

Dear Presidents/TC's & CCL's,

**The deadline for your contest registration form is Friday, February 8th.** As your TRAP for the RCC, I want to make sure that everything goes smoothly when your chorus members arrive in Albany. When you send your registration lists to me, the following things will be helpful in making this happen.

- Make an alphabetized list of only the members who will be attending the convention. This includes members who are not competing as well. We only print AEB's for those attending. As in the previous year, there is NO transferring of AEB's from one member to another nor to a spouse as per RCC decision.
- Please make note of New/First Timers so I can have their ribbon ready for them at the registration table. I need to order the ribbons in advance.
- Please indicate if a member would like a nickname on their badge. i.e. if Christine wants Chris on her badge etc.
- If a member is a dual member, please indicate their other chorus beside their name. Their badge will be with their primary chorus. I need to make sure that I do not make duplicate badges for them.
- If you have any guests who are registering with your chorus, please indicate that and send their payment to me along with your registration form.
- If a guest would like to register for an AEB or single event ticket at the door, we can certainly accommodate them.
- If you have a new member who joins your chorus after the registration deadline, please send me their name and payment. I will make every effort to have their AEB printed ahead of time. If that is not possible, they will have a handwritten one waiting for them at the registration table.

**We strongly suggest that each chorus member picks up their own AEB at the registration table at the convention center.** That way, no one has to go looking for the one person who has everyone's AEB. It prevents that person with the AEB's from being stressed if they can't find someone and want to watch the contest and it will frustrate your members if they can't find her. This system of each person getting their own AEB has worked very well the past few years and ensures that each member is able to view the contest. No one will be admitted to view the contest without their AEB. However, if that is not possible, we will allow another member to pick up a friend's AEB but that person will have to sign for it and be responsible for it. Once the AEB leaves the registration area, we are not responsible for it. We will have enough ladies working the registration table so the process of getting your AEB and convention booklet will be quick and efficient.

If you have any other questions, please do not hesitate to email me at [welsh984@comcast.net](mailto:welsh984@comcast.net). I will get back to you within a day or so.

*Eileen Welsh*

**TRAP Coordinator**