

Land O'Lakes

Division Contest Manual - 2010

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This manual is supported by the following Documents:

Land O'Lakes District Statements of Policy
Society Contest and Judging Handbook
Official SPEBSQSA Contest rules

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Basic Information on Hosting a Division Contest

District Policy 9.07 - A - Division Contests:

It shall be the responsibility of the Director of Events , in cooperation with the District Vice President-Division(s), to select a date and site for each annual Division Contest/Festival. Dates shall be selected at least two (2) years in advance and sites selected one year in advance.

Basic Information

1. Facility:

Normally a school facility, however, some Divisions are using a Church with school facilities as they are normally less costly.

2. Judges Expenses:

The District Treasurer pays all Judges expenses. Host Chapter may need to pay some items, but will be reimbursed by the District.

3. Insurance Coverage:

Covered under the blanket Society Insurance Policy.

4. Ticket Prices

Set by the District Board of Directors, (Policy 13.02 - B) and currently for 2010 set at \$12.00 for contestants and guests.

5. Financial Split

The NET income shall be distributed 1/3 to Host Chapter and 2/3 to the District. (Policy 15.02 - 2)

6. Awards

Ordered by the Director of Events, paid for by the Host Chapter as a Contest expense.

Traditional Dates

1. **Division One** - First Saturday in April (one day contest)
2. **Packerland Division** - Third Saturday in May (one day contest)
3. **Southwest Division** - Fourth weekend in March (two day contest)
(Combined with 10,000 Lakes Division contest)
4. **10,000 Lakes Division** - Fourth weekend in March (two day contest)
(Combined with Southwest Division contest)
5. **Red Carpet/Northwest Division** - Third Saturday in May (one day contest)

Basic Schedule - one day contest

1. Access to Building by 8:00 am
2. Normally 5-7 Choruses and 7 or more Quartets
3. Chorus Contest starts at 11:00 am (followed by Chorus Evaluations)
4. Quartet Contest starts at 3:00 pm - (followed by Quartet Evaluations)
5. Completed and out of the building by 7:00 pm

Basic Schedule - two day contest

1. Quartet Contest - Friday Eve 6:30 pm (followed by Quartet Evaluations)
2. Chorus Contest - Saturday 11:30 am (followed by Chorus Evaluations)
3. Completed and out of the building by 6:00 pm

Basic Contest Requirements

1. All Contest facilities must meet the Americans with Disabilities Act.
2. Contest auditorium seating capacity minimum of 350-400
3. Stage requirements
 - a. Stage floor not over 42" higher than the auditorium floor or will need to build a platform for the Judges
 - b. Prefer stage with curtain, but curtain is not a requirement.
 - c. Minimum size of the stage back of curtain is 37 feet wide and 16' deep to handle 7 sets of 4 step risers.
 - d. Easy on and off stage access on both sides, but can work with one side only.
4. Required space for judges panel between stage and permanent seating.
 - a. 10' minimum required for single & double panel
 - b. 20' minimum required for triple panel
5. Green room - A room near stage for judges with restroom facilities.
6. Dressing/warm up rooms
 - a. One for each chorus and quartet. NOTE: a Chapter Quartet can be assigned to the Chapter Chorus room.
 - b. Size of rooms: Need rooms to accommodate choruses from 20 - 70 members.
 - c. One (1) room near stage as a final ready room - with risers.
7. Area for lunch counter and dining. NOTE: Anyone can operate this as it is not part of the contest income and expense.

GENERAL CHAIRMAN

Date and Site:

District Policy 9.07-A-1 - The date of the Division Contest shall be selected at least two (2) years in advance by the Director of Events in cooperation with the District Vice President - Division(s). The site (Host Chapter) shall be selected at least one (1) year in advance.

General Information

1. The General Chairman of the Division Contest shall be selected from the membership of the Host Chapter by the Chapter Board of Directors upon consenting to host the contest.
2. The General Chairman serves as the principle coordinator of the Host Chapter activities under the direction of:
 - a. The District Director of Contest & Judging on all matters pertaining to the contest operation, and;
 - b. The District Director of Events on all other phases of the contest.
3. The General Chairman in coordination with the Host Chapter Board of Directors shall select from the Chapter membership an Assistant Contest Chairman other Committee Chairmen, which are not limited to but should include the following:
 - a. Judges Service Coordinator
 - b. Treasurer
 - c. Publicity Chairman
 - d. Ticket Chairman
 - e. Printed Program Chairman
 - f. Auditorium Chairman
 - g. Chorus/Quartet Hosts/runners
 - h. Stage Manager

NOTE: The Assistant Chairman may also hold one of the above chairs.

Caution

Be very cautious in signing any Contracts with the Hotel or Auditorium. The main items to look for in a contract are “Cancellation Clauses” and “Liquidated Damages” clauses. Unless you fully understand contracts it is advisable to contact the District Laws & Regulations Chairman for assistance.

GENERAL CHAIRMAN RESPONSIBILITIES

Read LO'L District Policies, Articles XII and XIII - Division Contest

Three (3) months before the Contest.

- a. Hold a meeting with all committee chairmen and review each committee's duties and manpower needed to do the job.
- b. With the Assistant Chairman and the Auditorium Chairman make an inspection visit to the auditorium, checking the facility requirements, contest site judging area, lighting requirements, sound requirements as listed on the Auditorium Chairman's work sheet.
- c. Contact the District Director of Contest & Judging:
 1. Reconfirming the date, time and place of the contest.
 2. Reconfirming your name, address, phone number and Email address.
 3. Request the names of the Contest Administrator and panel members.
- d. Contact the District Director of Events regarding:
 1. Who will be the Contest MC?
 2. Who will be the Mic tester Quartet
 3. Will there be a Mic tester Chorus?
 4. Who will be audio/video taping the contest?
- e. Start preparing the following schedules so they will be ready for the 2nd mailing:
 1. Contest Schedule (see Exhibit B-1 & B-2)
 2. Chorus contest timing (see Exhibit E)
 3. Quartet contest timing (see Exhibit F)
 4. An advance ticket sale request form for the Chapters.
 5. A request form as to the riser needs of each Chorus in the contest.
- f. Work with the Judges Services Coordinator and make up a Judges schedule (see Exhibit C1 & C2)

Two (2) months before the contest.

- a. Hold a meeting with all committee chairmen to confirm that all things are progressing on schedule.
- b. Confirm via Email that the District Director of Events has ordered the Awards for the contest.

- c. Assist Publicity Chairman with 2nd letter to the Division Chapters if needed.
- d. Start Collecting the information needed in the Pre-Contest Briefing letter and work with the Publicity Chairman so the letter is ready for mailing with the draw for order of appearance is received.
- e. As information needed for the program is received (CJ-20's, judges names, etc.) pass it on to the Program Chairman.
- f. With the Ticket Chairman design the ticket to be used at this contest.
- g. Pass all information regarding Judges travel on to the Judges Services Coordinator.

Four (4) Weeks before the contest.

- a. Hold a meeting with all committee chairman to confirm that all things are progressing on schedule.
- b. Assist Publicity Chairman in putting together the Pre-Contest Briefing letter and ready for mailing when the draw is received.
- c. Check with the Program Chairman to see that he has all the information needed for printing of the program.
- d. Check with the Ticket Chairman that tickets have been printed and advance sale tickets have been set aside and/or mailed to the Chapters/Quartets.
- e. If you have any questions, now is the time to contact the Director C&J or Director of Events for your answers. (There are no dumb questions).

Two (2) Weeks before the contest

- a. Hold a meeting with all committee chairman to confirm with each chairman that all things on his work sheet are covered and on schedule.
- b. Recheck and confirm date and times with:
 - 1. Contest MC
 - 2. Mic tester Quartet
 - 3. Mic tester Chorus
 - 4. The person who be audio/video taping the contest.
- c. Check with the District Director of Events who has the Judges lights and signal system.
- d. During these last 2 weeks check and recheck with your Chairman.

Day before & Day of the contest

- a. **Do Not assume that things are done.. DOUBLE CHECK and have all chairman recheck their work sheets to assure all items are completed and covered.**
- b. Make sure that Chorus and Quartet Host Chairman has taken a digital picture of all rooms that will be used to ensure that the rooms are put back **exactly** like they were found. (Print these on a computer and put in each room).

Day of the Contest

By now you have a reading if your chairman are doing their part in making this contest a success. However, you should make these checks for your own satisfaction:

- a. Facility doors are open per schedule
- b. Ticket window open per schedule
- c. Information desk is open and manned
- d. Personnel are there to welcome, direct or escort competitors.
- e. The stage and judging area are set up and ready for inspection.
- f. The stage manager, auditorium chairman, sound and light personnel are available at the time set for the Judges inspection of the contest stage.
- g. The backstage runners know the exact route when escorting Choruses and Quartets during the contest.

NOTE: The Director of Contest & Judging and the Director of Events are willing to assist you in any way they can to make this contest a success. All you need do is Ask..

Good luck and THANKS for chairing this contest.

JUDGES SERVICES COORDINATOR

General Information

1. The Society C&J system assigns all judges for all Division contests.

<u>Single Panel</u>	<u>Double Panel</u>
1 Contest Administrator	1 Contest Administrator
1 Music Judge	1 Associate Contest Administrator
1 Presentation Judge	2 Music Judges
1 Singing Judge	2 Presentation Judges
	2 Singing Judges

2. The District pays all expenses of the Judges at a Division contest.
3. The District arranges for the air transportation for the judges that fly.
4. The District C&J will advise you if there will be Guest (candidate) judges and how many.
5. The Host chapter arranges for Hotel rooms and meals for the Judges while at a Division contest. These should be paid for by the Host Chapter and submitted to the District Treasurer for reimbursement.
6. The District owns and will provide the table lights used on the judges table.
7. The District owns and will provide the signal system used to let the MC know when to announce the next contestant.
8. The District will provide black ball point pens. **DO NOT** buy pencils)
9. The Contest Administrator has the final decision in all matters relative to the contest operations. If in doubt, ask the District Director of Contest and Judging.

JUDGES SERVICES COORDINATOR

Responsibilities

1. Upon appointment must provide his name, address, Email address, phone and cell phone number to the District Director of Contest & Judging:
2. Shall be the liaison between the District Director Contest & Judging, the Contest Administrator and the General Chairman
3. Shall be the Chapters Official Host for the Judging panel.
4. Shall arrange for lodging, meals and transportation for the Official Panel during their stay in the contest City.
5. Shall arrange for transportation from and to the Airport for Judges that fly in.
6. Provide the panel Judges with Hotel name, address, phone number, contest site name, address and a phone number that will be working during the contest.
7. With the Auditorium Chairman set up the judges area at the contest site.
8. Make arrangements for copying of the official scoring summary after the contest.
9. Make arrangements for the area the Evaluations will be held after the contest.
10. Provide the Program Chairman with the Judges names, categories, home location for the program.

Transportation

1. Arrange transportation from the airport to the hotel for Judges on the day they fly in.
2. Arrange for transportation for all Judges from the hotel to the contest site and return to the hotel.
3. Arrange transportation from the Hotel to the Airport for judges that fly out.
4. Provide maps to the Hotel and contest site for Judges that drive.
5. Provide Judges with an Emergency phone number to call when traveling.

Hotel Rooms

1. All judges rooms should be booked at a Motel/Hotel that is convenient to the contest site and preferably one that has a Restaurant on site (or nearby).
2. All judges rooms should be put on a Master bill and paid by the Host Chapter Treasurer, and then submitted for reimbursement by the District Treasurer.
3. Well in advance of the contest provide all Judges with the name, address and phone number of the Motel/Hotel they will be staying in.
4. If the Quartet Evaluations are not held in the judges sleeping rooms they may be willing to share a room. You need to find out from each of them by Email.
5. At the hotel arrange for a “Hospitality Suite” for the judges. This becomes the “gathering place” for them when not at the contest site and a place for them to leave from for the contest. This is hosted by the Judges Services Coordinator.
6. JSC hotel room - It is preferred that you take the adjoining room to the Hospitality Suite so you are available as a Host & Hostess for the room.

Judges Meal plans

Remember, we can't start the contest until the Judges are all at the contest site, therefore, meals planned for before the contest must be planned so the CA's can arrive at the contest site at least one-half hour before start time. To successfully accomplish this you may need to pre-select and pre-order these meals. This can be done in the weeks prior by Email.

1. For a two (2) day contest
 - a. Friday Eve dinner & Judges meeting at 5:00 pm.
 - b. Friday Eve arrange for snacks after the contest in the Hospitality Suite.
 - c. Saturday AM Brunch - usually about 9:30 am
 - d. Saturday Eve dinner - about 6:00 pm
 - e. Saturday Eve arrange for snacks in the Hospitality Suite
 - f. Sunday, as there are many departing times they are on their own.
2. For a one (1) day contest
 - a. Friday no scheduled dinner as there are normally many different arrival times. Should the hotel not have a restaurant and there is not one within a block or two you may need to transport them to a restaurant and back.
 - b. Friday Eve arrange for snacks in the Hospitality Suite.
 - c. Saturday AM Brunch, depending on the start time this should be at least two (2) hours prior to the contest start time.

- d. Saturday midday - arrange for sandwiches at the contest site (Green room) right after the chorus contest and before the Chorus Evaluations.
- e. Saturday Eve - arrange for a dinner at a nice restaurant after the Quartet Evaluations are through - about 6:30 pm
- f. Saturday Eve - arrange for snacks in the Hospitality suite.
- g. Sunday - as there are many departing times they are on their own.

Note: If you have Guest/Candidate Judges and they should be included for any meals. (These are paid by the District). If a Judge has his wife along she should be included for the meals and given complimentary contest tickets. In LOL it is customary for the District to pay for them also.

Hospitality Suite Snack Guide

The amount of snacks will depend on the number of judges you have at your contest. You might just want to consider some rolls and sandwich meat and let each help themselves, or you might pick up a meat/cheese platter from the Delicatessen at a Grocery store. A Checklist and helpful guide is:

- a. 2 coolers (1 for pop and 1 for beer)
- b. 1 case beer (suggest Michelob light)
- c. 2- 12 pack pop (suggest both regular and caffeine free)
- d. Crackers & pretzels
- e. Cheese (and knife to slice it)
- f. Cold cut meat (knife and cutting board)
- g. Fruit (seedless grapes, apples, etc.)
- h. Garbage bags - paper towels
- i. Coffee maker (1 lb decaf coffee)
- j. Styrofoam cups - pream & sugar
- k. Plastic spoons, small paper places & napkins

Judges area at the Contest site

1. The Auditorium Chairman should have designated a room with restroom facilities near the contest stage for use by the Judges before and after the contest (Green Room).
 - a. Provide a cooler with bottled water and soda in this room.
 - b. Provide snacks, fruit (seedless grapes, apples, etc.) & cookies. Don't forget small paper plates and napkins in the Green room.
2. The Contest site
 - a. Exhibit D shows the setup for tables for a double panel of judges. You would need 1 table less for a single panel.

- b. The District owns and will provide the lights for the judges table, the signal system for the MC, some extension cords and Black ball point pens for the Judges.
 - c. If possible the power to the Judges lights and power to the computer of the Contest Administrator should be separate circuits.
 - d. The podium, light and microphone for the MC should be placed on “Stage right”, same side of the stage as the Contest Administrator table is placed.
 - e. Just prior to the start of the contest place bottled water on napkins and Life savers at each of the judging stations.
3. Pre-Contest site review
- a. At a pre-determined time prior to the start of the contest the CA, ACA and another Judge will visit the contest site to observe the set up and check out the sound and lighting.
 - b. Be sure the Stage Manager, Auditorium Chairman and sound and lighting personnel are available at the time set for the inspection of the stage area.

Contest Evaluations

Following each contest an Evaluation/Coaching session is provided for each Quartet and Chorus that was in the Contest or Festival.

1. Division Contests
 - a. The Evaluation or Coaching session for Choruses will be in their chorus dressing room.
 - b. The Evaluation or Coaching session for Quartets will be in their dressing room.
 - c. Prior to the contest the CA (and ACA) will need to know where this area is and what unit (Chorus or Quartet) is in each room so they can set up their computer for the Evaluation schedule.
 - d. Following the contest area inspection by the CA and ACA walk them through the Chorus/Quartet dressing room area so they can see it and know where it is.
 - e. Just prior to the time designated by the CA for the start of Evaluations have someone available to escort the Judges from the Green Room to the Evaluation area.

Official Scoring Summary

1. An official scoring summary is published following each contest.
2. Arrange for a copy machine to reproduce these scoring summaries.
3. Arrange for someone to be at the CA table right after the completion of the Chorus and also the Quartet contest to pick up the master copy from the CA

- and go and make copies of it.
4. Base the number of copies on the number of men that crossed the stage in the chorus contest. That number plus 100 is a good guide line.
 5. Whereas the quartet contest is normally after the chorus evaluations, you need to use your and the CA judgement as to the number of copies needed.
 6. Prior to the start of the contest provide the CA/ACA with 100 sheets of blank quality 24 # printer paper.

Miscellaneous items

1. Before the judges leave the contest city, again check with the Contest Administrator if the Treasurer has reimbursed all the judges for any expenses they have incurred and pay them before they depart.
2. Keep track of everything you spend (keep receipts) for reimbursement by the Treasurer. These are then reimbursed by the District Treasurer.
3. Remember that in all matters relative to the contest operation, Judges activities and contest rules, the Contest Administrator has the final decision.

If in doubt or you have any questions contact either of the following:

District Director Contest & Judging
District Director of Events

PUBLICITY CHAIRMAN

General

Secure a current District Directory (available at COTS) as you will need this to get addresses for your mailings.

Three (3) Months before the Contest

Send an informational letter to all Division Chapters alerting them of the contest and telling them the “What, When, Where” of the contest and inviting them to participate in the days activities. This could also be sent to the Quartets in your Division. (See Exhibit J) Mail this to the following:

1. Chorus Manager/Contact
2. Chapter President
3. Chorus Director
4. Chapter VP Music
5. Chapter Bulletin Editor
6. Chapter VP Mrktg & PR
7. Director Contest & Judging
8. District Director of Events

Two (2) Months before the Contest

1. Send a second letter to all Division Chapters about the contest. Include:
 - a. What, When, Where
 - b. Schedule of Events
 - c. Request for pre-sale tickets
 - d. Request form as to the # risers needed by chorus on stage
 - e. Information on Hotels

Note: In other words bombard them with information as to why they should come to the contest. Send to the same as listed above.

2. Contact the local School Music Teachers informing them of the contest and also invite them to attend the contest to not only hear and see the contest, but also to observe the manner in which Barbershop Contests are conducted.

NOTE: It is customary to offer complimentary tickets to Teachers who attend.

3. This is also a good time to see if the School Music Teachers have any Barbershop activity within their school. If so, place an invite to these Students also. Note: Each Host Chapter needs to use their own judgement as to complimentary tickets for Students.

AUDITORIUM CHAIRMAN

General

1. Works with the General Chairman to see that:
 - a. The facility is of sufficient size to hold the contests.
 - b. The facility meets the Americans with Disabilities Act.

Facility Requirements

1. Auditorium seating capacity minimum of 35-400. (NOTE: Each Divisions contest requirements are different).
2. Stage size sufficient to hold risers for the largest chorus. (NOTE: Most Divisions require only 7 sections of risers which means you need a stage that is a minimum of 37' wide and 16' deep.
3. Stage height is 36 to 42 inches. If over 42 inches high a platform is required for the scoring judges.
4. There is a minimum of 10 feet between the stage and the first row of permanent seats for a single and double panel of Judges. For a triple panel 20 feet is required from the stage wall to the first row of seats.
5. Easy access on and off stage for the contestants and a traffic pattern worked out prior to the contest.
6. Adequate dressing/rehearsal rooms with no more than 1 Chorus and 1 Quartet assigned per room. It is advisable that the Quartet assigned be from the same Chapter.
7. A final Ready room (need risers) near the stage entrance without going up or down stairs prior to going on the contest stage.
8. A room with restroom facilities near the contest stage for use by the Judges before and after the contest (Green room). Advise Judges Services Coordinator of this room.
9. Adequate parking near the facility with consideration for chorus buses.

Contest Site Judging Area

1. Assist Judges Services Coordinator in providing and setting up necessary tables and chairs in the judging area. (See Exhibit D)
2. The District owns and will provide a set of table lamps for the judges tables. These must be on a circuit separate from the house lights and the power to the Contest Administrator circuit for the computers.
3. The District owns and will provide a signal system for the MC to know when to announce the next contestant.
4. Provide a podium, light and microphone for the MC.. This is to be placed on stage "Right" on the same side as the Contest Administrator.

Sound System and Lighting

1. Have someone knowledgeable with the auditorium sound and lighting available during the set up and also during the contest.
2. Make sure everyone working the sound and lighting knows that once set, the lights and sound **MUST** stay the same for every competing unit.

Lighting Requirements

1. Stage lighting - (100-110 foot candle brightness) (See Exhibit L)

Sound Requirements - (see Exhibit M)

1. A sound reinforcement system than a public address system type.
2. Monitor speakers for the quartet contest.
3. For quartet contests, two (2) omni-directional type microphones, mounted on a single stand and crossed. The monitor speakers should be placed so they “face the back” of the microphones to eliminate feed back.
4. After the microphone stand is set, place tape on the floor to mark it. Then place tape on the floor 30" back from the mic as a guide for the Quartets to stand.
5. For Chorus contests a sound system is generally not needed. However, a backboard sound shell **is required** for the Chorus contest.

Riser Requirements

1. Normally risers are 3 step and offered in 5, 7 or 9 sections (Exhibits N1, N2 & N3). Each Division contest Chairman needs to check with the Division choruses what their requirements are and/or if 4 step risers are required.
2. There should be 3-5 feet of stage between the front edge of the risers and the curtain when the curtain is closed. See Exhibit N1, N2 & N3.
3. Place tape on the floor to make the centerline of the stage and also on the center of the middle riser.
4. When changing the number of risers, always add or subtract the distance from the curtain line. Therefore... if riser changes are required, prior to the contest start, set up each riser configuration and (spike the stage) place tape on the floor by the front edge for each setting for ease of placement and speed of movement during the contest.

General

1. Provide a detailed drawing of the auditorium, with measurements, to the **Publicity Chairman**, for his inclusion with the Briefing letter.
2. Complete set up of the stage area to give the Choruses and Quartets an opportunity for “on stage” time prior to the contest. Normally this is first come, first served and should be limited to 10 minutes per unit.
3. The Publicity Chairman needs to know what the on stage time is so he can include this information in his Briefing Letter to the Choruses and Quartets.

CHORUS/QUARTET HOST/RUNNER

General

1. Provide personnel to man an information table at the main entrance.
2. Provide personnel to welcome and either direct or escort in-coming chorus and quartet members to their dressing room.
3. Place signs with chorus and quartet names on doors of the dressing rooms, also attach sheet with “house rules” affecting use of the facility.
4. Advise all competitors that these “house rules” are posted.

Before any of the competitors enter any of the rooms to be used during the contest day, take a digital or Polaroid picture of all rooms to ensure that they are put back exactly like they were found.

During the Contest:

1. Provide runners to escort choruses and quartets during the contest.
 - a. Escort them from their dressing room to the final ready room.

WALK SLOW WALK SLOW

- b. Escort them from final ready room to the back stage area.

WALK SLOW WALK SLOW

- c. Advise group where to leave their water bottles and where they can be picked up when they come off stage.
 - d. Count the number of chorus members going on stage and give this to the MC upon arriving at the back stage area.
 - e. Make sure that the Stage Manager and MC know the name of the contestant you have escorted to the backstage area.
 - f. Meet the chorus/quartet as they exit the stage and escort them to the auditorium.

End of Contest

Provide clean-up crew to go over dressing rooms used and final ready room to be sure everything is cleaned and put back the way you found it.

NOTE: To be sure take a digital picture of room before anyone occupies it.

STAGE MANAGER

General

1. Should be a Barbershopper is experienced in contests.
2. Should be knowledgeable about contests to recognize if something is going wrong and to check with the Contest Administrator if necessary.
3. It is advisable to have an “Emergency Kit” backstage with the following in it:

Band aids	Safety pins (several sizes)
Kleenex	Hand held stapler
Paper towels	Tape - adhesive, masking, duct tape
Needle & thread (light & dark)	
Big push brooms (mops) to clean stage if required	
4. Oversee all back stage operations and makes final check that stage is ready for the next contestant.
5. Maintains security so only authorized personnel are permitted backstage.
6. Secures sufficient personnel (stage crew) to move shell and risers during chorus contest if riser changes are required.
7. Secure sufficient personnel reset stage between Chorus and Quartet contest.

Duties

Chorus Contest

1. Meets Chorus at stage door and escorts them to the stage and advises them where the exit is.
2. Stands with the Director (back to audience if no curtain) until the Director indicates the Chorus is ready, then returns off stage and signals the MC that the Chorus is ready.
3. Opens the curtain when the MC announces the Chorus.
4. Closes the curtain on signal from the Chorus Director.

Quartet Contest

1. Meets the Quartet at door and escorts them to stage entrance, where he:
 - a. Does NOT chit chat with them
 - b. Advises them how to exit the stage
 - c. Advises them to let him know when they are ready so he can signal the MC
2. Cleans up the stage should the Quartet leave anything on it.

PRINTED PROGRAM CHAIRMAN

1. At least four (4) weeks before the contest start putting the program together by collecting the information needed in the program. Your General Chairman should have received this information from the CJ-20's, the Director of C&J or the Director of Events.
 - a. Name, category and home location of the members of the Panel.
 - b. Name and Chapter of the Master of Ceremonies
 - c. Choruses - Chapter, Chorus name and Directors name
 - d. Quartets - name & Chapter, also name of Tenor, Lead, Bari, Bass

2. A 8-1/2" x 11" sheet, folded once and reproduced is sufficient.
 - a. Start with the Master of Ceremonies
 - b. List Choruses by Order of appearance in the contest
 - c. List Quartets by Order of appearance in the contest
 - d. List Awards that will be awarded
 - e. Who will direct "Keep The Whole World Singing" at the endNOTE: This can all be done on a home computer.

3. The following paragraph **MUST** be printed in your program:

"Copyright law strictly limit's the use of audio or video recording devices during any performance. No audio or video recording device, whether or not in use, is permitted in the place of performance without prior permission of the Barbershop Harmony Society. Any person found in possession of any such device will be required to leave immediately, and the tape, film or other recording media will be confiscated and any unauthorized recording erased or destroyed".

"Our enforcement of the copyright law protects you and us, but most important, it protects the copyright owners who have made our performance possible. Your cooperation and support are appreciated".

4. Before the day of the contest, have programs printed and deliver to the auditorium for the Ushers and Contestants.

5. See that all Officials, MC and the Judges have copies prior to the start of the contest.

TICKET CHAIRMAN & USHERS

General

1. Ticket prices are set by the District Board (Policy 14.02 B) and currently are set at \$12.00 for Contestants and Guests.
2. Everyone entering the auditorium or singing in the contest must purchase a ticket.
3. Complementary tickets are normally given to:
 - a. The MC and his wife
 - b. Members of the Official Panel and any Guest/Candidate Judges
 - c. District Director of C&J and District Director of Events (if they attend)
 - d. Local Music Teachers who attend

Duties

1. Secure ticket sellers for day of the contest.
2. Secure at least one person (ticket taker) outside of each door that enters the auditorium. Their duties are:
 - a. Make sure everyone entering the auditorium has a ticket.
 - b. After the Ushers close the doors make sure that no one enters until they are opened again from the inside.
 - c. While the doors are closed be alert for singing or loud talking in the outer hallway and/or balcony and quiet them down.
3. Secure **Ushers** for inside the auditorium doors. Their duties are:
 - a. Hand out programs and assist those that need assistance to find a seat.
 - b. Close the doors when the MC asks, "May we have the doors closed please"..
 - c. Make sure the doors remain closed while a contestant is on stage and that NO ONE enters or leaves during that time.
 - d. Open the doors when the contestant leaves the stage.
 - e. Be on the alert for:
 1. No flash camera's allowed
 2. Tape recorders or camcorders are not allowed
 3. No smoking
 4. Turn off cell phones and pagers
 - f. After the last contestant the doors may be left open and people are free to come and go as they wish.
4. Work with the Publicity Committee to promote advance ticket purchases from the Division Choruses and Quartets.
5. Compile a complete report of number of tickets sold (advance & at door) and complimentary tickets given out.
 - a. This report is required for the Treasurer, General Chairman and District Director of Events.

TREASURER

For a division contest the Chapter Treasurer may serve as the contest treasurer as he is already bonded as a Chapter Officer. However, separate accounting for the contest must be kept to conform with the contest budget.

1. After checking if the District Events team has a proposed budget, in conference with the General Chairman make up a budget for the contest. (See Exhibit H for sample budget)
2. Ticket prices are set by the District Board (Policy 14.02-B) and are currently set at \$12.00 for all Contestants and Guests.
3. At least 30 prior to the contest submit this budget to the Chapter President and the District Director of Events.
4. Establish an accounting system for contest funds to conform with the budget items.
5. Have the General Chairman verify all invoices presented for payment and pay them promptly.
6. The day of the contest check with the Contest Administrator if any of the judges have reimbursement coming. If so, obtain the CJ-22 voucher and pay them.
7. Within 30 days following the contest complete a final accounting statement compared to the budget items. Go over this with the General Chairman and then forward a copy to the District Director of Events and a copy along with the remittance of the appropriate financial split to the District Treasurer.

District Policy 14.01 - B - The net income shall be distributed 1/3 to the Host Chapter and 2/3 to the District. No funds shall be retained or set up for future contests.

General Checklist

THREE MONTHS BEFORE THE CONTEST

1. General Chairman

- a. Contact the District Director of Contest & Judging
 1. Reconfirm the date, time & place of the contest.
 2. Reconfirm your name, address, telephone and Email address.
 3. Request the names of the Judges & Contest Administrator(s).
- b. Hold a meeting with all committee chairman regarding their duties and the manpower needed to host a successful contest.
- c. Contact the District Director of Events regarding the following:
 1. Who will be the contest MC?
 2. Who will be the Mic tester Quartet?
 3. Will there be a Mic tester Chorus?
- d. General Chairman, Assistant Chairman and Auditorium Chairman make an inspection visit to the auditorium, checking the facility for the requirements as listed on Auditorium Chairman's work sheet.

2. Publicity Chairman

- a. Send out publicity material to all Division Chapters and Quartets alerting them of the contest including date, time and place. Mail this to the following:
 - a. Chorus Manager
 - b. Music Vice President
 - c. Program Vice President
 - d. Chapter President
 - e. Chorus Director
 - f. Director of Contest & Judging
 - g. Director of District Events

TWO MONTHS BEFORE THE CONTEST

1. General Chairman

- a. Hold a meeting with all committee chairmen to confirm that all things are progressing on schedule.
- b. Have the following ready for the Publicity Chairman to include with the second letter to the Chapters and Quartets.
 1. Contest schedule
 2. Chorus timing schedule

3. Quartet timing schedule
 4. A form requesting advance ticket sales from Chapters & Quartets.
 5. A form requesting the number of risers choruses will need on stage.
- c. Confirm via Email that the Director of Events (Carl Grahn) has ordered the Awards for the contest.
 - d. Design and print tickets to be used for the contest.

2. Publicity Chairman

- a. Send 2nd letter to all Division Chapters about the contest. Mail this to the following:
 - a. Chorus Manager
 - b. Music Vice President
 - c. Program Vice President
 - d. Chapter President
 - e. Chorus Director
 - f. Director Contest & Judging
 - g. Director of Events

FOUR WEEKS BEFORE THE CONTEST

1. General Chairman

- a. Hold a meeting with all committee chairman to confirm that all things are progressing on schedule.
- b. Have made up or assist the Publicity Chairman in making up the Chorus Briefing letter and the Quartet Briefing letter that must be mailed after the draw is made.
NOTE: The draw for order of appearance is made by the Director C&J immediately after the 30 day deadline of the CJ-20's and posted on the LOL net and the LOL District Web site.
- c. Provide Program Chairman with all the information needed for the printed program.
- d. If you have any questions now is the time to contact the Director C&J or Director of events for answers. There are no dumb questions.

2. Publicity Chairman

- a. Mail the contest Briefing letter at once upon receiving the draw. This should go out a minimum of 25 days before the contest. Check the CJ-20's for names and addresses and send the Briefing letters to:
 - a. Chorus Manager/Contact
 - b. Chorus Director
 - d. Director Contest & Judging
 - f. Director of Events

- c. Quartet contacts

3. Judges Services Coordinator

- a. Make sure you have the following points covered and recheck your hosting duties work sheet.
 - 1. Travel itineraries for the judges (arrivals and departures)
 - 2. Local transportation arranged for the judges.
 - 3. Hotel rooms booked for the judges.
 - 4. Meal scheduled for the judges per their schedule of events.

TWO WEEKS BEFORE THE CONTEST

1. General Chairman

- a. Hold a meeting with all committee chairman to confirm with each chairman that all things on his worksheet are covered and on schedule.
- b. **Check and recheck with your Chairman during these last 2 weeks.**
- c. Recheck and confirm date and times with:
 - 1. MC
 - 2. Mic tester Quartet
 - 3. Mic tester Chorus
 - 4. The person that will be doing the audio/video recording.

THE DAY BEFORE THE CONTEST

1. General

- a. If at all possible do as much setup for the contest as you can.
- b. Chorus and Quartet Hosts do a walk through of the traffic pattern. Make sure that everyone that is a runner knows the route to take his contestants from their room to the stage entrance.
- c. Set the risers, sound and lights.
- d. Take a digital picture of all rooms to be used to ensure that the rooms are put back **exactly** as they were found. Print the pictures out on your computer in 8-1/2" x 11" size and put in each room used.

THE DAY OF THE CONTEST

Do not assume that things are done. DOUBLE CHECK and recheck your work sheets, then check them again.

1. Have auditorium doors open per schedule as competing choruses arrive well in advance of their time on the competition stage.
2. Be sure the ticket window is open when competitors arrive.
3. Be sure the Competitor information desk is open and manned when competitors arrive.
4. Be sure that personnel are there to welcome, direct and/or escort competitors to their dressing room.
5. Be sure that the stage is ready for inspection for the competitors as listed in the contest schedule.
6. Be sure the Stage manager, auditorium chairman and sound and light personnel are available at the time set for the Judges inspection of the contest area.

Exhibit B

SCHEDULE OF EVENTS (for a Friday night/Saturday Division Contest)

_____ & _____ Division Contest
March _____ - anytown, USA

Friday - March __

Ground transportation - based on flight arrival times

1:00 PM - 2:00 PM	Stage set up	High School
2:00 PM - 5:30 PM	Stage open for try out	High School
3:00 PM - 4:00 PM	C/A - stage check	Auditorium
4:00 PM - 8:00 PM	Ticket & Information desk	High School
6:30 PM - 9:00 PM	Quartet Contest	Auditorium
___ 9:00 PM - 9:30 PM	Judges time__	Green room
___ 9:30 PM - 12:30 AM	Quartet Evaluations	High School

Saturday - March __

8:00 AM - 9:00 AM	Stage set up	High School
8:30 AM - 3:00 PM	Lunch stand open	High School
9:00 AM - 11:00 AM	Stage open for inspection	Auditorium
10:30 AM - 11:00 AM	C/A stage check	Auditorium
11:30 AM - 1:30 PM	Chorus Contest	Auditorium
___ 1:30 PM - 2:00 PM	Judges time	Green room
___ 2:00 PM - 4:00 PM	Chorus Evaluations	High School

(Rev 1- 11/23/07)

NOTE: This is an example of a two day Division contest schedule and needs to be adjusted to individual Divisions requirements based on number of Contestants in contest.

EXHIBIT B

SCHEDULE OF EVENTS (for a Saturday contest)

_____ Division Contest
March _____ Anytown, USA

Friday - March __

7:30 pm - 9:00 pm	Set up stage & ready room	High School
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Saturday - March __

8:30 AM - 10:30 AM	Stage open for inspection	High School
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8:30 AM - 3:00 PM	Ticket & Information desk	High School
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8:30 AM - 3:00 PM	Lunch stand open	High School
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10:00 AM - 10:30 AM	C/A stage check	Auditorium
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11:00 AM - 12:30 PM	Chorus Contest	Auditorium
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_____ 12:30 PM - 1:00 PM	Lunch	High School
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1:00 PM - 2:30 PM	Chorus Evaluations	High School
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3:00 PM - 4:30 PM	Quartet Contest	Auditorium
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4:45 PM - 6:00 PM	Quartet Evaluations	High School
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(Rev 1 - 11/23/07)

NOTE: This is an example of a schedule for a one day contest and needs to be adjusted to individual Division requirements based on the number of contestants in the contests.

EXHIBIT C

JUDGES SCHEDULE (for a Friday night/Saturday Division Contest)

_____ & _____ Division Contest
March _____ - anytown, USA

Friday - March __

Ground transportation - based on flight arrival times

3:00 PM - 4:00 PM	C/A - stage check	Auditorium
4:30 PM - 5:30 PM	Dinner & Judges mtg	Restaurant
5:45 PM	to auditorium	
6:30 PM - 9:00 PM	Quartet Contest	Auditorium
___ 9:00 PM - 9:30 PM	Judges time__	Green room
9:30 PM - 11:30 PM	Quartet Evaluations	Auditorium
-----	Snack/Socialize	Judges Hosp rm

Saturday - March __

9:30 AM - 10:15 AM	Breakfast	Restaurant
10:30 AM -	to High School	
10:30 AM -	C/A stage check	Auditorium
___ 11:30 AM - 1:30 PM	Chorus Contest	Auditorium
___ 1:30 PM - 2:00 PM	Judges time	Green room
2:00 PM - 4:00 PM	Chorus Evaluations	High School
6:00 PM - 7:00 PM	Judges Dinner	Restaurant

Sunday - March __

Motel shuttle to Airport depending on flight departures

(Rev 1- 11/23/07)

NOTE: This is an example of a two (2) day Division contest and needs to be adjusted to individual Divisions requirements based on the number of Contestants in the contests.

EXHIBIT C

JUDGES SCHEDULE (for a Saturday contest)

_____ Division Contest
March _____ - Anytown, USA

Friday - March __

Ground transportation - based on flight arrival times

7:00 PM - 8 00 PM	(Approx) Dinner	Restaurant
-----	Snack/Socialize	Motel

Saturday - March __

8:30 AM - 9:30 AM	Breakfast	Restaurant
9:45 AM -	to Contest site	
10:00 AM -	C/A stage check	Auditorium
10:30 AM -	Judges briefing	Green room
11:00 AM - 12:30 PM	Chorus Contest	Auditorium
12:30 PM - 1:00 PM	Lunch	High School
1:00 PM - 2:30 PM	Chorus Evaluations	Contest site
3:00 PM - 4:30 PM	Quartet Contest	Auditorium
4:45 PM - 6:00 PM	Quartet Evaluations	Auditorium
7:00 PM -	Judges Dinner	Restaurant
10:00 PM -	Snacks/Socialize	Hosp Room

Sunday - March __

Transportation to Airport depending on flight departures

(Rev 1 - 11/23/07)

NOTE: This is an example of a one day Judges schedule for a Single Panel of Judges and needs to be adjusted to individual Divisions requirements based on number of entries.

CHORUS CONTEST BRIEFING LETTER

To: All competing Choruses

_____ Division(s)
_____(location)_____ - _____
Saturday - May _____ - 11:30 am

This letter will provide you with information regarding the Division Chorus Contest.

1. The Contest Administrator is _____
Associate Contest Administrator is _____
2. The Category Judges are:
MUSIC
Rich Hasty Adam Reimnitz
Clovis, CA Lincoln, NE
PRESENTATION
Gary Stamm Mark Magness
Pleasant Prairie, WI Grand Forks, ND
SINGING
Jim Emery Tom Matchinsky
Minneapolis, MN St Louis Park, MN
3. **Contest start time - 11:30 AM Sat - - Order of appearance** is enclosed.
4. **Tickets are available** at the door of the School and are \$12.00.
5. **Chorus practice rooms.** Note these are School Classrooms so **PLEASE leave them as you found them.**
6. **Riser configuration** for the contest will be 5, 7 or 9 sections. Risers will be changed between Choruses according to your Chorus size.
NOTE: It is approximately 6 feet from the tips of the risers to the edge of the stage.
7. **Curtain** - There is a horizontal closing curtain.
8. **Evaluation sessions** will be held in the School starting approx 30 minutes after the contest.

If you have any questions, feel free to SING OUT.

_____, Contest Chairman
Email

cc: _____, Contest Administrator
_____, District Contest & Judging

QUARTET CONTEST BRIEFING LETTER

To: All competing Quartets

_____ Division contest
(Location)_____ Anytown, LO'L
Friday - May _____ - 6:30 pm.

Gentlemen;

This letter will provide you with information regarding the Quartet Contest.

9. The Contest Administrator is _____
Associate Contest Administrator is _____

10. The Category Judges are:

MUSIC

Rich Hasty
Clovis, CA

Adam Reimnitz
Lincoln, NE

PRESENTATION

Gary Stamm
Pleasant Prairie, WI

Mark Magness
Grand Forks, ND

SINGING

Jim Emery
Minneapolis, MN

Tom Matchinsky
St Louis Park, MN

11. **Quartet Contest start time** - 6:30 PM Friday

12. **Order of appearance** will be drawn 30 days prior and posted on the LOLnet.

13. **Division Contest Tickets** are \$12.00 and available at the door. (The same ticket is good for both Friday night and the Saturday Chorus contest).

14. The stage will be ready and available for stage try out at 3:00 pm.

15. **Evaluation sessions** will be held at the _____ starting 30 minutes after the contest.
If you have any questions, feel free to SING OUT.

_____ Contest Chairman

Email _____

cc: _____, Contest Administrator
_____, Contest & Judging Chairman