24 Point View Drive, Central Square, NY 13036

**AD Sizes - All Measurements are Width x Height**

Outside Back Cover (in color) - 4.5" x 7.667"	\$225.00
Inside Back Cover (in color) - 4.5" x 7.667"	\$175.00
Inside Front Cover (in color) - 4.5" x 7.667"	\$175.00
Full Page            4.5" x 7"	\$125.00
Half Page            4.5" x 3.5"	\$75.00
Quarter Page (V)    2.167" x 3.5"	\$40.00
Quarter Page (H)    4.5" x 4.677"	\$40.00

**BOOSTERS**

Support your favorite quartet and/or chorus with a **Gold, Silver or Bronze BOOSTER** listing.

Gold .....	\$20.00
Silver .....	\$10.00
Bronze .....	\$5.00

Honor or remember someone with an **"In Honor Of"** or **"In Memory Of"** listing ..... \$25.00.  
 (These listings will show the honoree or deceased person's name and your name (chorus, quartet or personal name) on one line. *A picture or more wording will require a 1/4 page ad.*

Questions? Email Pam @ [regionalprogram19@gmail.com](mailto:regionalprogram19@gmail.com)



FULL PAGE

4.5" X 7"

\$125.00

**DEADLINE**

**MARCH 1, 2019**

1/4 PAGE/HORIZONTAL

4.5" x 1.67"

\$40.00

1/2 PAGE

4.5" x 3.5"

\$75.00

1/4 PAGE/ VERTICAL

2.17" x 3.5"

\$40.00

# IV. REGISTRATION & HOUSING

## Don't Rain On My Parade



## **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 2019 Convention, April 11 - 14, 2019.

### **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 2019.

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 WILL NOT 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 **FEB 8, 2019.**

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).**

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**FOLLOW-UP REGISTRATION SUMMARY TO BE USED AFTER Feb. 8, 2019.**

_____ 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.

**Rates:** **Albany Hilton** - Rooms - \$167.00 per night  
Suites - \$250.00 per night

**Hampton Inn** - Rooms - \$159.00 per night  
Suites - \$194.00 per night

### Housing Request Forms

Chorus housing requests will be made using the Housing Request Form ( titled Chorus Contact Information and Room Requirements) and your deposit amount will be calculated on the Housing Request Summary (titled Chorus Contact Information – Arrival and Departure Details), samples of both 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. However, this year, to tighten up the room blocks and reduce noise to non-Sweet Adeline guests, room types will be assigned depending on the number of people in the room.**

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 February 8, 2019. Additional rooms may be reserved after the deadline date; however, inclusion in the original room block cannot be guaranteed.

**Housing Request Deadline – February 8, 2019**

## 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 8, 2019:** The Housing Request Form, the Housing Request Summary and your Convention Registration List are submitted by e-mail to Johanna Herudek, Housing Manager at [jherudek@optonline.net](mailto:jherudek@optonline.net). No deposit check is needed at this time.
3. **March 1, 2019:** 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. **March 22, 2019:** 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, April 14, 2019:** 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. **February 8, 2019** - The Housing Request Form, the Housing Request Summary, and your Convention Registration List are submitted by e-mail to Johanna Herudek, Housing Manager at [jherudek@optonline.net](mailto:jherudek@optonline.net).
2. **March 1, 2019:** One (1) copy of your NYS Tax Exemption Certificate and a check representing **50%** of the estimated total room charges made payable to your **ASSIGNED HOTEL** is mailed to Johanna Herudek at 85 Huntington Drive, Jackson, NJ 08527.
3. **Sunday, April 14, 2019:** Prior to 9:00 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.** 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.

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

### **Wednesday Check-in**

Members arriving on Wednesday are able to check-in individually.

### **Thursday and Friday Check-in**

Any improved procedures will be sent to the CCL and will also be available in the Handbook Supplement and on the Regional Website.

**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 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](mailto: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**

**Housing Deadline: Friday, February 8, 2019**

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

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

CCL: \_\_\_\_\_

Housing Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Arrival Day: \_\_\_\_\_ Arrival time of CCL: \_\_\_\_\_

*Instructions: Complete online and submit to Johanna Herudek Housing Manager at [jherudek@optonline.net](mailto: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.*

R O O M	# in Room	First Name	Last Name	ADA Requirements and Special Requests	Nights Requested			
					Wed 4/10	Thurs 4/11	Fri 4/12	Sat 4/13
1	Click				Click	Click	Click	Click
2	Click				Click	Click	Click	Click
3	Click				Click	Click	Click	Click
4	Click				Click	Click	Click	Click

**Sample – Actual worksheet can be found on the Regional website**



**G. CHORUS HOUSING SUMMARY - ARRIVAL AND DEPARTURE DETAILS**

**CHORUS CONTACT INFORMATION - ARRIVAL AND DEPARTURE DETAILS**

HOTEL: \_\_\_\_\_ Arrival Day \_\_\_\_\_ Est. Time \_\_\_\_\_  
 Departure Day \_\_\_\_\_ Est. Time \_\_\_\_\_

Are you arriving by charter bus? \_\_\_\_\_

CHORUS: \_\_\_\_\_

CCL: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_

	Wed 4/10	Thurs 4/11	Fri 4/12	Sat 4/13
Number Rooms				
Number of Suites				

# Rooms \_\_\_\_\_ x \_\_\_\_\_ equals \_\_\_\_\_  
 # Suites \_\_\_\_\_ x \_\_\_\_\_ equals \_\_\_\_\_  
**Estimated room expenses** \_\_\_\_\_

Deposit check amount: \_\_\_\_\_  
 Balance check amount: \_\_\_\_\_

**Instructions:** Complete online and submit to Johanna Herudek, Housing Manager at [jherudek@optonline.net](mailto:jherudek@optonline.net). In addition, see directions below.

**New Jersey Choruses: Deposit Due March 1st & Blance Due March 22nd**

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 1st**

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

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

# Don't Rain On My Parade

