

Land O'Lakes District

Fall Convention Manual

April 2022 - SECTION II - Exhibits

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	

JUDGES SCHEDULE

Land O'Lakes District Convention Oct ____, 202__

Ground transportation - based on flight arrival times

Friday - Oct

4:30 pm - 5:00 pm	Stage check	Ballroom
5:15 pm - 6:15 pm	Judges Dinner/Mtg	
6:30 pm - 9:00 pm	Quartet contest	Ballroom
9:00 pm - 9:30 pm	Judges time	Green Room
9:30 pm - 11:30 pm	Quartet Evaluations	Meeting rooms

Saturday - Oct

8:00 am - 9:30 am	Breakfast	Restaurant
10:30 am - 12:00 pm	Chorus Contest	Ballroom
12:00 pm - 12:30 pm	Judges time	Green Room
12:30 pm - 1:15 pm	Lunch	
1:30 pm - 3:00 pm	Quartet Finals contest	Ballroom
3:00 pm - 3:30 pm	Judges time	Green room
3:30 pm - 6:00 pm	Chorus & Quartet Evals	Mtg rms
6:30 pm - 7:30 pm	Dinner	

Revision

**L O'L District Quartet Contest
Friday, Oct __, 202_ - 6:30 pm**

Qrtet #	Quartet	Ready Rm	Lv Rdy Rm	On-Stage	Pictures
Mic test		6:00 - 6:25	6:25	6:30	6:40
1		6:19 - 6:35	6:35	6:40	6:50
2		6:25 - 6:43	6:43	6:48	6:58
3		6:43 - 6:51	6:51	6:56	7:06
4		6:43 - 6:59	6:59	7:04	7:14
5		6:59 - 7:07	7:07	7:12	7:22
6		7:07 - 7:15	7:15	7:20	7:30
7		7:15 - 7:23	7:23	7:28	7:38
8		7:23 - 7:31	7:31	7:36	7:46
-----	Intermission 15	-----	-----	-----	---
9		7:39 - 7:55	7:55	8:00	8:10
10		7:47 - 8:03	8:03	8:08	8:18
11		8:03 - 8:11	8:11	8:16	8:26
12		8:11 - 8:19	8:19	8:24	8:34
13		8:19 - 8:27	8:27	8:32	8:42
14		8:27 - 8:35	8:35	8:40	8:50
15		8:35 - 8:43	8:43	8:48	9:58

Rev 1-

CHORUS CONTEST SCHEDULE
Saturday - Oct __, 202_

Chorus #	Chorus	Ready Room	On-Stage Compete
Mic	All Chapter Chorus	10:15 - 10:25	10:30
1		10:25 - 10:35	10:40
2		10:35 - 10:45	10:50
3		10:45 - 10:55	11:00
4		10:55 - 11:05	11:10
5		11:05 - 11:15	11:20
6		11:15 - 11:25	11:30
7		11:25 - 11:35	11:40
8		11:35 - 11:45	11:50
9		11:40 - 11:55	12:00
10		11:55 - 12:05	12:10

Rev 1

Quartet Finals Contest
Saturday 1:30 pm - October __, 202__

Quartet Number	Ready Room	Leave Ready rm	On-Stage Compete
Mic Test Qt't	1:15 - 1:27	1:27	1:31
1	1:27 - 1:35	1:35	1:40
2	1:35 - 1:43	1:43	1:48
3	1:43 - 1:51	1:51	1:56
4	1:51 - 1:49	1:59	2:04
5	1:49 - 2:07	2:07	2:12
6	2:07 - 2:15	2:15	2:20
7	2:15 - 2:23	2:23	2:28
8	2:23 - 2:28	2:28	2:36
Results		----	

Rev 1 -

QUARTET CONTEST BRIEFING LETTER

To: All competing Quartets

Land O'Lakes District Contest

_____ - Friday - Oct _____

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

1. The Contest Administrator is _____
Associate Contest Administrator is _____

2. The Category Judges are:

MUSIC

~~Dave Rubin~~

~~Cuyahoga Falls, OH~~

~~David Wright~~

~~St Louis, MO~~

PERFORMANCE

~~John Coffin~~

~~Denver, CO~~

~~Marty Lovick~~

~~New Westminster, BC~~

SINGING

~~Ron Black~~

~~Rocklin, CA~~

~~Brett Littlefield~~

~~Orange, CA~~

3. **Contest start times are:**

6:00 PM Fri - Quartet Preliminary contest

10:00 AM Sat - District Chorus contest

7:30 PM Sat - Quartet Finals contest

4. **Order of appearance is posted on the LO'L District Web site.**

5. **Convention Registration Desk** will be in _____ and Registration badges can be picked up and/or purchased there. Registration Desk hours are:
Friday 10:00 am to 9:00 pm and on Saturday 9:00 am to 8:00 pm.

6. Per District Policy everyone competing on stage must have an All Events Registration. (also Society rule).

7. A "**Competitors Information Desk**" will be at the auditorium. **Quartets are requested to check in** on Friday to get the latest information or changes.

8. The stage will be available for stage try out from 2:00-5:00 pm on Friday.
9. **Evaluation sessions** will be held in the Judges rooms at the Hdqtrs Hotel. The Contest Administrator will announce times and room assignments.
10. **Quartet pictures** will be taken at the Auditorium **after** you leave the stage. Pictures are to be ordered and paid for at that time.
11. Per Society rules: Contestants are required to remove/clean the stage of any materials left as part of their performance.
12. We are using regular auditorium Ushers so you will need your badge to get into the auditorium afterwards.

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

Convention Chairman

Email-

cc: _____, Contest Administrator
_____, District Director C&J

CHORUS CONTEST BRIEFING LETTER

To: All competing Choruses

Land O'Lakes District Contest

_____ - Saturday - Oct ____, 202__ - 10:00 am

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

1. The Contest Administrator is _____
2. Associate Contest Administrator is _____

3. The Category Judges are:

MUSIC

_____	_____
Dave Rubin	Jason Ryner
_____	_____
Cuyahoga Falls, OH	Nora Springs, IA

PERFORMANCE

_____	_____
John Coffin	Marty Lovick
_____	_____
Denver, CO	New Westminster, BC

SINGING

_____	_____
Ron Black	Jim Emery
_____	_____
Rocklin, CA	Minneapolis, MN

4. **Contest start times are:**
 - 6:00 pm - Friday - Quartet Preliminary contest
 - 10:00 am - Saturday - District Chorus contest
 - 1:30 pm - Saturday - Quartet Finals contest
5. **Order of appearance** is published on the LOL Web site.
6. **Convention Registration Desk** will be in _____. Registration badges can be picked up and/or purchased there. Registration Desk hours are: Friday 10:00 am to 9:00 pm, and on Saturday 9:00 am to 8:00 pm.
6. Per District Policy, **everyone competing on stage must have an All Events Registration.** (also Society rule)
7. There will **NOT** be a scheduled stage try-out. The stage will be ready and **open for inspection** by the Music Team following the ADC Show on Friday night, and on Saturday morning from 8:00-10:00 am.
8. **Chorus practice rooms** Saturday morning. Note these are "public rooms" and are **NOT dressing rooms** and will be used by other Choruses so **NO** personal items can be left in these rooms.

9. A “**Competitors Information Desk**” will be at the auditorium. **Chorus Managers are requested to check in** on Friday to get the latest information or changes.
10. **NOTE: Per Society contest rules... Choruses are required to remove/clean the stage of any materials left as part of their performance package.**
11. We are using Auditorium Ushers so **Chorus members will need their badge to get into the Auditorium afterwards.**
12. **Riser configuration** for the contest will be 5, 7, or 9 sections. Risers will be changed according to the number indicated on your CJ-20.
NOTE: It is approx five (5) feet from the riser end tips to the lip of the stage
13. **Curtain** - There is a horizontal closing curtain about two (2) feet from the stage lip.
14. **Chorus pictures** will be taken **on stage AFTER your contest set.**
After your 2nd song instead of closing the curtain we will dim the stage lights to signal the Judges to stop judging. Then the lights will come back up for the picture. After the contest have a member of your Chorus view the pictures at the table in the front located in the Judges area and select the picture you want. .
15. **Evaluation sessions** will be held in the Auditorium starting approx 30 minutes after the end of the contest. Assignments will be announced by the Contest Administrator.

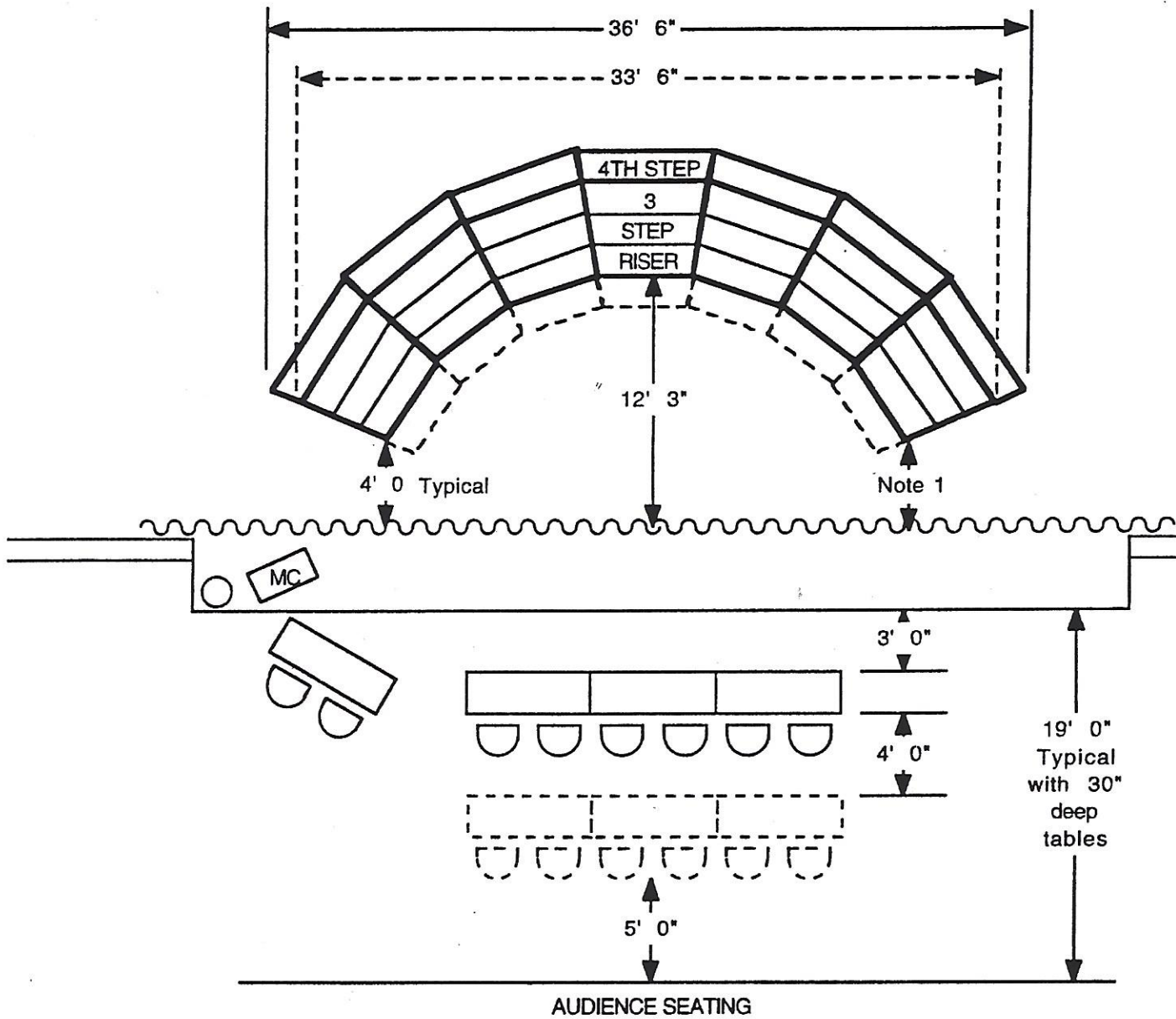
If you have any questions, feel free to SING OUT.

_____,
Convention Chairman

Email- _____

cc: _____, Contest Administrator
_____, District Director C&J

DIAGRAM FOR JUDGES AREA LAYOUT



Furnish: Bottled water
 Ball point pens
 Lifesavers

MC signal system
 Judges table lamps

NOTE: Be sure the Judges lamps and computer operate on a separate circuit from the stage or house lighting.

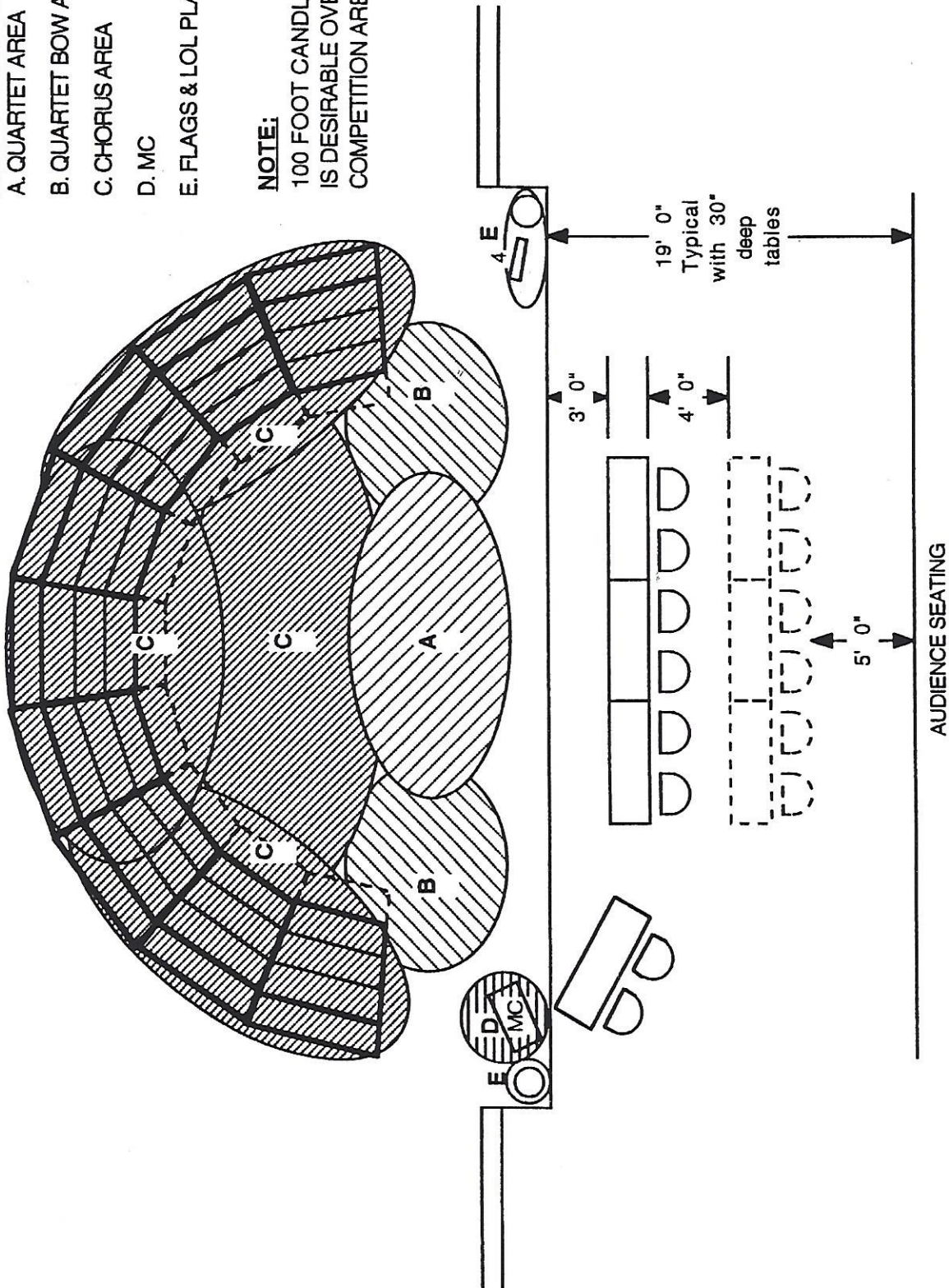
BASIC LIGHTING PLOT

- A. QUARTET AREA
- B. QUARTET BOW AREA
- C. CHORUS AREA
- D. MC
- E. FLAGS & LOL PLAQUE

NOTE:

100 FOOT CANDLES \pm 10 %
IS DESIRABLE OVER ENTIRE
COMPETITION AREA.

BASIC STAGE LIGHTING PLOT



TIPS FOR THE CONTEST MC

1. The time factor is particularly important to the contest MC because his delivery is controlled by someone else - the Contest Administrator.
2. Comments must adjusted to fit into the short time available while the scoring of the preceding chorus or quartet is being completed. Subject matter must be handled in a way that continuity of the contest will be maintained as much as possible. The MC must announce the next contestant immediately upon receiving the signals from the back stage and the Contest Administrator.
3. Script material should be written to consume approximately 1 minute speaking time which is about the time required by the Judges to complete their scoring.
4. The MC must be prepared to stop short, when the signals are given.
5. Be sure the M.C's understand that:
 - a. The only requirement of the MC is to introduce the contestants. Use of "time filler material" is optional, not required.
 - b. No "build-up" of any competing group is permitted.
 - c. All introductions are to be alike, brief and concise. It's important that you announce the name of each contestant in a consistent manner. By announcing each contestant in the same way, there is an element of fairness to each and every introduction. Here are 2 examples:
Chorus - "Representing the _chapter name_ from the _city_, under the direction of _name director_, the _name of chorus nickname_.
Quartets - "Representing the _name of chapter(s), the ___ Quartet"
 - d. He is to have a complete list of the competing units in the sequence they are to appear in the contest.
 - e. He understands the signal from the Contest Administrator & back stage.
 - f. He is to give the rules incidental to the contest before the first competing unit; No flash pictures, no tape recorders, no one leave or enter while a competitor is on stage, turn off cell phones & pagers.
 - g. Do not mention the MC light system... Simply say, "We are ready for our next contestant".
 - h. **DO NOT** ask the audience to sing between contestants.

NOTE: The Contest Administrator has final jurisdiction over the actual Chorus Quartet contest and its operation. Everything within the realm of Judging is his responsibility and he will make the decision on all points. The MC must consult with the Contest Administrator should any abnormal or unplanned incident occur during the contest.

CHECKLIST FOR A CONTEST MASTER OF CEREMONY (MC)

The MC at a barbershop contest session is very critical to the overall success of the competition. As an experienced barbershopper, I know that you are very familiar with the operation of a contest session and the duties of the MC. The following checklist provides brief reminders of a few things that will ensure a successful contest.

<p>The Role of the MC</p> <p>☺ consider being a presenter instead of entertainer</p>	<p>☺ keep the contest moving</p> <p>☺ keep the needs of the contestants in mind</p> <p>☺ remember, the contestant is the entertainment, not you!</p> <p>☺ observe the signal lights even if it means stopping in the middle of a story or joke</p> <p>☺ make all introductions enthusiastically</p> <p>☺ all material MUST BE family friendly and G-rated</p>
<p>Housekeeping Rules</p>	<p>Announce the following rules at the beginning of the session</p> <ul style="list-style-type: none"> ✓ no smoking in the auditorium, ✓ no flash photos, ✓ no recordings of any type, ✓ turn off all cell phones and beepers, ✓ doors closed before each contestant performs, ✓ audience seated before each contestant performs, ✓ no distractions during each performance.
<p>Proper announcements when both signal lights are ready</p>	<p>Do ☺ We are ready for the next contestant or ☺ Please close the doors</p> <p>Don't X – I have two lights</p>
<p>Proper quartet introductions</p> <p>International contests</p> <p>All other contests</p>	<p>Representing the <District>, the <quartet name></p> <p>Representing the <chapter(s)>, the <quartet name></p>
<p>Proper chorus introductions</p> <p>International contests</p> <p>All other contests</p>	<p>Representing the <District>, From <city & state>, under the direction of <chorus director>, the <name of the chorus> Chorus</p> <p>From <city & state>, under the direction of <chorus director>, the <name of the chorus> Chorus</p>
<p>Material Not G-Rated and Potentially Offensive</p>	<p>Any comment that is</p> <p>X - Lewd or obscene, including overly suggestive of a sexual nature</p> <p>X - Derogatory or derisive to a religion or denomination</p> <p>X - Derogatory or derisive to an ethnic group</p> <p>X - Derogatory or derisive of women</p> <p>The wise rule should always be “if in doubt, X says don't use it”</p>
<p>Political Material</p>	<p>[likely to be offensive to someone</p> <p>[use caution in telling any political jokes</p>
<p>The Judging panel</p>	<p>♪ - Verify the correct panel and districts with CA</p> <p>♪ - Introduce at last session on Saturday</p> <p>♪ - Please, no hazing or comments concerning the panel members</p>

PROTOCOL - SATURDAY FINALS CONTEST

1. Convention Chairman welcome and intro Master of Ceremonies.
2. MC announce schedule.
 - a. Names of 8 competing Quartets in order of appearance. *(Slowly)*
 - b. Introduce Judging panel & Guest Practice Judges
 - c. Introduce visiting dignitaries (Society Board Member, HF, etc.)
 - d. Announce Contest rules (no flash, no recording, cell phones off, etc.)
3. Mic tester Quartet - _____
4. Quartet Finals Contest.
 - 1 _
 - 2 _
 - 3 _
 - 4 _
 - 5 _
 - 6 _
 - 7 _
 - 8 _
5. Stretch break -
6. Intro - _____ Quartet -
7. Intro District Director Contest & Judging for contest results.

C&J house keeping info - - - -

202_ East Region Champion

202_ Central Region Champion

202_ West Region Champion

Senior Quartet Qualifier to Mid-Winter Seniors contest

202_ District Seniors Quartet Champion

202_ District Novice Quartet Champion

3rd Place District

2nd Place District

202_ District Quartet Champion
8. Awards presented by:

Region Awards - (presented by

District Seniors - (presented by

District Novice - (presented by

3rd Place District - (presented by

2nd Place District - (presented by

District Champ - (presented by

Judge Room Layout

The objective in assigning judge rooms is to make the movement of contestants as easy as possible so as to maximize the time available for contestant-judge communications.

To achieve that, one must understand how the judges are aligned in the computerized scoring system.

First the judges are sorted by category, then sorted by last name.

Evaluation rooms, then, are assigned by taking the first judge in the Music category, the first judge in the Presentation category, and the first judge in the Singing category.

The next panel is assigned the second judge in each category... and then the third, etc.

An ideal sleeping room assignment might be (on the same floor at Hotel)

Room 610 A... Music	H a l l w a y	Room 611 <i>Judges Hosp</i>
Room 612 A... Singing		Room 613 A -Prfrmance
Room 614 <i>CA room</i>		Room 615 <i>JSC room</i>
Room 616 B... Music		Room 617 B... Prfmnce
Room 618 B... Singing		Room 619 <i>ACA room</i>
Room 620 <i>Barbershopper</i>		Room 621 <i>Barbershopper</i>

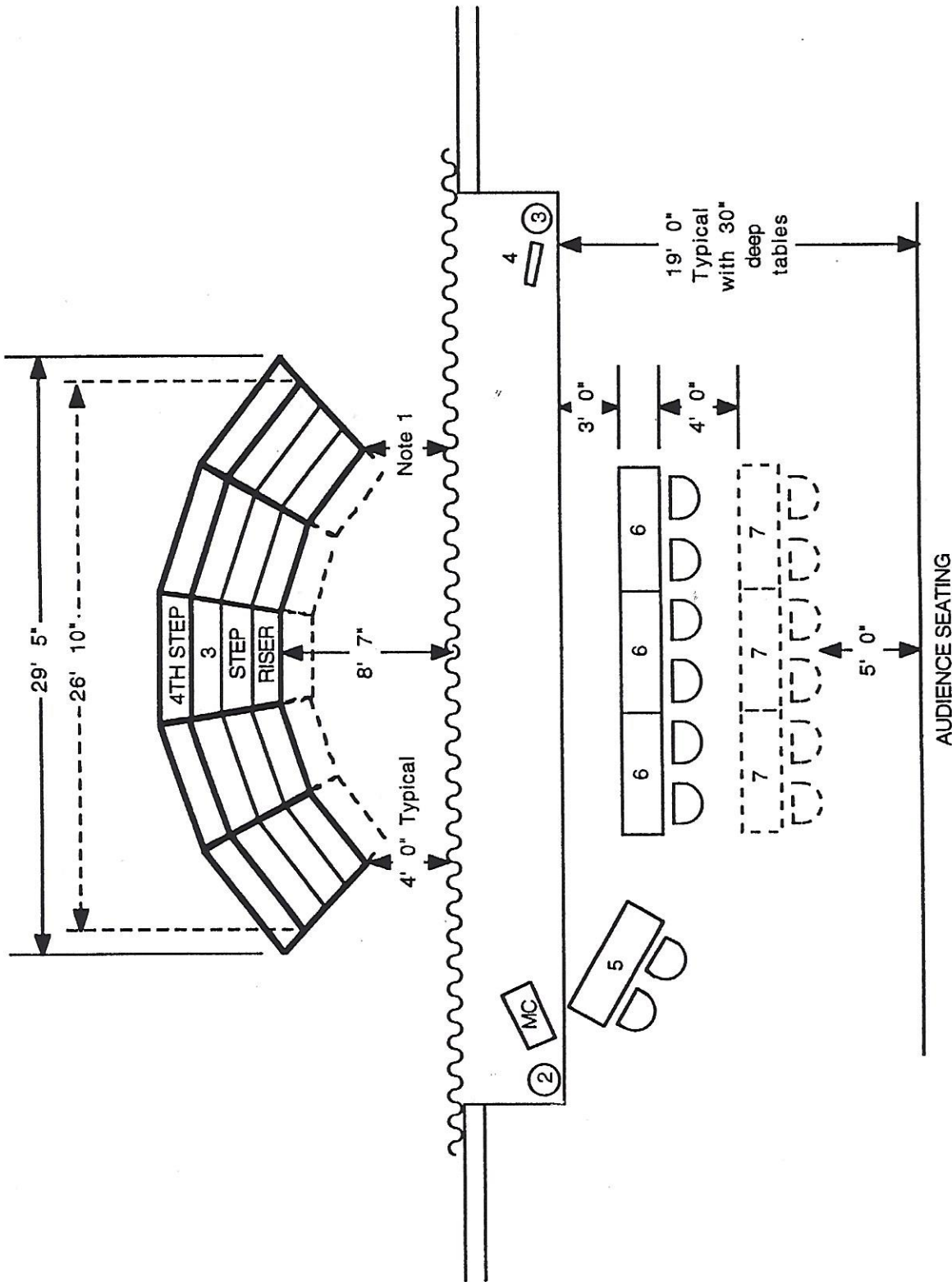
Note the two "pods" of judges. And vacant rooms separating pods are optional, but should be assigned to CA's and definitely NOT to other customers of the hotel specifically including non-barbershoppers.

Also, the program does allow us to easily switch judges different from the normal assignment pattern to create a more efficient flow if the hotel does not follow the recommended grouping.

The Judges Hospitality room and Judges Services Chairman room should be on the same floor as the sleeping room assignments?

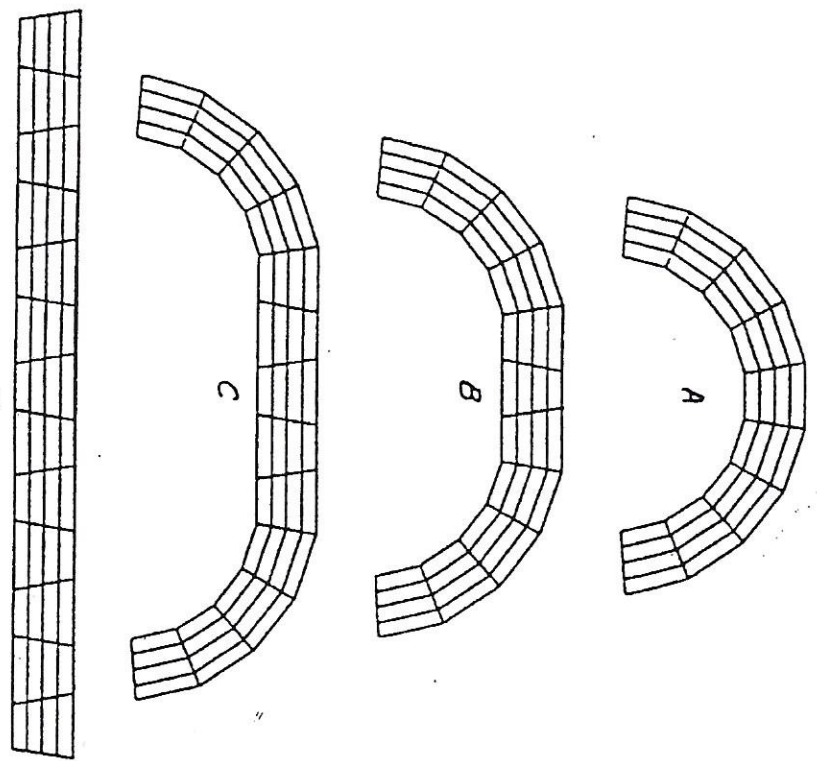
Summary: the important thing is to make sure that we get two (or three) groups of judges from each category together, whether it's three adjacent rooms or the triangle layout shown. If we get the groups, we can work out a traffic pattern with minimal interference. But there's not much you can do when the judges are together on one side of the hall with the judges in the same category in adjacent rooms. Avoid this!

RISER CONFIGURATIONS



SET-UP FOR 5 - 6' RISERS INCLUDING FOURTH STEP

TOURMASTER RISER LAYOUTS



Type of Set-Up	6' 18"		3-Step Riser			With 4th Step Addition				
	No. of Units	Std. Rev.	Capacity	Performance Area Required Width	Performance Area Required Depth	Shipping Weight In Lbs.	Capacity	Performance Area Required Width	Performance Area Required Depth	Shipping Weight In Lbs.
D	1		12-16	6' 0"	4' 7"	138	17-23	6' 6"	6' 2"	200
A	2		24-32	11' 10"	5' 5"	276	34-46	12' 10"	7' 0"	400
D	1	1	24-32	11' 3"	4' 7"	276	34-46	12' 0"	6' 2"	400
A	3		36-48	17' 5"	6' 1"	414	51-69	18' 10"	7' 8"	600
D	2	1	36-48	16' 6"	4' 7"	414	51-69	17' 6"	6' 2"	600
A	4		48-64	22' 5"	7' 7"	552	68-92	24' 4"	9' 2"	800
D	2	2	48-64	21' 9"	4' 7"	552	68-92	23' 0"	6' 2"	800
A	5		60-80	26' 10"	8' 10"	690	85-115	29' 2"	10' 5"	1000
B	4	1	60-80	27' 11"	6' 1"	690	85-115	29' 10"	7' 8"	1000
D	3	2	60-80	27' 0"	4' 7"	690	85-115	28' 6"	6' 2"	1000
A	6		72-96	30' 6"	10' 9"	828	102-138	33' 2"	12' 6"	1200
D	3	3	72-96	32' 3"	4' 7"	828	102-138	34' 0"	6' 2"	1200
A	7		84-112	33' 4"	12' 6"	966	119-161	36' 4"	14' 2"	1400
B	6	1	84-112	37' 4"	8' 10"	966	119-161	40' 2"	10' 5"	1400
C	5	2	84-112	38' 5"	6' 1"	966	119-161	40' 10"	7' 8"	1400
D	4	3	84-112	37' 6"	4' 7"	966	119-161	39' 6"	6' 2"	1400
A	8		96-128	35' 4"	14' 10"	1104	136-184	38' 4"	16' 7"	1600
D	4	4	96-128	42' 9"	4' 7"	1104	136-184	45' 0"	6' 2"	1600
A	9		108-144	36' 3"	16' 11"	1242	153-207	39' 4"	18' 6"	1800
B	8	1	108-144	43' 10"	12' 6"	1242	153-207	47' 4"	14' 3"	1800
C	7	2	108-144	47' 10"	8' 10"	1242	153-207	51' 2"	10' 5"	1800
D	5	4	108-144	48' 0"	4' 7"	1242	153-207	50' 6"	6' 2"	1800
D	5	5	120-160	53' 3"	4' 7"	1380	170-230	56' 0"	6' 2"	2000
B	10	1	132-176	46' 9"	16' 11"	1518	187-253	50' 4"	18' 6"	2200
D	6	5	132-176	58' 6"	4' 7"	1518	187-253	61' 6"	6' 2"	2200
D	6	6	144-192	63' 9"	4' 7"	1656	204-276	67' 0"	6' 2"	2400
C	11	2	156-208	57' 3"	16' 11"	1794	221-299	61' 4"	18' 6"	2600
D	7	6	156-208	69' 0"	4' 7"	1794	221-299	72' 6"	6' 2"	2600

Configurations for Six Foot Risers