

Land O'Lakes District

Fall Convention Manual

April 2022 - SECTION I - Committees

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This manual is supported by the following Documents:

- Land O'Lakes District Policies
- Society Contest & Judging Handbook
- Official SPEBSQSA Contest rules

If you have any questions please contact:

Arv Zenk - Email - arvjane@hickorytech.net

CONVENTION REQUIREMENTS

AUDITORIUM

1. The auditorium for the Fall District Convention should have a seating capacity of approximately 500.
2. Auditorium acoustics must be acceptable to the Administrative Judges (ADM) including an adequate sound system. Every effort must be made to eliminate all outside noise and light during the competition.
3. Suitable space must be available directly in front of the stage to accommodate the Judges tables. (10' double panel or 19' triple panel from the stage wall to the audience seating). See Exhibit E
4. Dressing rooms and rehearsal space available for Choruses and Quartets.
5. Easy access on and off stage and a traffic pattern identified.
NOTE: All Contest facilities must meet the Americans with Disabilities Act.
6. Stage big enough to handle 9 sections of 4 step chorus risers. (46 feet req'd).
7. Monitor speakers for the Quartet Contest.

HOUSING

1. Approx 150 Hotel rooms for the Fall Convention.
2. Special Convention room rates should be negotiated.
3. Hotels should agree to provide rooms on a complimentary basis. (Usual ratio is one room for every 50 rooms used, plus all meetings rooms).
4. Hotels should be notified of the nature of our type of conventions and requests made to put any Chapter Hospitality rooms in a separate part of the building where they would not disturb other non-barbershop guests.

CONVENTION FINANCE

1. District Policy - Article 17.02
The Host Chapter shall complete a final statement and forward the same along with remittance of the appropriate finance split to the District Treasurer within 60 days following the convention. The distributions are:
 - a) Fall Convention: 50% District, 50% host Chapter.
2. Registration and ticket prices are set by the District Board of Directors and currently set at Registration/All Contest Events \$60.00; Jr Registration/All Contest Events \$30.00. Individual Contest Events \$25.00 for each of the 3 contest sessions.
3. Convention income & expenses: All monies received as a result of the Convention are regarded as Convention income. All monies spent related to the Convention are to be included as Convention expense. This does NOT include the Showcase Dinner which is priced separately.

General

The Land O'Lakes District has restructured its Events Team and is available to assist the Host Chapter in correctly setting up the contest auditorium for the contests, and to work with the Host Chapter throughout the contests. This manual is intended to provide information to the Host Chapter on their duties in the running of a successful Convention.

District Policy 14.09

- A. District VP Events** - Is responsible for the recommendation of the site selection, contract, budgeting and planning of the Fall Convention.
 - B. Contest Operations Manager** - Together with the Host Chapter is responsible for the backstage operations of the contest, including competitor desk, practice rooms, contest schedule, contest runners, briefing letters and Eval rooms.
 - C. Contest Technical Manager** - Overseeing and coordination in setting of the stage, stage sound and lights, and communication with the Director Contest & Judging.
 - D. Stage Manager** - Oversee stage operations during the contest, including, maintaining security, coordinating with the Administrative Judges, video operation, MC and contestants to assure the contest runs smoothly and on time.
-

District Events Team:

- 1. District Director of Events:**
 - a. Review and sign all contracts with auditorium and Hdqtrs Hotel.
 - b. With the host chapter are responsible for the operation of the convention.
 - c. Order the awards for the respective contests in September.
 - d. Assign the contest MC's after consulting with the Director of Contest & Judging and Host Chapter Chairman
 - e. Contact prior winners to bring the District Traveling Trophies to the Convention. (1) District Champion Chorus trophy, (2) District Champion Novice Quartet trophy, (3) District Champion Quartet trophy (4) District Mixed Quartet Champion trophy.
- 2. Contest Technical Manager:**
 - a. Receive or request from the Host Chapter six months prior to convention:
 - 1. Diagram of the available stage lighting in the auditorium.
 - 2. Sound system availability at the auditorium.
 - 3. Sound shell availability at the auditorium.
 - 4. Name and contact information of person knowledgeable of and/or in charge of the auditorium.

- b. During the contest monitor the following:
 - 1. Stage lighting and sound for the contestants.
 - 2. Monitor speakers for Quartet Contest.
 - 3. Risers - 5, 7, or 9 dependent on the chorus entry.
 - 4. Lectern, light and microphone for MC
 - 5. Signal device for the Administrative Judges, Master of Ceremonies and Stage Manager (District owns)

3. Contest Operations Manager

- a. Prepare briefing letters and send to all entry's in the contests.
- b. Set up and operate a Competitors desk backstage.
- c. Arrange for practice rooms backstage.
- d. Arrange for runners to host quartets and choruses backstage.
- e. Maintain security so only authorized personnel are permitted backstage.

4. Stage Manager

- a. Greets contestant and escort them to the stage and advises where the exit is.
- b. Assures MC that the unit is the next one on the schedule.
- c. Recognizes if something is going wrong and contacts the Contest Administrator and/or Contest Operations Manager if necessary.

Quartets:

- a. Advises Quartet to let him know when they are ready
- b. When both the quartet and the video team are ready advises the MC to announce them.
- c. After Quartet leaves stage checks that nothing is left and stage is ready for the next quartet.

Choruses:

- a. Stands with the Director (if no curtain back to audience) until the Director indicates the Chorus is ready, then returns off stage.
- b. Opens the curtain when the chorus is announced.
- c. Advises the CA the number of members in the chorus on stage.
- d. Closes curtain when lights dim again after pictures.
- e. When chorus has left stage checks to make sure it is ready for next chorus.

HOST CHAPTER COMMITTEE LIST

Convention General Chairman _____
Convention Treasurer _____
Judges Hospitality Coordinator . _____
Contest Operations Mgr _____
Contest Technical Mgr _____
Registration & ticket desk _____
Ushers/Door Guards _____
Printed Program _____
ADC Coordinator. _____
YIH Activities Coordinator _____
All Chapter Chorus _____

GENERAL CHAIRMAN

DUTIES AND RESPONSIBILITIES

1. Coordinate and direct activities of all committees.
 2. Conduct regular meetings of committee chairman.
 3. Maintain contact with the Director of Events and Director Contest & Judging:
 - a. Schedule of meetings
 - b. Convention schedule of events
 - c. cc copied on all Email correspondence
 4. Approve all vouchers submitted before payment by Treasurer.
 4. Obtain written contracts for all significant goods and services to avoid misunderstandings.
 5. Submit a preliminary financial report to the Director of Events 30 days after the close of the Convention.
 6. Submit a detailed final finance report accompanied by a check for the Districts share of the net profits to the District Treasurer. This final report is due no later than **60 days** following the close of the Convention.
-

12 MONTHS BEFORE CONVENTION

1. Meet with District Director of Events and go over convention details.
2. Contact the Convention Bureau and advise them of the Convention dates
3. Contact the Hdqtrs Hotel Sales & Catering Mgr and confirm the dates.
4. Check the Auditorium is booked and confirmed for the dates.
5. Attend the previous Fall Convention to observe the workings of the Convention and to familiarize yourself with the activities and staffing required.

8 MONTHS BEFORE CONVENTION

1. Proceed with plans for an advertising flier on the Convention.
2. Advertising copy for the Pitch Piper should be mailed in so it will come out in the issue 6 months ahead of your Convention.
3. Prepare a preliminary Convention Schedule of Events - Exhibit A
4. Prepare and submit a preliminary budget to the District Director of Events.

5 MONTHS BEFORE CONVENTION

1. **Select Committee Chairmen and hold meeting to review job responsibilities.** In order to ensure a smooth running Convention it is necessary to require the help of at least 15 members and their wives to complete committee assignments as outlined in this manual.
2. **Copies of the duties and responsibilities of each committee should be reviewed with each Committee Chairman so they understand what is expected of them.**

3. Review the Schedule of Events. This should be coordinated with the Director of Events to determine District plans for the Convention. See Exhibit A
4. Information bulletins outlining the schedule, housing information and other pertinent events should be sent to Chapters in the District. These bulletins are in addition to advertising in the Pitch Piper.
5. Email the Director of Contest & Judging and get the name & address of the Administrative Judges. The Director C&J will take care of getting the Judges air tickets.
6. Read District Policy - Article XV, Article XVI and Article XVII, .
7. Hold a Committee meeting and review each Committees manpower needs.
8. Make an inspection visit to the Headquarters Hotel checking for:
 - a. District House of Delegate meeting room.
 - b. Registration area set-up.
 - c. Afterglow location and set-up requirements.
9. Make an inspection visit to the auditorium checking for:
 - a. Rooms to be used for Choruses/Quartets.
 - b. Evaluation Session room requirements.
 - c. Judges backstage room (Green room).
 - d. Stage - lighting, sound, risers.
 - e. Competitor traffic pattern
 - f. Location of ADC Past Champs Show
 - g. Usher & door guard requirements

TWO MONTHS BEFORE THE CONVENTION

1. Finalize the Schedule of Events. Double check with District Director of Events for any known changes to the Convention schedule.
2. Finalize the Judges Schedule of Events and send to the Director C&J with the times of contests, meals, evaluation sessions, etc..
3. Proceed to have tickets printed. Different color for each contest event. Individual contest events are priced at \$25.00 each of the 3 sessions.
4. **Order Insurance Certificate for Auditorium.** (Society Document Center)

ONE MONTH BEFORE THE CONVENTION

CONTEST BRIEFING LETTER

1. A Contest Briefing letter must be sent to all competing Choruses and Quartets. The Director C&J should be contacted for their input to the briefing letter. All details pertinent to the contest should be included in this letter: (See attachments C & D)
 - a) Place and time of the contests
 - b) Map showing how to get to the auditorium
 - c) Drawing of the auditorium layout and dressing rooms assigned.
 - d) Place and times for Choruses to practice before Contest

2. Ask District President to send letter to the Society Representative giving full information on the Convention indicating what arrangements have been made for him. (ie., room reserved at Headquarters, registrations, courtesy pick-up, etc.). Complimentary registrations should be provided for the Society Rep and his wife. They should be given full courtesies due a guest at the Convention.
3. The Director C&J will forward Judges Expense vouchers as follows:
 - a) Judges for the Fall Convention are advanced expense money by the Host Chapter based on vouchers submitted to the Director C&J.
4. Arrange for a mic tester Quartet for the Friday night contest.
 - a) At the Fall Convention use the current reigning District Champs.
5. Order of appearance - Immediately after the September 1st entry deadline the Director C&J will conduct a drawing of entrants to determine the order of appearance for the Chorus and Quartet contests. He will post it to the LOL Web site and send to Convention Chairman.

NOTE: Host Chapter Chorus has the option of competing first, last or luck of the draw. It is recommended Host Chorus compete first.

TWO WEEKS BEFORE THE CONVENTION

1. Hold a committee meeting with all Chairman. Use the individual Committee check lists to discuss each item for status indicating completion targets if not done. Follow-up on any open items.

THURSDAY NIGHT BEFORE THE CONVENTION

1. Conduct a convention “walk through” with Committee Chairs and Director of Events. The walk through should include the Headquarters Hotel activities and the Contest auditorium. It is particularly important to have the Chorus/Quartet Hosts in attendance so they learn ahead of time the correct traffic patterns.
2. The Registration Desk should be set up and the members of the Host Chapter should be registered. This will help work out any bugs in the system plans.
3. It is recommended that the Chapter have some refreshments after the walk through to cap the months of preparation and further build team spirit.

General Chairman Planning Checklist

Advance Preparation

1. _____ Reserve Auditorium Contest site _____
_____ Contract signed and copy on file _____
_____ Provide Liability Insurance Certificate to auditorium (1 month prior)
2. _____ Headquarters Hotel booked - contract _____
3. _____ Secondary Hotels to be used - contracts _____
3. _____ Tour contest site, walk through, establish competition pattern.
4. _____ Appoint Committee Chairman required to run Convention.
5. _____ Prepare preliminary Convention Budget
6. _____ Prepare preliminary Convention Schedule of Events.
7. _____ Local Convention Bureau notified of the Convention dates.
8. _____ Read District Policy Article XV, XVI and XVII complete.

On-Going

7. _____ Information for publicity to District
8. _____ Registration/Ticket order form, Housing form, publicity, etc.
9. _____ Confirm who is doing contest video taping
10. _____ Confirm Contest MC's
11. _____ Confirm Awards are on order, ship date and ship to address
12. _____ Arrange for risers for stage and final ready room
13. _____ Obtain approval of final budget from Director of Events
14. _____ PR activities - News releases
15. _____ Develop special list of tasks, personnel and equipment needs
16. _____ Signage for contest auditorium

30 days before Contest

17. _____ Send Briefing Letters to:
 - a. All Quartet contacts
 - b. Chorus Managers/Contacts
 - c. Chorus Directors
 - d. Peter Maddeaux, District Director C&J - dir-cj@loldistrict.org
 - e. Arv Zenk, District Director of Events - arvjane@hickorytech.net
19. _____ Approve Convention Program for printing

After Convention

19. _____ Send convention stat's to Director of Events
20. _____ Financial accounting to Director of Events and District Treasurer
within 60 days after Convention

CONTEST AND JUDGING PROGRAM - GENERAL

The Convention Chairman in cooperation with the Auditorium Chairman, Judges Services Chairman, Convention Treasurer and Director of Contest & Judging should review the following and develop a work plan to accomplish the tasks listed.

OFFICIAL PANEL

Selection of the Official Panel is the responsibility of the International Contest and Judging Chairman. The official panel consists of:

<u>DOUBLE PANEL</u>	<u>TRIPLE PANEL</u>
1 Panel Chairman ADM	1 Panel Chairman ADM
1 Administrative Judge ADM	1 Administrative Judge ADM
2 Music Judges	3 Music Judges
2 Presentation Judges	3 Presentation Judges
2 Singing Judges	3 Singing Judges

Plus any Guest (practice) Judges that have requested to score the contest.

JUDGING AREA AT THE CONTEST SITE

1. See (Exhibit E) showing the setup for tables for a double and triple panel of judges. Request padded chairs for the judging area.
2. Power to the Judges lights and power to the computer of the Administrative Judges should be separate circuits from the stage power.
3. The podium, light and microphone for the MC should be placed on “Stage right” same side of the stage as the Administrative Judges table.
4. 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.
5. Just prior to the start of the contest place bottled water on napkins and Life savers at each of the judging stations

Pre-Contest stage check (Friday about 3:00 pm)

- 1.. At a pre-determined time prior to the start of the contest the Panel Chair and the designated asterisk Judge will visit the contest site to observe the set up and check out the sound and lighting.
2. Be sure the Stage Manager, Contest Operations Mgr and Contest Technical Mgr are available at the time set for the inspection.
3. The Quartet that will be the mic tester for the contest needs to be there and be prepared to sing and check out the sound system.

JUDGES EXPENSES

1. Judges expenses for a Fall Convention are paid by the Host Chapter.
2. Society now arranges for the air transportation for the judges that fly and will send the bill to the Host Chapter.

CONTEST EVALUATIONS

Following each contest an Evaluation/Coaching session is provided for each Quartet and Chorus that was in the Contest. Rooms need to be provided for the Evaluations. (Double panel will need 6 rooms).

NOTE: In some cases Quartet Evaluations may be done in the individual Judges rooms. In such cases all Judges rooms must be on the same floor and in adjoining rooms. (Exhibit M).

JUDGES MEAL PLANS

Remember, we can't start the contest until the Judges are all sitting down at the contest site, therefore, Judges meals must be planned so the Judges 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.

- a. Friday Eve dinner & Judges meeting at 4:45 pm.
- b. Friday Eve - snacks after the Quartet Evals in the Hospitality Suite.
- c. Saturday AM Breakfast - Restaurant, charge to room
- d. Saturday noon lunch (after Chorus contest)
- e. Saturday Eve dinner - about 6:30 pm
- f. Saturday Eve - snacks after the Quartet Evals in the Hospitality Suite
- g. Sunday, as there are many departing times they are on their own.

Note: The Director Contest & Judging will advise you if there will be Guest Candidate Judges and they should be included for any meals and is part of Convention expense. 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 Convention to pay for them also.

TRANSPORTATION

1. Arrange transportation from the airport to the hotel for Judges on arrival.
2. Arrange transportation for Judges from the hotel to the contest site and return to the hotel.
3. Arrange transportation from the Hotel to the Airport on Sunday.
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. The judges rooms must be booked at a Hotel that is convenient to the contest site and preferably one that has a Restaurant on site (or nearby).
2. Put the judges rooms on a Master bill paid by the Host Chapter 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. At the hotel arrange for a "Hospitality Suite" for the judges. This becomes the "gathering place" for them when not at the contest site.

MISCELLANEOUS

1. Before the judges leave the contest city check with the District Vice President Contest & Judging 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 as they become Convention expenses
 3. Remember that in all matters relative to the contest operation, Judges activities and/or contest rules, the Director Contest & Judging and the Panel Chair have the final decision.
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CONTEST/JUDGING CHECKLIST

Advance preparations

1. ___ Name, address and phone of the contest auditorium
2. ___ Headquarters hotel - name, address and phone
3. ___ Emergency phone number for Judges to call while traveling.
4. ___ Convention Schedule of Events
5. ___ Hotel rooms booked where Judges are to be housed
6. ___ Judges names, categories, home location in printed program
7. ___ Judges travel itinerary's - arrival times
8. ___ Judges meal plans (Fri Eve, Sat Lunch & Dinner.
9. ___ Judges Hotel room keys - Convention information
10. ___ Judges Registration Badges
11. ___ Judges Hospitality room (Location/Host)
12. ___ Map/Drawing of Contest site rooms/layout
13. ___ Panel Chair arrival time - (contest site inspection schedule)

Contest site

14. ___ Panel Chair and Asterisk Judge - contest site walk through (time Fri?)
15. ___ MC signal system
16. ___ Judging tables set up at contest site
17. ___ Electric power to tables for lights and computers
18. ___ Lights on judging tables
19. ___ Bottled water & life savers on judging tables
20. ___ Ball point pens (black)
21. ___ 100 sheets blank paper for CA printers
22. ___ Judges backstage "Greenroom" - (rest room location)
23. ___ Guest Judges - plans (Contest table space, meals, etc.
24. ___ Mic Tester Quartet - (Available Friday for stage check?)

After Contest

25. ___ Quartet Evaluations - location
26. ___ Chorus Evaluations - location
27. ___ Judges expenses paid prior to leaving City
28. ___ Judges departure transportation plans

JUDGES HOSPITALITY COORDINATOR

Responsibilities

1. Be the Chapters Official Host for the Judging panel.
2. JHC 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. Suggested that a King/QN connector room be booked. (walk through). Use the King room for the Hospitality room and the Qn for the JHC.

Hospitality Suite Snack Guide

The amount of snacks will depend on the number of Judges you have at your contest. The list below is based on a double panel.

- a. 1 liter Scotch - 1 liter Brandy, 1 liter Canadian Club, 1 liter Vodka
- b. 2 coolers (1 for pop & beer, 1 for bottled water)
- c. 1 case beer (suggest Michelob Golden draft)
- d. 1 cases pop (suggest both regular and caffeine free)
- e. 1 cases bottled water (on ice)
- f. Crackers & pretzels & mixed nuts
- g. Cheese (and knife to slice it)
- h. Cold cut meat (knife and cutting board)
- j. Fruit (seedless grapes, apples, etc.)
- k. Garbage bags - paper towels
- l. Plastic spoons, small paper places & napkins

PROTOCOL FOR DISTRICT OFFICERS, GUESTS AND STAGE CREW

DISTRICT PRESIDENT

1. Housing - because of the social obligations of the District President, a large suite should be reserved. Items such as a refrigerator, built-in bar should be available. The President may also use this or an adjoining room for sleeping.
2. Contest seating - front row seats should be reserved for the President and his wife as well as the Society Rep & Harmony Foundation Rep.

SOCIETY REPRESENTATIVE

1. Housing - This gentlemen is usually a member of the Society Executive Board and one of the better rooms next to the District President should be reserved.
2. The District President will assign an Official Host for the Society Rep.
3. Transportation - The Society Rep should be met at the Airport.
4. Contest seating - Complimentary front row seats should be reserved for he and his wife as well as Registration All Event Ticket Package.

STAGE CREW

1. The Stage Crew consists of the following:
Contest Technical - (Lowell Bennes & Roger Fette)
Stage Manager - (Bob & Sherrie Bengsch)
2. Hotel Rooms should be booked for them for 3 nights, Thursday arrival.
3. Include them at the Judges meals to insure everyone is on the same schedule.

OTHER DISTRICT OFFICERS

1. Housing - It is convenient for the District Board members listed below to have their sleeping rooms in the same Hotel as the President.

District Exec VP	Editor of Pitch Piper
District Secretary	Past District President
District Treasurer	Director of Events
District VP - East Region	Director of Contest & Judging
District VP - Central Region	Director of Chapter Support
District VP - West Region	

AUDITORIUM COMMITTEE

Contest Technical Mgr

Six months prior to the contest the Contest Technical Manager should provide:

- a. Diagram of the stage and stage dimensions - Curtain?
- b. Information on the available stage lighting.
- c. Availability of a sound shell at the auditorium for the Chorus contest
- d. Name and contact information of person other than a barbershopper that is knowledgeable of and/or in charge of the auditorium

Contest Operations Manager

- a. Provide 4 - 5 men to assist in:
 1. Setting up the stage prior to the contest (Thursday PM, Friday AM)
 2. Setting up the Judges area (Thursday PM, Friday AM)
 3. Moving risers and shell during Saturday Chorus contest.
 4. Dismantling the stage after the Quartet Finals (Saturday PM)
- b. Risers - 9 sections of 4 step with back rail.
- c. Lectern, light and microphone for MC
- d. Designated room "Green room" with restroom facilities near the contest stage for use by the Judges.
- e. Provide back stage push brooms (mops) to clean stage if required
- f. Provide Pipe and Drape when required
- g. Provide tables and padded chairs for the Judging panel.
Double panel = 4-8' tables, 8 chairs - Triple panel = 6-8' tables, 12 chairs
- h. All contest sessions: Cool bottled water and hard candy on the judges tables

Prior to the start of the contests:

- a. Provide and post signs identifying everything in the facility,
 1. Registration Area
 2. Auditorium entrances with "No entrance when doors are closed"
 3. Chorus and Quartet dressing rooms
 4. Judges Green room
 5. Contest Ready rooms
 6. Food and beverage area
- b. Provide and set up tables and chairs for "Registration Area"

Responsibility at completion of contests:

- a. Remove all signs that have been placed in the facility
- b. Check with Host Runners that all rooms used have been cleaned and reset according to the way they were found.
- c. Assist Operation and Stage managers in dismantling the stage and judging area.
- d. Re-check the facility to be sure nothing is left behind and everything has been cleaned up.

STAGE MANAGER

NOTE: Bob Bengsch is a member of the District Events Team and is designated to be the Stage Manager at District Contests and will be in charge.

However.. In the event that Bob is not available for this contest then you need to assign a member for the following duties:

General

1. Must be a Barbershopper who is experienced in contests.
2. Should be knowledgeable about contests to recognize if something is going wrong and to check with the Panel Chair.
3. It is advisable to have an “Emergency Kit” backstage with the following:
 - Band aids Safety pins (several sizes)
 - Kleenex Hand held stapler
 - Paper towels Tape - adhesive, masking, duct tape
 - 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 to reset stage between Chorus and Quartet contest. Requires at least 7 guys to do the riser changes.

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 Quartets 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.

REGISTRATION/TICKET DESK

The Registration/Ticket desk is the “Information Center” for the Convention. Anyone with a question will come to the desk and it is important to have someone completely knowledgeable at the desk at all times.

The District registration requirements are listed in District Policy XVII.

- a. Ticket pricing is set by the Board of Directors and is in the Policy.
- b. Registration/All Event Ticket Package and Single Event Tickets
- c. Who Must Purchase
- d. Draw for Reserved Seating
- e. Policy 17.04 Complimentary tickets

Equipment needed:

1. Computer with Access or Excel with capabilities of sorting and printing.
2. Printer capable of printing name badges 3' high by 4' wide:
 - a. LO'L Logo with 202__ Fall Convention
 - b. First Name
 - c. Last Name
 - d. Chorus and/or Quartet name
 - e. (Seating info) Section: Row: Seat:
3. The computer and printer need to be portable as they will be needed wherever the registration desk is set up, be it the headquarters hotel or the auditorium.
4. Secure a seating diagram with seat numbering of the auditorium.

Policy 17.03 Registrations:

1. Group registration and housing forms should be prepared for mailing.
2. All contestants in a District or Int'l Prelim contest MUST purchase an All Events Registration to be eligible to sing on stage.

Week of the Convention:

1. Print the convention badges.
2. Assemble a staff to insert the badges into the badge holders.
3. Sort all badges by Chapter for ease of locating at the registration desk.

During Convention:

Friday & Saturday :

1. Open 8:00 am to 7:00 pm.
2. Registration badges not picked up must be retained for possible refunds.
3. Financial success of the convention depends on registration/tickets sales and accurate accounting.

PUBLICITY CHAIRMAN

Six (6) Months before the Convention

1. Prepare publicity material for the LOL Web site and forward it to the District Web Mgr - Todd Smith - tgsemail@comcast.net
2. Prepare publicity material for the Pitch Piper and forward to Bob Fricke at pitchpiper@frickeprinting.com

Two (2) Months before the Convention

1. Contact the Director Contest & Judging and/or Director of Events for a list of Choruses and Quartets who have entered the contest.

Four (4) Weeks before the Convention

1. At this time a Pre-Contest Briefing letter is to be sent to all competing Quartets and Choruses. (See Exhibit C & D for a sample)
 - a. Place and start time of the contests.
 - b. Map showing how to get to the contest site.
 - c. Detailed drawing of the contest auditorium.
 - d. Schedule of Events for the Convention.
 - e. Order of Appearance of Quartets and Choruses in the contest.
 - f. Contest timing schedule for both Chorus and Quartets.
2. Send the Briefing Letters to the following:
 - a. Chorus Manager/Contact
 - b. Chorus Director
 - c. Music VP
 - d. Quartet Contact man
 - e. District Director Contest & Judging
 - f. District Director of Events

USHER COORDINATOR

There should be a minimum of (2) two ushers at each door at which the public can enter into the auditorium.

1. The primary job of the ushers is to stand inside the doors and make sure the doors are closed and no one enters or leaves while a contestant is on stage.

NOTE: Before the MC announces the next contestant, he will say, “May we have the doors closed” at which time the doors are closed and no one leaves or enters the auditorium while a contestant is on stage.

2. Additional responsibilities include:
 - a. Check people entering the auditorium that they have a registration badge. NO ONE enters without a badge even if they have a chorus/quartet uniform on.
 - b. Assist people in finding their assigned seat.
 - c. Assist handicap or those in need.
4. **BE ALERT FOR,** the use of any of these as they are not permitted. Should you observe any of these, notify the District Operations Manager or Contest Administrator at once.
 - a. Flash cameras, recording device,
 - b. Cell phone and /or pagers being used,
 - c. Anyone smoking or drinking alcohol beverages,
 - d. Singing or noise in the outer hallway/balcony during the contest.
5. Handicap area - It is recommended that a separate area be assigned as a Handicap area. This could be in the far “stage left” area starting in the front row.

COMPETITOR DESK

CHORUS/QUARTET HOSTS/RUNNERS

1. Before any competitors arrive and/or enter the rooms:
 - a. Take a digital picture of each room to be used to assure that at the end of the contest the rooms are returned as they were found.
 - b. Post on the room door
 1. Quartet and/or Chorus name
 2. House rules affecting use of the facility
2. Personnel required
 - a. Personnel to man the “Competitor Desk” prior to and during the contest.
 - b. Minimum of (4) to escort or direct in-coming quartets and choruses to their dressing room and escort Quartets and Choruses during the contest
3. Competitor Information Desk:
 - a. Be knowledgeable and have copies available of:
 1. The building layout
 2. The contest schedule
 3. A competitor check in sheet
 4. Any last minute up-dates
 5. Dressing room numbers
 6. A timing sheet of the current contest

Host/Runners:

Each runner should have a timing sheet to ensure that contestants are in place in a timely manner without rushing.

- a. Escort the units from their dressing room to the final ready room
WALK SLOW WALK SLOW
- b. Escort the unit from the ready room to the back stage area.
- c. Advise them where to leave water bottles and where they can be picked up
- d. Advise the Stage Manager the name of the group you just escorted to him
- e. Meet the contestants at the spot they come off stage and show them where their water bottles are and then:
 1. Friday evening escort quartets to the photographer
 2. Choruses back to their dressing room or point them to the auditorium entrance.

End of Contest:

Check/remove all postings and go over every dressing room used to ensure that everything is clean and using the digital photo is put back exactly like it was found.

PRINTED PROGRAM

1. Prepare a printed program for use by the audience for the contest.
2. Show complete information on contestants, Chapter origin, Chorus and Quartet names, Directors, etc..
3. Name of Master of Ceremonies and home Chapter for each contest.
4. Indicate order of appearance of each contest session.
5. Give short resume' of judging categories, judging panel names and categories and Chapters of origin. Be alert to last minute changes in judging panel.
6. The program should include remarks from District President and the Convention Chairman.
7. Verify that program paid advertising is correct for size and layout.
8. Supply programs to Registration Desk and to the Contest auditorium.
Fall - 500 copies

The following is to be printed in the Convention program:

Copyright Law strictly limits 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 from the Barbershop Society. Any persons 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.

PROGRAM PAID ADVERTISING

1. Organize an ad sales campaign
2. Accept, record and be responsible for all proceeds from sales of advertising.
Handle billing and collection.
3. Insure all copy is correct for making up the printed program.
4. Furnish copies of the completed program to the advertisers.

TREASURER

1. Create with the General Chairman an estimated budget one (1) year in advance of convention submit it to: District Director of Events
2. Establish an accounting system for the convention funds coordinated with the budget accounts.
3. Pay all invoices after approval by the General Chairman.
4. The distribution for the fall Convention is: 50% District, 50% Host Chapter
5. 60 days after the convention submit a detailed final financial report with copies to:
 - a. District President
 - b. District Director of Events
 - c. District Treasurer with financial distribution.
6. At the fall convention all judges expenses are convention expense, however, they need to be accounted for separately and not grouped with other like expenses. (Rooms, meals, travel, airport transportation, CJ-22's etc.)
7. The chapter will be hosting the District YIH workshop/festival which is a complete District Expense, however, at times the chapter will need to pay for things up front and be reimbursed by the District. Therefore separate accounting is needed for all YIH workshop/festival items.

Fall Convention Budget

Income

Registrations - # @ \$60.00	\$
Junior Reg's - # @ \$30.00	\$
Advertising Income	\$
Ticket Sales at door - # @ \$25.00 ea	\$

Expenses

Auditorium

Rent of auditorium	\$
Stage hands/Ushers/Custodians	\$
Sound & Lighting costs	\$

Judges

Airfares - # @ \$_____	\$
Parking & Mileage	\$
Hotel Rooms - 8 @ \$_____	\$
Meals/Restaurant charges	\$
Hospitality room	\$
Local expenses/transportation/etc	\$

Printing

Convention Program	\$
Advertising/fliers/tickets/etc.	\$
Scoring Summaries	\$

Awards

Chorus & Quartet Awards	\$
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Reg Desk

Supplies	\$
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Misc

Host Chapter Expenses	\$
Risers - costs/transportation	\$

Total Expenses	\$
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Net Income	\$
LO'L District 50%.....	\$
Host Chapter 50%	\$

HOUSING COORDINATOR

Secure a list of Hotels/Motels with special convention room rates from the local Convention and Visitors Bureau.

1. Include the Hotel/Motel information with the registration information.
2. Place this information on the LO'L Web sight. .
3. Set up a master account at the Headquarters Hotel and make room reservations for the entire Judging panel.
 - a. Double panel (8) rooms
 - b. Triple panel (11) rooms
 - c. Judges Hospitality room - Kg/QN Connector rooms
 - d. In Wisconsin be sure to take advantage of the 501-C-3 tax exemption.
 - e. The Director Contest & Judging will provide the names of the Judging panel
4. Complimentary rooms should be given in order of preference to:
 - a. District President
 - b. Convention Chairman
5. District Presidents room - It is preferred he be booked into a large suite as he uses it to entertain during the Convention.
6. Society Board Member room - It is preferred to book a room for him on the same floor as the District President.
7. District Officers book their own Hotel rooms. However, if held In Wisconsin to take advantage of the 501C3 tax exemption the sales tax can be deferred if all rooms are booked on a Master account and paid by the District Treasurer.
 - a. The Board members will be invoiced their portion of the room rate via Email. This will be collected at the Convention.

ADC Show Coordinator -

The ADC (Association of District Quartet Champions) meets each year at the Fall Convention and produces the Friday night ADC Past Champions Show.

Following must be included in the Convention Schedule of Events:

Friday -

1:30 PM - 2:30 PM - ADC Executive Committee meeting

2:30 PM - 3:35 PM - ADC Membership meeting

10:30 PM - 12:00 PM - ADC Show of past Champions

Host Chapter responsibilities

1. Arrange for auditorium for the Show
2. Performing hall contracts and payments
3. Food and beverage arrangements

ADC Responsibilities

1. Talent and scheduling for the show
2. Produce the show (artistic elements)
3. Advertising and promotion
4. Master of Ceremonies
5. Sound system
6. Coordinate lighting with Auditorium

Exhibit A

Schedule of Events
Land O'Lakes District Convention
Any Town LO'L District
Oct ____ 202_

Friday - Oct

9:00 am - 8:00 pm	Registration	Pre-Function area
9:30 am - 12:00 pm	Coaching (non-contest)	Meeting rooms
12:00 pm - 1:30 pm	Lunch break	
1:30 pm - 2:45 pm	Performances (non-contest)	Stage
2:00 pm - 2:30 pm	ADC Board Mtg	
2:30 pm - 3:00 pm	ADC Membership mtg	
3:00 pm - 6:00 pm	Quartet on stage times	Stage
3:30 pm - 5:00 pm	All Chapter chorus rhsl	
<u>6:30 pm - 9:00 pm</u>	<u>Quartet Prelim Contest</u>	<u>Stage</u>
<u>9:00 pm - 10:30 pm</u>	<u>ADC Past Champs Show</u>	<u>Stage</u>
9:30 pm - 11:30 pm	Quartet Evaluations	Meeting rooms

Saturday - Oct

8:00 am - 2:00 pm	Registration	Pre-Function
8:30 am - 10:00 am	House of Delegates mtg	
8:30 am - 12:00 pm	Chorus practice rooms	
<u>10:30 am - 12:00 pm</u>	<u>Chorus Contest</u>	<u>Stage</u>
12:00 pm - 1:30 pm	Lunch Break - - - - -	
<u>1:30 pm - 3:00 pm</u>	<u>Quartet Finals Contest</u>	<u>Stage</u>
3:30 pm - 6:00 pm	Chorus/Quartet Evals	
<u>6:30 pm - 10:00 pm</u>	<u>Showcase/Dinner Show</u>	<u>Ballroom</u>
10:00 pm - 12:30 am	Afterglow/Hospitality	