

CONVENTION 2020 GREATER NY/NJ REGION 15

MAY 8 – 10, 2020



2020 COMPETITION HANDBOOK

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I. WELCOME/CONTACT INFORMATION



A. WELCOME FROM THE CRC

I'd like to take just One Moment in Time to welcome all members of SAI Greater NY/NJ Region 15 to our 7th annual Convention Handbook.

The 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 for each chair of every committee on the Region Convention Committee (RCC) and the Assisting Chorus, Liberty Oak Chorus.

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 May 7th and we will once again be gathering in Albany for the most exciting contest yet. I think I'm ready, are you??

Can't wait to see everyone again,

Your 2020 CRC (Chair Regional Convention)

Linda A. Hayes



B. 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 7th Convention in Albany in a few short months???? Rest assured, the RCC has been working on the 2020 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 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 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 2020 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 have done in the last two years, there will be no alternate riser configuration. All choruses will compete on the Standard Riser Configuration, which includes a reverse section in the middle, and will consist of eleven (11) sections. All choruses will be in the draw for Order of Appearance on the Standard Riser configuration. New this year will be a white back drop rather than the black wall at the back of the stage. We are hoping this will improve the on-stage chorus photographs.

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 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>Responsible for coordinating busing to and from hotels to the convention center.</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.</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>Lori Britt-Norvath, Webcast 141 Locust St. Garden City, NY 11530 C: 516-551-7488 lbhorvath@yahoo.com</p> | <p>Webcast Coordinator</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>Convention Services SAIReg15ConServ@gmail.com</p> | <p>Responsible for all aspects of Friday night rehearsals and Saturday breakfast rooms. Regional Banquet</p> |
| <p>Phyllis Capolongo, Financial Coord. 16 Whispering Woods Drive Smithtown, NY 11787 C: 631-834-0340 PACsings@gmail.com</p> | <p>As the RMT Financial Coordinator, oversees everything that has anything to do with money.</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 sweet15program@gmail.com</p> | <p>Responsible for the convention program, including the program ads and boosters.</p> |

D. "AC" ASSISTING CHORUS CONTACTS

LIBERTY OAK CHORUS

| |
|--|
| <p><u>CHAIR</u></p> <p>Lee Popiolek lpopiolek@ymail.com (856) 520-4172</p> |
| <p><u>BOUTIQUE</u></p> <p>Jeanine P. Brown chipperjp@aol.com (908) 240-9819</p> |
| <p><u>BACKSTAGE LIAISON</u></p> <p>Joanne Sarubbi Jasrubbi60@gmail.com (973) 699-6487</p> |
| <p><u>OPL Aide (Pit Crew)</u></p> <p>Barbara Koehler bkoehler@comcast.net (732) 864-5503</p> |
| <p><u>BUSING</u></p> <p>Lenore Strakowsky Lenoreks60@gmail.com (908) 330-5227</p> |
| <p><u>TICKETS & REGISTRATION</u></p> <p>Brenda Cheong zeebeeeec@aol.com (732) 580-6599</p> <p>Kathy Greenfield Kat981@gmail.com (732) 239-9366</p> |
| <p><u>FRONT OF HOUSE</u></p> <p>Lauren Servidio Lmardem01@verizon.net (973) 303-2255</p> |

II. COMPETITION PROCEDURES



A. COMPETITION INFORMATION – INTERNATIONAL UPDATES & NOTES

Each year Sweet Adelines International updates the Competition Handbooks and distributes them to the Chapter President/Team Coordinator, Director, and Registered Quartets. Choruses and Quartets are strongly advised to carefully review the most current publication of their “Competition Handbook” available at www.sweetadelines.com under the tab of Competition and Convention, Regional Competition.

On **January 24, 2020**, Region 15 online Registration for contest opens. **E-Packets** to choruses and quartets for the upcoming Regional Competitions will be available on the SAI website.. EVERYTHING you need to know, including the option to register online, may be found here. Review this information (much of which is repeated in the “handbook”).

INTERNATIONAL ENTRY FEES & DEADLINES FOR REGIONAL CONTEST:

- | | | | | |
|-------------|----------|-----------|---------------|-----------|
| • Chorus: | \$150.00 | 3/10/2020 | Plus \$100.00 | 3/25/2020 |
| • Quartets: | \$100.00 | 3/9/2020 | Plus \$100.00 | 3/24/2020 |

(FYI)

- New Quartets planning to compete must be registered with the organization at least 60 days prior to your contest date.
- Quartet registration for new quartets is open May 1 – March 31.
- May 1 - January 15, quartet registration fee is \$100/00.
- January 16 – March 31 quartet registration is \$100.00 + \$60.00 processing fee.
- Due to regional competition season, quartet registrations are not processed during the month of April.
- Quartets may renew from May 1 – July 31. After the July 31 deadline, your quartet registration will be cancelled, you will not be able to renew online and your quartet’s name will become available in the quartet name search database.

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 INFORMATION: With the Open Division at the regional level, a new policy was developed allowing members to fulfill their desire to compete in more than one quartet! The policy states that: “A member may now compete in up to two different quartets during the same regional contest, as long as they are in different competition divisions (e.g., one quartet in the International Division and one in the Open Division). No more than two members per quartet may compete in the second quartet in the same regional contest.” More detailed information regarding this rule can be found in the SAI Competition Handbook.

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

REGIONAL NOVICE QUARTET AWARD: The purpose of this award is to honor the highest scoring Novice Quartet scoring at least 400 points in this contest. Novice is defined as no more than two (2) members having competed, together or separately, in any previous Regional or International Quartet Competition.

REGIONAL MOST IMPROVED QUARTET AWARD. Eligibility for this award is open to any quartet that has no more than one new member and no minimum score is required. Quartets performing For Evaluation Only or in the Open Division are not eligible for this award. Quartets must have competed the previous year and there is no limit on the number of times a quartet can win this award.

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 | 12—30 competing members on stage |
| Midsize (Division AA) Chorus | 31—60 competing members on stage |

OPEN DIVISION QUARTET/CHORUS REGIONAL AWARDS: Only competitors competing in Open Division are eligible for the Region 15 Monkey Wrench Quartet Award Audience Choice Award and the Chorus Audience Choice Award. Under the direction of the regional awards chair, and prior to the start of the regional quartet and chorus competition sessions, a maximum of 50 members of the audience are randomly selected to determine the Audience Choice Award recipients in their respective sessions. No criteria for this determination are established except the personal preference of the individual audience member. (Audience members participating in this process must be present for all eligible competitors in their respective sessions.) The quartet or chorus receiving the highest number of audience votes in their respective competition and scoring a C score or higher, will win the award. If there is only one qualifying Open Division quartet or chorus competing in the Open Division the award will be presented to that participant, if their score meets the criteria set below. Eligibility for either award is confined to the quartets or choruses competing in Open Division in the regional contest that are not also competing in the current year's international semifinals. The Audience Choice/Bravo Award was discontinued by Sweet Adelines International and cannot be presented on the contest stage. It has been reinstated as a regional award by Greater NY/NJ Region 15 and will be presented at the banquet following competition.

Open Division Quartets meeting the following criteria, established by the RMT with help from the Monkey Wrench Quartet, are eligible to win the Monkey Wrench Quartet Audience Choice Award:

- Open Division quartet competitor must score 'C' or higher in each category.
- If a quartet competitor is disqualified from the Open Division, they are not eligible for the Monkey Wrench Quartet Open Division Award.
- At least one member of the quartet must be a member of Region 15.
- Quartet competitors competing at International in the current year, and performing in Open Division, are not eligible for the Monkey Wrench Quartet Open Division Award.

Even if there is only one Open Division quartet competitor in a contest, medals will be awarded to that quartet during the Regional Awards portion of Contest Weekend, if the competitor meets the above requirements. If there is more than one eligible Open Division quartet competitor, then an audience voting method will be used to choose the winner from the eligible competitors.

The winners will receive medals that can be worn for their entire winning year, and then be worn as pins once the new Open Division Quartet Audience Choice winners are announced.

Open Division Choruses meeting the following criteria are eligible to win the Chorus Audience Choice Award:

- Open Division chorus competitor must score ‘C’ or higher in each category.
- If a chorus competitor is disqualified from the Open Division, they are not eligible for the Chorus Open Division Award.
- Chorus competitors competing at International in the current year, and performing in Open Division, are not eligible for the Chorus Open Division Award.

Even if there is only one chorus competing in this division, the plaque will go to that contestant, if the competitor meets the above requirements. If there are multiple choruses competing in Open Division, then an audience voting method will be used to choose the winner from the eligible competitors.

The Chorus Audience Choice Award winner will receive a traveling plaque that they can get engraved with their chorus name and date of their win. They will take possession of the plaque for the entire year, returning it the following contest year, so it can be presented to the next Chorus Audience Choice Award winner. This award will also be given during the Regional Awards portion of the Contest Weekend.

REGISTRATION FOR EVALUATION ONLY: A chorus or quartet that registers For Evaluation Only may revert back to competitor status at any time after registration. Chorus Directors or Presidents/Team Leaders and Quartets must notify international headquarters in writing (email is okay). It is recommended that this decision be made before the draw for Order of Appearance. The order will not be changed to accommodate the chorus or quartet.

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. 2020 JUDGING PANEL

| | |
|------------------------------------|-----------------------------------|
| SOUND | Valerie Taylor |
| MUSIC | Corinna Garriock |
| EXPRESSION..... | Joan Boutilier |
| SHOWMANSHIP | Renee Porzel * Panel Chair |
| PANEL SECRETARY | Linda Gummerson |
| SHOWMANSHIP/TRIAL SCORER | Michelle Hunget |
| SHOWMANSHIP/TRIAL SCORER | Jennifer Williams |
| EXPRESSION/TRIAL SCORER .. | Lisa Hunszinger |
| EXPRESSION/TRIA; SCORER.... | Lynda Kupson |

**“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 |
|------------------------|---|---|------------------|
| MAR 6, 2020 | REGIONAL REGISTRATION | EILEEN WELSH Welsh984@comcast.net | |
| MAR 6, 2020 | HOUSING FORMS | JOHANNA HERUDEK jherudek@optonline.net | |
| MAR 6, 2020 | FRIDAY NIGHT REHEARSALS | KATHLEEN WRIGHT SAIReg15ConServ@gmail.com | |
| APR 10, 2020 | PROGRAM ADS AND BOOSTERS NOTE: CHECK TO | PAM TRACY sweet15program@gmail.com Phyllis Capolongo 16 Whispering Woods Dr. Smithtown, NY 11787 | |
| APR 17, 2020 | REGIONAL BANQUET RESERVATIONS NOTE: CHECK TO | PAM TRACY SAIReg15ConServ@gmail.com Phyllis Capolongo 16 Whispering Woods Dr. Smithtown, NY 11787 | |
| APR 17, 2020 | BREAKFAST BUFFET/REHEARSALS NOTE: CHECK TO | KATHLEEN WRIGHT SAIReg15ConServ@gmail.com Phyllis Capolongo 16 Whisxpering Woods Dr. Smithtown, NY 11787 | |
| BRING TO ALBANY | QUARTET PHOTO FORMS/PAYMENT | Checks payable to JON PETERSEN | |
| BRING TO ALBANY | CHORUS PHOTO FORMS/PAYMENT | EILEEN WELSH prior to Briefing-Checks payable to JON PETERSEN | |

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 January 24, 2020. 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 2020 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 **March 24, 2020** will be charged additional registration fees of \$100.

B. CONVENTION REMINDERS

Banners, returning awards, photo orders, chorus photo checks, and all other necessary forms will be brought to the Briefing room between 6:15 and 7:15 PM on Thursday, May 7, 2020 at the Hilton Hotel. Tables will be set up for delivery of all items. ***PLEASE BE SURE TO BRING THE CORRECT NUMBER OF COPIES OF ALL FORMS BEING TURNED IN, and, BE ON TIME. THE BRIEFING WILL BEGIN AT 7:30 PM.***

BANNERS: will be hung in the contest arena by the convention staff. A chorus member will need to retrieve your banner at the end of contest on Saturday. **IT IS IMPORTANT THAT SOMEONE FROM YOUR CHORUS PICKS UP YOUR BANNER** before leaving the ESPCC.

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 7, 2020

| | | |
|--------------------|---|--------|
| 4:00 pm | Hotel Check-In | |
| 4:00 pm – Midnight | One (1) Shuttle bus running continuously between hotels | |
| 6:15 pm | Bring forms to Briefing..... | HILTON |
| 7:30 pm | Quartet/Chorus Briefing | HILTON |
| TBD | VIP Reception..... | TBD |
| TBD | Blue Note Chorus Rehearsal..... | TBD |

Friday, May 8, 2020

| | | |
|--------------------|--|------------------|
| 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 – 6:00 pm | Boutique..... | ESPCC |
| 9:00 am – 6:00 pm | Registration Desk..... | ESPCC |
| 12:00 noon | Mass Sing | INSIDE CONCOURSE |
| 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, May 9, 2020

| | |
|--------------------|--|
| 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 |
| 10:00 am – 6:00 pm | Boutique |
| 9:00 am – 3:30 pm | Registration |
| 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 Kathleen Wright, who will forward to Vicki Tisch, Communication Manager of the RMT. If any CCL has a question concerning her job, feel free to contact Diane Ostrander at dlostrander@nycapp.rr.com.

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, 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 Kathleen Wright at SAIReg15ConServ@gmail.com by March 6, 2020 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: Kathleen Wright, SAIReg15ConServ@gmail.com will assign all Friday night rehearsal rooms and the breakfast rooms at the Hilton, and Kathleen will 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.

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, Phyllis Capolongo, 16, Whispering Woods Drive, Smithtown, NY 11787.

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.

CCL completes the form for the Chorus 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 **April 10, 2020**. 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 sweet15program@gmail.com. Send your check or money order (made out to Greater NY/NJ Region 15) along with a copy of the ad form to Phyllis Capolongo, 16 Whispering Woods Dr., Smithtown, NY 11787.

Ads are placed in the Program booklet based on space and size considerations. Covers are on a first-come-first-served basis.

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 ads and boosters 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 2020

| | |
|------------------------------------|-------------------------------|
| CAPITALAND | DIAND OSTRANDER |
| CITY OF HILLS | DORCAS ROSS |
| EVERGREEN | KATHY DEMBEK |
| GOLDEN APPLE | CAROL BELLINA |
| GREATER NASSAU | ALAINA TUTRONE |
| HARMONY CELEBRATION | JULIA BACAL |
| HEART OF LONG ISLAND..... | PENNY FRAUHAMMER |
| HEART OF NEW JERSEY | CHERYL RALEY |
| HICKORY TREE | MIRIAM GONZALEZ |
| ISLAND HILLS (Not competing) | AKKI SAMPSON |
| JERSEY HARMONY | ANITA BARRY |
| LIBERTY OAK | REBECCA SUNDT |
| 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..... | PAULETTE YOUNG JUDI THOMAS |
| TWIN COUNTY | MARY CORVA |

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 hand 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 7, 2020

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

Friday, May 8, 2020

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

8:30- am Judges Bus

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

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

Saturday, May 9, 2020

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, Check-in, and various competition and photo forms will be in a Competition Supplement to be provided approximately 5 weeks before contest.

J. 2020 REGIONAL PROGRAM AD FORMS
(THIS IS A SAMPLE ONLY—USE ONLINE FORM FOUND AT
<http://sairegion15.org/regionalad>)

2020 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:
 Phyllis Capolongo, 16 Whispering Woods Drive, Smithtown, NY 11787

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 |

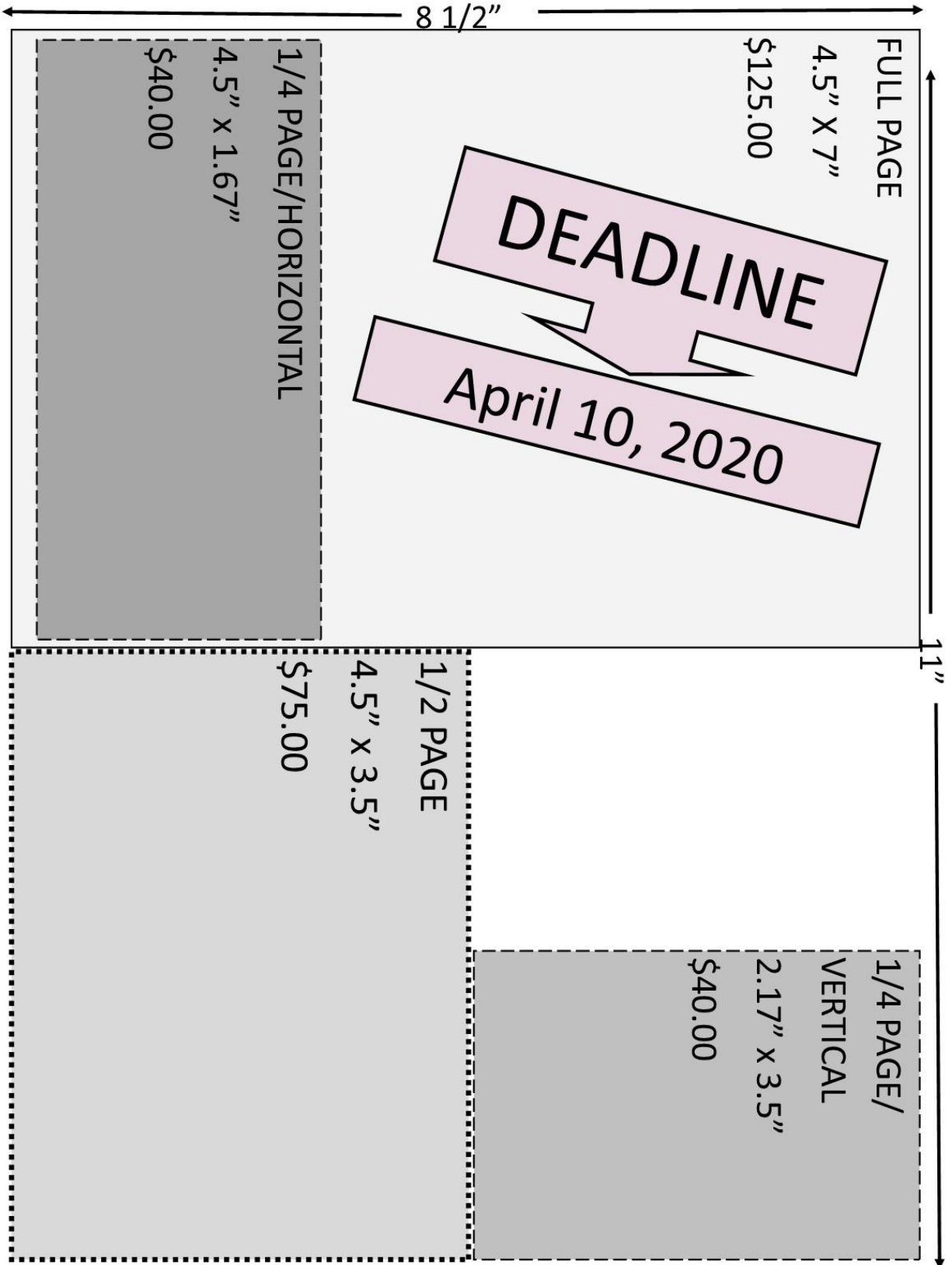
BOOSTERS

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 @ sweet15program@gmail.com



IV. REGISTRATION



A. REGIONAL REGISTRATION PROCEDURES

CCLs or their designated Chorus Registration Chairperson are responsible for following all registration procedures. Registration Deadline is March 6, 2020.

1. Make an ALPHABETIZED LIST of all your MEMBERS of Region 15, competing and non-competing, who will be attending the 2020 Convention, May 7-9, 2020.
 - This list is essential for making badges (AEB's) for entrance into the competition arena. As in previous years, there is NO transferring of AEB's from one member to another or to a spouse, as per the RCC decision.
 - Please make note of New/First Timers so I can have a First Timers ribbon ready for them at the registration desk.
 - 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 primary and secondary chorus beside their name. The badge will be with their primary chorus. No duplicate badges will be made.
 - In accordance with our Regional Standing Rules, all Region 15 members must pay the FULL registration fee. 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 for adults and \$27.50 for New Youth Members.
 - 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.
 - 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 @ \$65.00 for Adults.
 - Those for whom you want individual event tickets.
 - \$35.00 each for Adult for either the Quartet or Chorus contest
 - \$15.00 each for Youth for either contest.
 - Remember to indicate for which event you are ordering.
 - All guest badges will be at the registration desk under your chorus name if registered by you in advance.
3. ALL BADGES/INDIVIDUAL TICKETS WILL BE AVAILABLE FOR PICK-UP AT THE REGISTRATION DESK STARTING FRIDAY MORNING. No other arrangements will be made in advance. Another member can pick up your AEB on Friday. That person will have to sign for it and be responsible for it. Once the AEB leaves the registration desk, we will not be responsible for it.
4. Use the "Registration Summary Form" to enter totals for NEW MEMBERS and GUESTS, and mail it, along with your lists and chorus 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 6, 2020.**

The Registration Summary Form, along with your lists and chorus check, made payable to Greater NY/NJ Region 15 are to be mailed to:
 EILEEN WELSH, REGISTRATION CHAIR
 20 Emery Way, Delanco, NJ 08075 ... (856) 520-4968 email: welsh984@comcast.net

| | | | |
|------------------------------------|-----------|------------------|--------------|
| New Member All-Events | @ \$55.00 | Total \$'s _____ | Number _____ |
| Male Director All Events | @ \$55.00 | Name _____ | |
| New Youth Member All Events | @ \$27.50 | Total \$'s _____ | Number _____ |
| Guest Adult All-Events | @ \$65.00 | Total \$'s _____ | Number _____ |
| Guest Adult Single Event (Quartet) | @ \$35.00 | Total \$'s _____ | Number _____ |
| Guest Adult Single Event (Chorus) | @ \$35.00 | Total \$'s _____ | Number _____ |
| Guest Youth Single Event (Quartet) | @ \$15.00 | Total \$'s _____ | Number _____ |
| Guest Youth Single Event (Chorus) | @ \$15.00 | 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 6, 2020.

| | |
|-----------------------------------|-------------------|
| _____ New Member All-Events | @ \$55.00 = _____ |
| _____ Male Director All Events | @ \$55.00 = _____ |
| _____ New Youth Member All Events | @ \$27.50 = _____ |
| _____ Guest Adult All Events | @ \$65.00 = _____ |
| _____ Guest Adult Single Event | @ \$35.00 = _____ |
| _____ Guest Youth Single Event | @ \$15.00 = _____ |

Attach List of Names and Specify Which Event

Chorus Name _____

A. PHOTO FORMS





1825 E. Laredo St. – Broken Arrow, OK 74012
 (918) 585 2509
 jbpphoto@sbcglobal.net

2020 QUARTET ORDER FORM

Region 15

PRICES BELOW APPLY AT TIME OF COMPETITION ONLY

Date _____

Quartet Name _____ Contestant # _____

Mail photographs to: (please print or type) E-mail address _____

Name _____

Address _____ DAY phone () _____

City _____ State _____ Zip _____

| Quantity | Description | Unit price | Total |
|----------|---|--------------|-------|
| | Package 1 (Includes 4-8x10 & 8-2x3) | \$60.00 | _____ |
| | Package 2 (Includes 4-8x10 & 4-4x5) | \$60.00 | _____ |
| _____ | 4x5 Color | \$9.00 each | _____ |
| _____ | 5x7 Color | \$14.00 each | _____ |
| _____ | 8x10 Color | \$16.00 each | _____ |
| _____ | 2x3 Color | \$ 5.00 each | _____ |
| | Electronic file for publicity (When ordered with prints) | \$15.00 | _____ |
| | Electronic file for publicity (When ordered w/o prints) | \$35.00 | _____ |
| | Quartet Postage/handling | \$ 9.00 | _____ |

DIGITAL PACKAGE - \$120.00. ALL IMAGES SHOT DURING THE PHOTO SESSION WITH AS MANY POSES AND/OR CANDID IMAGES TAKEN AS POSSIBLE DURING THE 10 MINUTE SESSION. YOU WILL RECEIVE ALL OF THE IMAGES FROM THE SESSION IN HIGH RESOLUTION JPEG FORMAT SENT VIA DROP BOX. UNLIMITED USAGE TO PRINT, SHARE WITH FRIENDS AND FAMILY OR PUBLICITY.

TOTAL AMOUNT OF ORDER \$ _____

COMPLETED ORDER FORM AND PAYMENT (CHECK OR CASH) ARE TO BE GIVEN TO PHOTOGRAPHER AT TIME OF PHOTO.
 CC option add 3.5%. COSTUME DESCRIPTION BELOW:



1825 E. Laredo St. – Broken Arrow, OK 74012
 (918) 585 2509
 jbpphoto@sbcglobal.net

2020 CHORUS ORDER FORM

Region 15

PRICES BELOW APPLY AT TIME OF COMPETITION ONLY

Date _____ Chorus
 name _____ Contestant # _____

Mail photographs to: (please print or type) E-mail address _____

Name _____

Address _____ DAY phone () _____

City _____ State _____ Zip _____

| Quantity | Description | Unit price | Total |
|----------|--|--------------|-------|
| _____ | 2X3 Color | \$ 5.00 each | _____ |
| _____ | 4x5 Color | \$ 9.00 each | _____ |
| _____ | 5x7 Color | \$14.00 each | _____ |
| _____ | 8x14 Color | \$17.00 each | _____ |
| _____ | 8x16 Color | \$22.00 each | _____ |
| _____ | 8x18 Color | \$24.00 each | _____ |
| | Electronic file for publicity | \$25.00 | _____ |
| | Chorus Postage/handling: | | |
| | Under 40 members on stage | \$12.00 | _____ |
| | Over 40 members on stage | \$16.00 | _____ |
| | ORDER TOTAL (Print, Electronic File and postage/handling) | | _____ |

COMPLETED FORM TO BE TURNED IN AT BRIEFING. CHECK MADE PAYABLE TO JON B. PETERSEN PHOTOGRAPHY, INC. CC OPTION ADD 3.5%

B. HOUSING



A. HOUSING INFORMATION

Hotel Suite & Room Requests, Check In & Payment 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.

General Information: NEW - The RCC and your Housing Team works very hard to accommodate the requests of all our members. But there are some limitations at each hotel.

At the Hilton, we need to “pack the floors” so that there are no noise complaints about our Hospitality rooms, if there are only two people in a room you will be assigned to a King room. If you “prefer a King room please so indicate on the housing form in the Special Request section. This will help us as we work to block and pack the floors!.

At the Hampton Inn, although breakfast is included, there are no separate rooms to have a private breakfast. You can however take your food up to your Hospitality Suite if you wish to eat together.

Rates: Albany Hilton - Rooms - \$172 per night
Suites - \$225 per night

Hampton Inn - Rooms - \$162 per night
Suites - \$196 per night

Housing Request Forms

The Housing Request form is an excel spreadsheet which is filled out on line, emailed to the Housing Coordinator and then saved and printed for your files. It must be in an excel format and not sent as a PDF!

Chorus housing requests will be made using the Housing Request Form and your deposit amount will be calculated on the Housing Summary Form, samples of both are found in Appendix A. **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 as well as 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. A limited number of Suites are available in each hotel. If you wish one, ask for it and I will let you know if one is not available. From past experience only one will be allowed per chapter.

The Housing Summary Form needs to be broken down by **night**. Use this form, also in Excel, to calculate the amount of your deposit and balance checks. 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 Coordinator. **Unless it's an an emergency, room cancellations will not be honored after Tuesday the 9th!! Do not call the hotel directly!**

The Housing Request Form and Housing Summary Form are due on or before March 6, 2020. Additional rooms may be reserved after the deadline date: however, inclusion in the original room block cannot be guaranteed.

Housing Request Deadline – March 6, 2020

B. 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 6, 2020:** The Housing Request Form, the Housing Summary Form are submitted **by e-mail** to Johanna Herudek, Housing Coordinator at jherudek@optonline.net. No deposit check is needed at this time.
3. **March 27, 2020:** A deposit check representing **50%** of the estimated total room charges and a printed copy of the Housing Summary Form is mailed to Phyllis Copolongo, Regional Finance Coordinator at 16 Whispering Woods Drive, Smithtown, NY 11787.
4. **April 17, 2020:** A check for the remaining **50%** of the estimated total room charges, along with an updated Summary Form, is mailed to Phyllis Copolongo, Regional Finance Coordinator at 16 Whispering Woods Drive, Smithtown, NY 11787 with a statement showing how the balance cost was calculated.
5. **Sunday, May 10, 2020:** 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 Phyllis Copolongo, 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 Phyllis a chorus check for the balance due.
6. Phyllis 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 6, 2020** - The Housing Request Form, the Housing Summary Form, are submitted **by e-mail** to Johanna Herudek, Housing Coordinator at jherudek@optonline.net.
2. **March 27, 2020:** 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 10, 2020:** Prior to 8:30 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 at the Front Desk and pay the balance directly to the Hotel with a chorus check.

C. 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 does get a little overwhelmed!! We continue to work with the hotels to develop a better check-in procedure and any specific information will appear in the Supplement that comes out a few weeks prior to contest.

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

Chapter/Member-At-Large

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

1. E-mail Johanna Herudek, Housing Coordinator at jherudek@optonline.net to request a room stipulating: Type of room desired, name of persons in the room, arrival and departure dates.
2. Registration Badges and programs will be available at the Registration Desk located in the Convention Center.

Registration Badges & Programs

All Registration Badges and Programs will be available for pick up at the Registration Desk located in the Boutique area at the Convention Center. Check Handbook for hours!!

D. CHORUS CONTACT INFORMATION AND ROOM REQUIREMENTS

Housing Deadline: Friday, March 6, 2020

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

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

CCL: _____

Housing Contact: _____

Phone: _____

E-mail: _____

Estimated Arrival Day & Time: _____

Instructions: Using the Excel format complete on line, save to your computer and email it to Johanna Herudek, Housing Manager at jherudek@optonline.net. Click on the arrows for Chorus & Hotel.

Competing Quartets are given first choice of connecting Rooms. If there are no connecting rooms available you will be placed in rooms adjacent (next door) to each other. Please put your quartet's name in the Special Request Column and place the room requests next to each other on the form.

Choose "Click" to see dropdown lists. Requests for a Hospitality Suite should go as Room number 1.

| R O O M | # in Room | First Name | Last Name | ADA Requirements and Special Requests | Nights Requested | | | |
|------------------|--------------|------------|-----------|---|------------------|--------------|------------|------------|
| | | | | | Wed 5/6 | Thurs 5/7 | Fri 5/8 | Sat 5/9 |
| 1 | Click | | | <i>Request for Suite goes here!!</i> | Click | Click | Click | Click |
| 2 | Click | | | | Click | Click | Click | Click |
| 3 | Click | | | | Click | Click | Click | Click |
| 4 | Click | | | | Click | Click | Click | Click |

Sample - Actual form with instructions can be found on the Regional Website

E. CHORUS HOUSING SUMMARY - ARRIVAL AND DEPARTURE DETAILS

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

Are you arriving by charter bus? _____

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

CCL: _____ E-mail: _____
 Phone: _____

| | Wed 5/6 | Thurs 5/7 | Fri 5/8 | Sat 5/9 |
|------------------|------------|--------------|------------|------------|
| Number Rooms | | | | |
| Number of Suites | | | | |
| TOTALS | | | | |

Rooms _____ x _____ equals _____
 # Suites _____ x _____ equals _____
Estimated room expenses _____

Deposit/Balance check amount: _____

Instructions: Complete online and submit to Johanna Herudek, Housing Coordinator at jherudek@optonline.net. In addition, see directions below.

New Jersey Choruses: Deposit Due March 27th & Blance Due April 17th

Mail to Phyllis Copolongo, Regional Finance Coordinator
 16 Whispering Woods Drive, Smithtown, NY 11787

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 Phyllis Copolongo, 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 Phyllis Copolongo at address above.

New York Choruses: Deposit Due - March 27th

Mail to Johanna Herudek, Housing Coordinator
 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 Coordinator. **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 with instructions can be found on the Regional website!

