

Land O'Lakes District

Fall Convention Manual - Sec 1

This manual is intended to provide guidance to the VP Events and Convention Chair in planning, organizing and running the District Fall Convention.

June 2025

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Additional Exhibits found in Section II of the convention manual.

This manual is supported by the following Documents:

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

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CONVENTION REQUIREMENTS

AUDITORIUM

1. The auditorium for the Fall District Convention should have a seating capacity of approximately 600.
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).
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 (20' x 40') to handle 7 sections of 4 step chorus risers.
7. Monitor speakers for the Quartet Contest.

HOUSING

1. Approx 100 Hotel rooms for the Fall Convention.
2. Special Convention room rates should be negotiated.

CONVENTION FINANCE

1. Registration and ticket prices are set by the District Board of Directors and currently set at Registration/All Contest Events \$70.00; Jr Registration/All Contest Events \$30.00. Individual Contest Events \$25.00 for each of the 3 contest sessions.
2. 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 Events Vice President is available to assist the Chair in correctly setting up the contest auditorium for the contests. This manual is intended to provide information to the Chair on the duties in the running of a successful Convention.

1. District VP of Events:

- a. In cooperation with the Convention Chair oversee the site selection, contract negotiation, budgeting, planning, and operation of the Fall Convention and contests.
- b. In the months prior to the convention maintain contact with the Convention Chair regarding committee staffing, schedule of events, contestant entrees, contest schedules, mc's, judging panel assigned, contest stage sound and lighting arrangements, housing, registration, fun squad, finance, afterglow and other convention activities.
- c. During the contests monitor back stage operations, practice rooms, ready room, traffic pattern, stage manager and other activities pertaining to the contest to insure contests run on schedule and competitors are priority ONE.
- d. Assign the contest MC's after consulting with the Vice President of Contest & Judging.
- 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. 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 ADM.

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 ADM Judge 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.

GENERAL CHAIR

DUTIES AND RESPONSIBILITIES

1. Coordinate and direct activities of all committees.
 2. Conduct regular meetings of committee chair.
 3. Maintain contact with the Vice Pres of Events and Contest & Judging:
 - a. Convention schedule of events
 - b. 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 Vice Pres 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.
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12 MONTHS BEFORE CONVENTION

1. Meet with Vice Pres 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 Vice Pres of Events.

5 MONTHS BEFORE CONVENTION

1. **Select Committee Chair 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 12 members and 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 Chair so they understand what is expected of them.**
3. Review the Schedule of Events. This should be coordinated with the VP 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 Vice Pres Contest & Judging and get the name & address of the Administrative Judges. The VP C&J will take care of getting the Judges air tickets.
6. Hold a Committee meeting and review each Committees manpower needs.
7. Make an inspection visit to the Headquarters Hotel checking for:
 - a. District House of Delegate meeting room.
 - b. Registration area set-up.
8. Make an inspection visit to the auditorium checking for:
 - a. Rooms to be used for Choruses/Quartets.
 - b. Feedback sessions room requirements.
 - c. Judges backstage room (Green room).
 - d. Stage - lighting, sound, risers.
 - e. Competitor traffic pattern
 - f. Usher & door guard requirements

TWO MONTHS BEFORE THE CONVENTION

1. Finalize the Schedule of Events. Double check with District VP of Events for any known changes to the Convention schedule.
2. Finalize the Judges Schedule of Events and send to the VP 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 VP 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 VP C&J will forward Judges Expense vouchers as follows:
 - a) Judges expenses for the Fall Convention are paid by the convention treasurer based on vouchers submitted to the VP C&J.

4. Arrange for a mic tester Quartet for the Friday night contest.
 - a) At the Fall Convention ask the current reigning District Champs.
5. Order of appearance - Immediately after the entry deadline the Vice Pres 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 Chair.

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 Committee Chair. 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 Vice Pres 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 Chair 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 Chair 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.

On-Going

7. _____ Information for publicity to District
8. _____ Registration/Ticket order form, Housing form, publicity, etc.
10. _____ Confirm contest Presenters/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 VP 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. District VP C&J - dir-cj@loldistrict.org
 - e. District VP of Events
18. _____ Approve Convention Program for printing

After Convention

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

HOST CHAPTER COMMITTEE LIST

Convention General Chair	_____
Judges Hospitality Coordinator .	_____
Auditorium Committee	_____
Stage Manager	_____
Registration & ticket desk	_____
Publicity Chairman	_____
Ushers/Door Guards	_____
Competitor Desk/Host/Runners .	_____
Fun Squad activities	_____
Printed Program	_____
Convention Treasurer	_____
Food & Beverage	_____
Showcase Dinner	_____
Afterglow	_____

CONTEST AND JUDGING PROGRAM - GENERAL

The Convention Chair in cooperation with the Auditorium Chair, Judges Services Chair and Vice Pres Contest & Judging should review the judging area setup:

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 contests.

JUDGING AREA AT THE CONTEST SITE

1. Power to the Judges lights and power to the computer of the Administrative Judges should be separate circuits from the stage power.
2. The podium, light and microphone for the MC should be placed on the same side of the stage as the Administrative Judges table.
- 3.. The District owns and will provide the lights for the judges table, the signal system for the MC, extension cords and Black ball point pens for the Judges.
4. Just prior to the start of the contest place bottled water on napkins and Life savers at each of the judging stations and refresh at intermission.

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 is 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 from convention proceeds.
2. Society now arranges for the air transportation for the judges that fly and will send the bill to the Host Chapter.

CONTEST FEED BACK SESSIONS

Following each contest a feed back session is provided for each Quartet and Chorus that was in the Contest. Rooms need to be provided for these. (Double

panel will need 6 rooms).

NOTE: In some cases these sessions may be done in the individual Judges rooms. In such cases all Judges rooms must be on the same floor and in adjoining rooms.

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 Vice President 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 convention 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 Vice Pres 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 ADM 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 Feedback sessions - location
- 26.____ Chorus Feedback sessions - 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. Judges Hosp 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.

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

AUDITORIUM COMMITTEE

1. Auditorium Committee:

- a. Oversees the setting up of the contest auditorium, including the contest stage, sound, lighting and video.
- b. Stage Manager: Oversees all back stage operations during the contest and assists in setting up the auditorium for the contests.
- c. In cooperation with the designated Asterisk Judge assures the contest sound and lighting is set at the optimum level for the audience.

2. Six months prior to the contest determine the following:

- a. Diagram of the stage.
- b. Stage lighting and sound for the contests
- c. Availability of a backboard sound shell at the auditorium

3. Responsibility during the convention:

- a. Provide 6 members to assist in the following:
 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. Secure Risers - 7 sections of 4 step with back rail.
- c. Secure lectern, light and microphone for MC
- d. Secure a designated room "Green room" with restroom facilities near the contest stage for use by the Judges.
 - All contest sessions: In this room a cooler with bottled water.
 - Provide back stage push brooms (mops) to clean stage if required
 - Provide Pipe and Drape required for traffic pattern
 - All contest sessions: Cool bottled water and hard candy on the judges tables
 - The District owns judges lights and pens.
- e. Provide tables and padded chairs for the Judging panel.
 - Double panel = 4-8' tables, 8 chairs
 - Triple panel = 6-8' tables, 12 chairs

4. Auditorium Committee should:

- a. Provide and post signs identifying everything in the facility,
 1. Registration Area
 2. Competitor desk
 3. Auditorium entrances with "No entrance when doors are closed"
 4. Chorus and Quartet dressing rooms
 5. Judges Green room
 6. Contest Ready rooms
 7. Stage doors
 8. Food and beverage area

9. NO SMOKING in ALL area's

5. Auditorium Committee 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 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

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 ADM Judge if necessary.
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

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.

Registration table

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

1. Friday open 8:00 am to 7:00 pm.
2. Saturday open 8:00 - 2:00 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 CHAIR

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.

Two (2) Months before the Convention

1. Contact the Vice Pres Contest & Judging and/or Vice Pres 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 Exhibits 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, 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 Contest ADM.
 - 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.

FUN SQUAD

The objective of the Fun Squad is to provide additional activities during the convention that attendees may participate in. The committee includes:

1. Fun Squad Team Chair
2. Sub/chair to organize and manage each activity which include:

1. Sing with the Champs Chair

- a. The first and most important thing is well in advance of the convention contact a past District Champion Quartet who will at the Convention and who are willing to participate in a Sing with the Champs activity.
- b. The times would be one (1) hour Friday afternoon and one (1) hour Saturday afternoon.
- c. A large room is needed for the Quartet and additional chairs for any participants plus any audience/observers who may be just watching.
- d. The Chair of the committee should act as MC for the event and talk with participant singers in advance, plus maintain control and decorum while a guest is singing with the Quartet.
- e. Make sure all who want to participate are permitted to do so which means you need to watch the time and step in when necessary.

2. Tagatorium Chair

- a. Select a large room in a high traffic area for this activity.
- b. In advance prepare sheets of tags that can be handed out to participants as they enter the room. Consult with someone and select 4 tags per page that are easy to sing and memorable for the member to sing and also take back to his chapter.
- c. Be sure to have a pitch pipe and keep things going, don't dwell and take too much time on a single tag.

3. PoleCat Dance card

- a. Encourage people to find three (3) others to sing Polecat songs and fill out a dance card. When complete each person gets a pin recognizing their success.

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 Presenter/MC and home Chapter. Indicate order of appearance of each contest session.
 4. Give short resume' of judging categories, judging panel names and categories and Chapters of origin. Be alert to last minute changes in judging panel.
 5. The program should include remarks from District President and the Convention Chair.
 6. Verify that program paid advertising is correct for size and layout.
 7. Supply programs to the Convention Registration Desk.
Fall - 700 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 Chair an estimated budget one (1) year in advance of convention submit it to: District Vice President 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 Chair.
4. 60 days after the convention submit a detailed financial report to:
 - a. District President
 - b. District Vice Pres of Events
 - c. District Treasurer with financial distribution.
5. 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.)
6. If the chapter will be hosting the District Next Gen workshop/festival which is a 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 Next Gen workshop/festival items.

Fall Convention Budget

Income

Registrations - # @ \$ 70.00	\$
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	\$
Net Income	\$

FOOD AND BEVERAGE

The purpose of this committee is to assure food and beverage service is available to the convention attendees. Everyone at the Convention is looking for a place to grab a bite to eat and we need to make sure the restaurant and/or other food service providers are available.

The number of convention attendees plus hotel rooms booked for other groups all of which exceeds the capacity of the Hilton Restaurant. The answer is to arrange for Food Trucks to supplement the restaurant capacity on Saturday for both Breakfast and Lunch.

1. **Hilton Hotel** has a bar and restaurant on ground floor level that serves a variety of meals. Both the Bar and Restaurant are “card only” service.
2. **Food Trucks are optional for Saturday Breakfast and Lunch.** (If needed:
 - a. Contact local Food Trucks if they are willing to stage a truck Saturday and serve breakfast and lunch.
 - b. The Convention makes NO guarantee for numbers or for services performed.
 - c. In agreement with Convention Chair review contracts for the Food trucks.
 - d. Ask the Hilton to block off the handicap parking areas in the East lot of the Hotel.

PROTOCOL FOR SATURDAY FINALS CONTEST

1. Convention Chair welcome and intro Presenter/MC.
2. MC - introduce music directors for singing of:
Oh Canada (directed by _____)
Star Spangled Banner (directed by _____)
3. Announce schedule.
 - a. Names of 10 competing Quartets in order of appearance. (*Slowly*)
 - b. Introduce Judging panel
 - c. Introduce visiting dignitaries (Mayor, Society Board Member, etc.)
 - d. Announce Contest rules (no flash, no recording, cell phones off, etc.)
4. Mic tester Quartet _____
5. Quartet Finals Contest.
 - 1 ____
 - 2 ____
 - 3 ____
 - 4 ____
 - 5 ____
 - 6 ____
 - 7 ____
 - 8 ____
 - 9 ____
 - 10 ____
6. Swan Song - retiring District Quartet Champions - _____
7. Intro Vice Pres Contest & Judging _____ - contest results.
C&J house keeping info - - - -
Senior Quartet Qualifier to Mid-Winter Seniors contest
District Seniors Quartet Champion ____
District Novice Quartet Champion ____
3rd Place District ____
2nd Place District ____
District Quartet Champion ____
8. Awards presented by:.
District Seniors Quartet Champion
District Novice Quartet Champion
3rd Place District Quartet
2nd Place District Quartet _____
District Champion Quartet

AWARDS PRESENTATION PROTOCOL

The following information outlines the protocol used by the District for the Saturday night contest at the Fall Convention. This is to be used as a guide for ADM Judge, Vice Pres C&J and District President.

1. Saturday following the finals contest of the top 10 Quartets there is brief “stretch” break followed by a performance by the retiring Quartet Champion.

NOTE: Make sure the Quartet stays back stage to later present awards..

Note: The President & VP C&J are to come backstage at this time as well as any Quartets who will be presenting awards.

The Vice Pres of Events along with his committee will coordinate things backstage during the following presentations.

2. The Vice Pres Contest & Judging will announce the contest results.
3. Novice Champion Quartet - If the retiring Novice Quartet is attending they should present the plaques to the members of the newly crowned Novice Champions. (If none then use the current District Quartet Champion).
The District President will present the Novice District traveling trophy.
4. Contest 3rd place and 2nd place - Past District Champion Quartets who are in attendance are normally asked to present the plaques to the 3rd place and 2nd place Quartet. (If none then ask the current District Champion Quartet).
5. District Champion - The retiring District Champion Quartet should present the 1st place plaques to the new District Champion Quartet.
The District President will present the District traveling trophy and lapel pins.

Note: It is optional for the winning Quartet to sing an acceptance song. Most times they are so excited that it might be best if they just “take a bow and exit”..

7. The MC should thank the audience and introduce the Director for the closing song and officially close the Convention. “Keep The Whole World...”.

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 Panel Chairman ADM
2. Comments must be 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 Panel Chairman.
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 ADM Judge & 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 Panel Chair 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 Panel Chair should any abnormal or unplanned incident occur during the contest.

SHOWCASE DINNER

1. The Vice President of Events is Chair of the event:
 - a. Venue selection.
 - b. Planning/advertising and budgeting
 - c. Menu selection and contract negotiation.
 - d. Selection of the MC.
 - e. Reserved seating list for honored guests
 - f. Contacting performers.
 - g. Showcase schedule and printed program
2. The Showcase Dinner is held on Saturday night at the Fall Convention in a Ballroom or other large venue seating for 350 at table rounds with additional seating for approx 50-75 at the following:
 - a. Table rounds for 10 people
 - b. Stage with sound, lights and podium.
 - c. additional seating in back for those attending the show only.
3. The Hotel/Caterer in addition to providing the meal should also provide bar service.
4. The schedule for the evening should be programmed to run about 2-1/2 hours including:
 - a. Dinner
 - b. National Anthems - Oh Canada & Star Spangled Banner
 - b. Performance by All Chapter Chorus
 - c. Mass sing
 - d. Recognition of BOTY, Hall of Fame recipients
 - e. Presentation of District Lifetime Achievement Award winner.
 - f. Performance by newly crowned District Quartet Champion.
 - g. Performance by featured District ensembles (Past District Champions, etc.)
 - h. Performance by past ADC Chorus.
 - j. Close - Keep The Whole Word Singing

AFTERGLOW

The contests and convention are over and now it is time to relax and some fun and singing.

1. The Hilton has 10 rooms on the same hallway on Mezzanine level that will be used for the afterglow rooms.
2. **NOTE:** These rooms are “**public rooms**” and as such no food or drink can be brought in from the outside per **Law of the land.** If a Chapter wants to serve food or drink it **MUST** be purchased from the Hotel or it may be confiscated.
3. Room IX - Red Fox Den, has access to the Hotel service area and should be reserved for the Hotel to be used as a bar area as staff have access to additional supplies without disturbing those attending the afterglow.
4. The other nine (9) rooms may be assigned to chapters who want to host a Hospitality room. Contact chapters who have choruses in contest and ask if they are interested in hosting a room for their chorus. There is no cost to the chapter.
5. At the option of the Chair the convention may opt to provide a keg of beer and make it available at no cost to those attending, but only if you are wearing a convention badge. This would be in the bar room (IX Red Fox Den) and the Hotel staff will serve until it is gone after which it is a Hotel cash bar room.
6. Quartets will make the rounds of these rooms and sing. Looking for a Quartet for your chapters annual show? be sure to ask for the Quartet business card.
7. Enjoy!

SCHEDULE OF EVENTS

LAND O'LAKES DISTRICT FALL CONVENTION

Oct ____, 202__ - Airport Hilton, Bloomington, MN

Friday - Oct ____

8:00 - 8:00	Registration/Ticket desk	2 nd Floor - Foyer
9:30 - 12:00	Coaching (non-contest)	Mtg Rms I-VIII
1:00 - 2:00	Performances (non-contest)	Ballroom Stage
2:00 - 3:00	Coaching (non-contest)	Mtg Rms I-VIII
2:00 - 3:00	House of Delegates Mtg	Riverside Rm
2:00 - 4:30	Quartet on-stage times	Ballroom Stage
3:00 - 4:00	ADC Meetings	VII Pelican Bay
3:00 - 4:00	All Chapter Chorus Rhrl	VIII Wood Duck
3:30 - 4:00	Stage Check-Chorus/Quartet	Ballroom Stage
<u>5:00 - 9:30</u>	<u>Quartet Prelim contest</u>	<u>Ballroom Stage</u>
10:00 -12:00	Quartet Feedback Sessions	Judges Rooms
10:00 -11:00	Sing with the Champs	Mtg Rooms
10:00 -12:00	Hospitality - Cash Bar	Riverside Rm

Saturday - Oct ____

7:30 - 2:00	Registration/Ticket desk	2 nd Floor Foyer
8:00 - 9:15	Stage open for inspection	Ballroom Stage
<u>9:30 -12:30</u>	<u>Chorus Contest</u>	<u>Ballroom Stage</u>
12:30 - 1:30	Lunch break	
<u>1:30 - 3:15</u>	<u>Quartet Finals contest</u>	<u>Ballroom Stage</u>
3:15 - 3:30	Chorus/Quartet Contest Results	Ballroom Stage
4:00 - 7:00	Feedback Sessions Chorus/Qrtet	Mtg Rms I-VIII
4:00 - 5:00	Reception - Hall of Fame	Woodlands Rm
7:00 - 7:45	Dinner	Ballroom
<u>7:45 - 9:30</u>	<u>Showcase Show</u>	<u>Ballroom</u>
10:00 - 1:00	Afterglow/Hospitality	Mtg Rms I-VIII

HILTON HOTEL SETUP INSTRUCTIONS

OCTOBER _____

THURSDAY - Room Set up

BALLROOM - IV

20' X 40' - 24" raised platform - Centered on wall - entry step each side
2 small tables (MC) & 2 chairs by wall
5x - 6' tables & 10 chairs (Judges tables)
trash container

BALLROOM - I, II, III

Theater seating per Excel sheet
40" row to row spacing
19" chair to chair spacing
Trash containers by doors

Built In Registration Desk - 2nd level

As is

Registration table (Foyer area near Registration Desk - on North wall)

6' X 8' Staging
2x - 6' tables & 2 chairs
2x tables for displays

East Balcony -

1x - 6' table & 2 chairs (Competitor desk)

I Blue Heron Colony

1x table
Stack 15 chairs
Trash container

II Cardinal Perch

1x table rounds
Stack 20 chairs
Trash container

III Eagles Nest

1x table

Stack 15 chairs
Trash Container

IV Hawks Ridge

1x table round
Stack 20 chairs
Trash container

V Mallard Point

1x table
Stack 15 chairs
Trash container

VI Owl Overlook

1x table
Stack 15 chairs
Trash Container

VII While Pelican Bay

2x table rounds
Stack 30 chairs
Trash Container

VIII Wood Duck Pond

2x table rounds
Stack 30 chairs
Trash Container

Executive Boardroom

1x table
Stack 5 chairs
Trash Container

Riverside

6' x 8' staging 16" (on North wall)
Table rounds and chairs for 75
Trash containers

Woodlands

6x table rounds and chairs
Trash containers

FRIDAY - Room Set up

NO Changes..

SATURDAY AM - Set up

No changes except Ballroom IV

8:00 am - Ballroom IV -

Barbershoppers will bring Choral risers

9:30 am - 12:30 pm - Chorus Contest

1:30 pm - Quartet Contest

4:00 PM - Reset Balloon II, III & IV with Table rounds for 10

6:30 PM Dinner

SATURDAY - 9:30 pm - Afterglow rooms

Meeting Room IX - Red Fox Den

Free/Cash bar set up - 9:30 pm - 1:00 am

Hosp Rooms 9:30 pm - 1:00 am:

Room I Blue Heron

Room II Cardinal Perch

Room III Eagles Nest

Room IV Hawks Ridge

Room V Mallard Point

Room VI Owl Overlook

Room VII White Pelican Bay

Room VIII Wood Duck Pond
