



MID-ATLANTIC DISTRICT FALL CONVENTION REGULATIONS

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Mid-Atlantic District Fall Convention Regulations

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Mid-Atlantic District Fall Convention Regulations

1.0 GENERAL

This regulation constitutes an agreement between the Chapter, which has been officially awarded the responsibility to host a Mid-Atlantic District (M-AD) Fall District Convention and Contests, and the M-AD Board of Directors (BOD). The BOD is ultimately responsible for all aspects of the convention and contest.

2.0 CONVENTION DATES

- a. Dates of the Fall District Convention, which includes the International Preliminary Chorus, International Preliminary Seniors Quartet, and M-AD Chorus and Quartet Contests, will be determined by the Vice President Events (VP E) and Vice President Contest and Judging (VP C&J) and should be held no earlier than the last weekend in September and no later than the last weekend in October.
- b. Exceptions must be approved by the BOD.

3.0 CONVENTION BID AND AWARD

- a. A chapter wishing to host a Fall District Convention for a given year must submit its request to the VP E. The VP E will consider each request and determine if each submitting chapter is suitable and qualified for hosting the convention. If no such suitable and qualified chapter has offered to host, the VP E will invite and/or solicit chapters to host the convention.
- b. If a convention host and a site for a given year have not been determined by the Fall District Convention of the previous year, the VP E shall consult with the District Executive Vice President (EVP). If, in the EVP's judgment, it is unlikely that a chapter will apply to host the convention, then the District Events Team (DET) will run that convention, augmented as necessary.
- c. If a convention is awarded more than one (1) year in advance of the event, the BOD will encourage the awarded chapter to 'understudy' the current year's convention.
- d. Once the host chapter has been awarded/selected, the Host Chapter General Chairman shall use the budgetary guidelines established by the DET for all expenses. Exceptions shall be fully documented and approved in writing in advance of the start of the event by the VP E. If exceptions are made without such approval, M-AD may disallow such associated costs.

4.0 CONVENTION ORGANIZATION

- a. The suggested structure for the Host Chapter portion of planning, managing, and conducting a Fall District Convention is provided in Appendix A. Included are job descriptions, action items, and timelines for the successful operation of the event.
- b. The Host Chapter may propose modifications to this organizational structure, subject to approval by the VP E. The Host Chapter shall appoint individuals to lead and staff the necessary committees and shall be responsible for their effective performance of all assigned duties.
- c. The Host Chapter General Chairman must be approved by the VP E at the time of award of Host Chapter responsibilities. Any replacement of this position must be approved by the VP E. The Host Chapter General Chairman shall furnish the names and contact information of all appointed Committee Chairmen to the VP E as soon after the award as is convenient, but no later than six (6) months prior to the convention dates.

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- d. The Host Chapter General Chairman shall maintain frequent communication with the VP E, providing him with regular updates as to progress his team is making as well as any issues, concerns, or challenges his team may be experiencing.

4.1 Assistance to the Chapter

- a. The VP E shall maintain frequent communication with the Host Chapter General Chairman to assist in planning, organizing, and managing the Host Chapter's involvement in the convention.
- b. The VP E has overall responsibility for the convention. As such, all efforts of the Host Chapter, DET, and VP C&J are coordinated through the VP E.

4.2 Communication

A timetable for notifying all district chapters and quartets and key district personnel with all of the necessary particulars for the convention is provided in Appendix A.

5.0 CONVENTION FINANCING

The DET Treasurer shall maintain the financial accounting records of income and expenses for the convention. All convention receipts shall be promptly deposited in the DET bank account. The Host Chapter General Chairman shall also maintain accurate records and submit them to the DET Treasurer for reimbursement after the convention. All substantial expenses to be incurred by Host Chapter must be approved in advance by VP E.

5.1 Convention Expenses

- a. The VP E shall be responsible for all expenses incurred for the convention.
- b. Any expense incurred by the District through action required by these regulations shall be considered a convention expense and must be approved by the VP E.
- c. The Host Chapter will be responsible to provide all expense vouchers and receipts to the VP E for approval, no later than 15 days after the conclusion of the event. The VP E will close all event-related transactions no later than 45 days after the conclusion of the event.

5.2 Personal Gain

No member of the Host Chapter or the DET may use the convention venue for personal profit or exploitation.

5.3 Profit Sharing

- a. The Host Chapter shall receive \$1,300.00 for hosting the convention, conditional upon satisfactory fulfillment of the requirements in Appendix A. This amount may be reduced as provided in sections 13.1(b) and (c), below.
- b. The Host Chapter shall receive appropriate remuneration (as approved by the VP E) from the DET Treasurer for hosting efforts within 14 days after the conclusion of the convention.

6.0 REGISTRATION PRICING

- a. A convention registration is required for entrance to the auditorium by all attendees, including contestants.
- b. Pricing for convention registrations (All-Events Registration and Individual Registration (pricing for individual events)) shall be established by the BOD.
- c. The DET shall be responsible for printing and selling all registrations.

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- d. Provisions shall be made to sell Individual Registrations for each contest session and the Jamboree, as determined by the BOD (e.g., in the event that the seating for All-Events Registrations is not completely sold out).

6.1 Complimentary Registration

- a. All M-AD Past Society Presidents, Past District Presidents, and the current District President (DP) shall be personally invited in writing by the VP E. Those who accept shall each be complimented a maximum of two (2) All-Events Registrations.
- b. BOD members, Operations Team (OT) members, Committee Chairmen, and Chapter Counselors are not entitled to complimentary registrations. However, all District VIPs shall be afforded preferred seating in the auditorium. The District Secretary (DS) will provide this VIP list to the VP E, who will work with the DET Registration Chairman to ensure that these seats are reserved.
- c. Judges or Judge Candidates practicing at a convention are not required to have a Convention Registration for that convention, but must occupy their seats at the judging tables or unsold auditorium seats, if available. One (1) guest of each member of the official judging panel will be complimented with an All-Events Registration, and the VP C&J shall notify the VP E of the request prior to the convention.
- d. The VP E may offer four (4) complimentary registrations for a featured quartet that will appear as the Mic Testing quartet.
- e. Masters of ceremony (MCs) are entitled to two (2) complimentary All-Events Registrations in recognition of their contributions. These registrations must not be in addition to those provided in subparagraph "a." above.
- f. Individuals who, in the judgment of the VP E, have made a contribution to the convention without remuneration may be offered a complimentary registration if it will be used. Host Chapter members and their families are not eligible for complimentary registrations.

7.0 COMPETITOR REGISTRATION FEES

- a. All competitors must meet membership eligibility requirements of the Society Contest Rules in order to compete. The status of membership shall be determined from the Society ebiz membership site, a valid membership card, a receipt from the Society, or a signed memorandum from the appropriate Chapter Secretary that renewal funds are in his hands for forwarding to Society Headquarters.
- b. Quartet members may be registered in the M-AD Frank Thorne Chapter.
- c. All chorus competitors must be members of their competing chapter chorus in accordance with the Society Contest Rules.
- d. All competing female chorus directors must be Society Associates.
- e. All competitors must have an All-Events Registration.

8.0 CONTEST ENTRIES

- a. Any person entering the stage must hold a valid All-Events Convention Registration.
- b. Society CJ-20 On-line Contest Entry is available to all registered quartets and each chapter chorus via the Society ebiz CJ20 site.
- c. The deadline for submission of CJ-20 entries to be entered in the drawing for singing position shall be thirty (30) days prior to the event.
- d. The VP C&J will conduct the drawing along with another District Official, at a location of the VP C&J's choice, to determine the order of appearance for each contest.

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8.1 Late Entries

Late entries, received after the drawing for order of appearance, must be approved by the VP C&J.

8.2 Singing Order Notification

- a. Within one (1) week after the drawing, the VP C&J shall post the complete list of entries and their order of appearance on the district web site. The order of appearance will also be e-mailed, if necessary, to all competing quartets and choruses, the DET Registration Team, the Host Chapter General Chairman, and the assigned Contest Administrators.
- b. All convention details will be posted prior to the convention on the M-AD web site. Details will include: dates, times, location, evaluation procedures, dressing room assignments, expectations of winning quartets and choruses (e.g., appearance on the Jamboree), and other pertinent information.

8.3 Hardships

- a. Per Society Contest Rules, any quartet or chorus wishing to compete in a district competition other than M-AD must make this request in writing to the DP and VP C&J at least 30 days prior to the deadline for submission of their CJ-20 Contest Entry form.
- b. Any quartet or chorus wishing to request special consideration to sing at a particular place in the singing order may request "hardship consideration" from the VP C&J. This request must be made in the Comments Section of the CJ-20 Contest Entry form. The VP C&J, in consultation with the DP and EVP, has sole discretion in regard to the approval of any request for special consideration. The VP C&J will undertake best efforts to accommodate timely requests.
- c. Last minute hardships (work-related or otherwise), may not be considered acceptable hardship requests.

9.0 HOUSING

- a. The VP E shall be responsible for securing a headquarters hotel/motel and shall be responsible for providing information to the district membership via the District website regarding the process for making reservations. He will also work closely with the hotel(s) to establish a room list and/or block reservations.
- b. Any necessary complimentary lodging rooms will be assigned by the VP E, as required.
- c. The hotel should be requested to provide lodging for convention attendees in a separate part of the hotel (if available) to minimize any inconvenience or disturbance to other hotel guests, which may be caused by late night singing. In particular, only those associated with the barbershop convention should be assigned to rooms on the floor where quartet evaluations are held (judges rooms) as well as the floors immediately above and below.

10.0 CONTEST SITE

- a. The VP E will be responsible for securing a venue that is suitable for both quartet and chorus contests and all contracts with the venue shall be reviewed and approved by the DP.
- b. The VP E shall negotiate with hotels/convention centers for sufficient meeting rooms to be made available preferably at no additional cost. These rooms will be used for various convention activities (e.g., photo room, warm-up rooms, ready room, Harmony Marketplace, chorus evaluations, AHSOW, hospitality rooms, storage, etc.).
- c. Appropriate space must be available directly in front of the stage to accommodate the judging panel. The VP C&J may be consulted on the space required.

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- d. A room near the stage shall be provided as a lounge for the judging panel. The room should be supplied with appropriate refreshments by the Judging Services Coordinator.
- e. The DP and/or EVP shall be responsible for placing a request in advance to the VP E for any accommodations for the DP/EVP reception. This set up needs to be in place before any other rooms are given out to the general membership.

10.1 Competitor Evaluations

Areas or rooms shall be provided for quartet and chorus evaluations at the conclusion of each contest. The VP E and VP C&J will coordinate to meet specific needs.

10.2. House of Delegates Meeting Room

The VP E will secure a room in the headquarters hotel/motel for the House of Delegates (HOD) meeting based on requirements set by the DP. Seating shall be arranged at the discretion of the DS who shall consult with the DP.

10.3. District Chorditorium Room

- a. As part of the planned events for the convention, the VP E, at the advice of the DP/EVP, shall arrange with the headquarters hotel/motel for a district chorditorium room for use on Saturday night. The DP or his designee shall operate this room and provide the personnel to assure an orderly operation.
- b. If possible, arrangements should be made by the VP E to have refreshments available for purchase in an area outside the District Chorditorium.

11.0 SOUND & LIGHTING SYSTEM

Adequate sound and lighting systems are the responsibility of the VP E who shall ensure that Society standards regarding sound and lighting systems are adhered to for the contests. The systems must be tested and approved by members of the DET. In addition, the Contest Administrators and a judge designated by the VP C&J must approve the lighting and sound systems prior to the start of any contest.

12.0 JUDGING PANEL

- a. The VP C&J shall:
 - 1. Determine the size of the judging panel (single, double, triple, etc.) based on the projected number of contestants. He will advise the VP E and the Host Chapter General Chairman so that arrangements can be made for lodging, meals, and the size of the area in front of the contest stage no later than three weeks before the contest.
 - 2. Furnish the Host Chapter with the names and cell phone numbers of each judge as soon as this data is available (i.e., from the Judge CJ-22 forms).
 - 3. Ascertain each judge's travel requirements and convention expenses.
 - 4. Furnish the official judging panel with a time schedule of events and evaluation sessions.
- b. The VP E in coordination with the Host Chapter Chairman and the DET Treasurer shall make the following arrangements for the judges:
 - 1. Block rooms in the hotel until the judging panel is finally set and then set up reservations so that the judge's rooms are adjacent to or across from each other.
 - 2. Arrange for meals as required.
 - 3. Set up a judges' lounge for use Friday evening and all day Saturday until after evaluations are completed.

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4. Provide each member of the official panel a check for expenses as directed by the VP C&J.

12.1 Judges Expenses

- a. Members serving on the Judging Panel shall be reimbursed in accordance with the Society Contest and Judging Handbook.
- b. District officials serving on the judging panel shall be reimbursed as judges and not as District officials.
- c. Computer expenses for assigned Contest Administrators shall be reimbursed in accordance with Society Contest and Judging policy. Such expenses are considered a convention expense.

13.0 CONDUCT OF CONTESTS

- a. The Contest Administrator is responsible for the conduct of the contest from the time that the first competitor enters the stage area until the contest results are determined.
- b. The Society Contest Rules shall apply to all contests.
- c. The format for organization of the convention shall be prepared by the VP E in coordination with the VP C&J.
- d. Backstage management is the responsibility of the VP E in coordination with the DET Stage Manager.
- e. The VP E and/or DP will be responsible for providing presenters for the quartet and chorus contests. The MC (master of ceremony) for the Jamboree will preferably be a District representative (Board or OT member).
- f. The VP C&J will provide a mic testing quartet, and, if possible and applicable, a mic testing chorus, to start the respective contest sessions.
- g. At the end of the quartet contests, the names of the M-AD Quartet champions and the M-AD representative to the International Seniors Quartet Contest shall be identified to the audience.
- h. At the end of the chorus contest, the name of the M-AD Chorus Champion and representative to the International Chorus Contest shall be identified to the audience.
- i. The VP E must arrange to have the Official Scoring Summaries reproduced as soon as possible at the end of each contest. Enough copies should be prepared for all in attendance. In addition, a copy of the Official Scoring Summary PDF file for each session must be provided to the M-AD webmaster for posting on the M-AD website.

13.1 Host Chapter Provisions

- a. The Host Chapter will provide personnel to move all contestants through the contest “pattern” in a timely fashion. The VP C&J, in coordination with the VP E, will prepare a time schedule for the contests with approximate times so that competitors will know when to be ready.
- b. The Host Chapter payment for their part in the convention is contingent upon the satisfactory execution and completion of their duties, as set forth herein in Appendix A, per determination by the VP E.
- c. Failure of the Host Chapter to execute and complete their duties in a satisfactory manner may result in a portion of their payment being deducted from the amount of their remuneration in accordance with the metrics and factors of Appendix B.

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13.2. Society Representative Hospitality

- a. Each year, the Society President or his representative visits our convention. M-AD shall continue to provide the highest level of hospitality to the visiting Society Board Representative by providing him with an All-Events Registration, as well as one for his guest.
- b. The following guidelines are suggested for implementation in connection with hosting the Society President or his representative:
 1. The DP shall appoint a specific host or hosts for the Society Board Representative.
 2. The planned time of arrival in the convention city and his mode of transportation should be determined and arrangements made to meet him. Appropriate arrangements should also be made in conjunction with his departure.
 3. He should be advised of the program for the entire weekend and should be furnished, in advance, the agenda and reports for the HOD meeting.
 4. He should not be left to his own devices, having to introduce himself to people, find out where the meeting is being held, get transportation, or buy his own meals. These are properly chargeable as a convention expense.
 5. The host should escort the representative to all meals, making certain he is introduced to everyone he encounters, and is generally treated in a hospitable manner.
 6. Newspaper, radio and TV interviews with the Society Board Representative sometime during the convention can be tremendously gratifying and can be the source of effective public relations for M-AD.

14.0 CONTESTANT PHOTOS

- a. Arrangements for a photographer to take quartet and chorus photos at the convention should be made through the VP E.
- b. The VP E shall coordinate with the photographer to insure that his requirements for space, electrical power, and equipment are properly addressed.

15.0 AWARDS

- a. The quartet awards for this convention include the M-AD Quartet Champion Traveling Trophy to be presented to the winning quartet and individual trophies provided by Arcade (Jim Grant trophies), and the M-AD Novice Quartet Traveling Trophy and individual trophies (presented to the top scoring novice quartet from all Division contests). The VP C&J is responsible for ensuring that these trophies are at the contest site for award.
- b. After the contest, the VP C&J will procure individual quartet champion plaques and, in coordination with the M-AD Association of Quartet Champions (MADAQC), individual name badges or bars for each member of the champion quartet.
- c. The chorus awards for this convention include the M-AD Chorus Champion Traveling Trophy to be presented to the winning chorus and individual plaques for the first, second and third place choruses. The VP C&J is responsible for ensuring that these trophies are at the contest site for award.

16.0 JAMBOREE

- a. The format of the Jamboree is at the discretion of the VP E, in consultation with the DP. At a minimum, the first place chorus and quartet shall be permitted to sing as well as the M-ADAQC chorus to recognize the first place quartet. The VP E will work with the MADAQC Chairman to see that the top three M-AD quartets are properly recognized. The

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VP E will prepare a detailed schedule of events so that the DET Stage Manager and backstage staff can move performers on schedule. The Jamboree should be kept as short as possible, generally not longer than 1.5 hours.

- b. The DET Treasurer must secure an ASCAP/BMI license from the DT for the Jamboree only.
- c. No quartet or other performer that demands remuneration or any other payment shall be invited to sing on the Jamboree unless approved by the EVP in advance of the event and reflected in the budget.

17.0 PROGRAMS

- a. A program booklet shall be provided by the DET, highlighting the weekend schedule, the order of appearance for all contests, and the Jamboree schedule.
- b. The program may include advertising, and the income shall be included as convention income.
- c. The Host Chapter is encouraged to sell ads for the program to help defray the cost of printing the program. As incentive, the Host Chapter shall receive 75% of the net proceeds (after all production costs are deducted) from ads sold by the Host Chapter and for which they are responsible.
- d. The program will be printed using the most economical method available, which will produce an acceptable appearance.
- e. The DET is responsible for producing the program. Layout, content, and competitor entry information is subject to the review of the VP E and the VP C&J. A cut-off date for advertising shall be determined by the VP E.

18.0 LOCAL PUBLICITY

- a. The VP Marketing & PR shall prepare and release any desired publicity related to the event.
- b. The VP Marketing & PR shall place carefully prepared news articles in local periodicals and newspapers, and provide announcements for radio and television.
- c. Convention monies used to pay for advertisement should be kept to a minimum and must be reflected in the budget and coordinated in advance with the VP E.

19.0 CARE OF PROPERTY

- a. Quartets, chapters, or individual barbershoppers shall not place stickers or other adhesive-backed announcements, slogans, promotions, or invitations on any part of the contest venue or hotel building/venue. Pre-convention mailings shall notify all involved of these restrictions.
- b. Smoking and alcohol consumption is prohibited in all public buildings. It is imperative that the rules of these facilities are strictly enforced. Similar restrictions may also apply to some commercial facilities depending upon local ordinances. Pre-convention mailings shall advise all involved of these restrictions.
- c. The Host Chapter should post signs asking competitors to clean the dressing rooms at the conclusion of the contest sessions.

20.0 CONVENTION REPORT

- a. A Preliminary Financial Report shall be submitted by the DET Treasurer to the VP E and the DT within thirty (30) days after the conclusion of the convention.
- b. A check representing 80% of the District's share of the estimated convention profits shall accompany the preliminary report to the DT.

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- c. Within sixty (60) days after the conclusion of the convention, the DET Treasurer shall submit a Final Report to the VP E and DT for distribution to the BOD. This report shall include a check for the remaining amount of the net profit to the DT.

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APPENDIX A: HOST CHAPTER CONVENTION MANUAL

**MID-ATLANTIC DISTRICT
FALL CONVENTION**



**DISTRICT EVENTS TEAM
HOST CHAPTER
CONVENTION MANUAL**

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1.0 HOST CHAPTER CONVENTION COMMITTEE

The Host Chapter Convention Committee should be made up of the Host Chapter General Chairman and the following recommended jobs.

- a. Judges Services Coordinator
- b. Transportation Coordinator
- c. Reproduction Coordinator
- d. Staging Coordinator
- e. Auditorium Coordinator
- f. Registration Coordinator
- g. Door Monitors and Hall Coordinator
- h. Chorus/Quartet Host Coordinator
- i. Signs Coordinator.

1.1 *Jobs and Responsibilities*

- a. Host Chapter General Chairman
 - Contact the VP E to obtain required information.
 - Select, manage, and schedule all coordinators and their teams.
 - Provide a contact list with cell phone numbers for all coordinators during the event.
 - Manage the Host Chapter during the event to ensure that all chapter members perform assigned jobs required and meet the scheduled needs of the VP E.
 - Attend Pre-Convention meeting and provide status reports to the VP E.
 - Obtain VP E approval for all expenditures (e. g., signage, rental of vehicles), as required under the District Fall Convention Regulations.
- b. Judges Services Coordinator (JSC)

Meet all the judges' needs in coordination with the VP C&J. This position is a full-time job from the time of arrival of the first judge at the designated airport until the last judge arrives at the airport for departure. The Transportation Coordinator and Reproduction Coordinator support the JSC.

Scope of Job:

- Provide a Saturday lunch for the judging panel and their guests (sandwiches and beverages).
- Host the Judges Hospitality Suite throughout the weekend.
 - Coordinate with the VP C&J to provide snacks and beverages (e.g., bottled water, sodas) plus sandwiches or other substantial food for Friday night following the contest and during/after all evaluation sessions.
- Arrange with the Transportation Coordinator for the transportation needs from:
 - Airport to hotel and return to airport (or other transportation facility).
 - If necessary, transportation between hotel and venue.
 - Other places, as required.
- Check to see that all requirements for the judging panel at the contest venue have been met before and during each event.

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- Provide bottled water and hard candies/chocolates on the judges' tables; to be supplied by the Host Chapter.
- Provide a wastebasket in the area of the Contest Administrators.
- Provide pens at all judging positions; supplied by the DET Stage Manager.
- The Reproduction Coordinator will handle all duplication needs, including the Scoring Summaries.

c. Transportation Coordinator

Provide transportation for convention and/or contest personnel (e.g., judges, guest judges, Society VIPs).

Scope of Job:

- Provide vehicles and drivers to help in the transportation of the judges and VIPs.
- Obtain a schedule of airport arrival and departure times and cell phone numbers for the judges from the VP C&J, and other VIPs from the DP, EVP and/or VP E.
- Set up a schedule for the drivers to meet the arrivals and departures schedule of judges/VIPs.
 - Judges should not have to wait more than one (1) hour for transportation to the hotel/convention site
- Secure and publish the cell phone numbers of the judges, VIPs, drivers, VP E, and VP C&J in order to communicate effectively in the case of judge flight delays.
- Provide the judges and VIPs with information regarding hotel direct airport shuttles, should their use be needed.
- Drivers are entitled to reimbursement at the current M-AD reimbursement rate.

Materials Needed:

- Signs are helpful in airport pickups.

d. Reproduction Coordinator

Reproduce and distribute any information that is required for convention purposes.

Scope of Job:

- Provide a crew that can operate local reproduction machines or know the location and hours of operation of the closest reproduction facility.
- Pick up material to be reproduced from the Contest Administrators, get it reproduced, and deliver the products to the appropriate places.

Materials Needed:

- Reams of different colored paper for each contest. Check with VP C&J in advance for paper size and amount.

e. Staging Coordinator

Secure resources for assembling and dismantling risers, shells, pipe and drape, etc. required for the various contests, and assist the DET Stage Manager, as needed.

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Scope of Job:

- Become familiar with the physical layout and human resource needs of the contest. Specifically, become familiar with/where equipment can be unloaded/loaded and a means of moving equipment to/from the venue stage area.
- Provide a second set of risers for the ready room, and possibly a primary set for the stage itself.
- Contact the DET Stage Manager to determine what is expected of the Host Chapter.
- Determine human resource needs and schedule them accordingly.
- Set up risers for the stage, ready room, and photography room.
- Distribute judges' table materials and replenish as needed (e.g., bottled water, hard/chocolate candy, pens) working with JSC.
- Provide resources to reset the stage, as required (change risers, reset pipe and drape, etc.) between and during various contest sessions.
- See that staffing requirements are met during all contest sessions, including the Jamboree.
- Arrange for clearing various areas after the contest and Jamboree are completed.

f. Auditorium Coordinator

Organize the venue auditorium so that attendees may find their seats as easily as possible.

Scope of Job:

- Number the seats/rows.
- Install signs as seating guides (handicap areas & section numbers).
- Provide guides to help attendees find their seats prior to each session and at the intermissions.
- Instruct the guides on:
 - Layout of the section, row, and seat numbering system.
 - Location of rest rooms.
 - Location of telephones.
 - Location of medical (emergency) help.
- Remove all signs and stickers, which the Host Chapter installed, after the Jamboree.
- Arrange for replacements if/when your chorus must prepare to compete.

Materials needed:

- Seat numbers, from DET Registration Chair, with floor plan.
- Means of fastening section/row signs to poles.
- Contact Sign Coordinator about the signs that you need.

g. Registration Coordinator

Handles all matters regarding distributing pre-sold tickets and selling any available tickets.

Scope of Job:

- Coordinate with DET Registration Team.
- Provide personnel and schedule the operation of the Registration Desk for the hours listed in the program with guidance from the DET Registration Team.
- Plan for the opening disbursement of tickets and sale of badge holders. Programs are to be distributed at the door – one per ticket holder.

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- Instruct helpers as to what each attendee should receive (ticket). Helpers should know the location of telephones, restrooms, and emergency services and have a copy of the room assignments.
- Account for any sales and money received with the DET Registration Team.

Materials needed:

- Signs – Coordinate need with the DET Registration Team.
- Scissors, tape.
- Fine black pens or magic markers to correct errors on tickets.
- Material to install any signs used.

h. Door Monitors and Hall Coordinator

Monitor the entrances of attendees to the contests in a manner that will not disturb the operation of the contests, and monitor the noise level in the hallways during the competitions.

Scope of Job:

- Become familiar with the layout of the hallways and entrances to the auditorium.
- Determine the number of people needed for the doors and hallways.
- Develop a schedule for people to work the doors and hallways.
- Create any signs that are required. Remove signs when the contests are over.
- Clarify for the door monitors what is expected of them. Explain the layout of the auditorium seating in order to direct people as effectively as possible.
- Hand out programs at each session. This policy may change and is established each year at the pre-convention meeting.

Materials needed:

- Signs.
 - QUIET PLEASE – four (4) for hallway use.
 - Floor seating sections with arrows.
 - ENTER – EXIT – NO EXIT - NO ENTER (for doorway use).
- Gaffer's tape.
- Some signs will be provided by the DET, a list will be provided before the pre-convention meeting.

i. Chorus/Quartet Coordinator

Control the movement of choruses/quartets to the contest stage and photographer according to a published schedule.

Scope of Job:

- Secure necessary information, including:
 - Building layout.
 - Time schedule with chorus/quartet order and dressing rooms listed as provided by the VP C&J in coordination with the VP E.
 - The DET will provide two-way radios for all conventions that may be picked up from the VP E. A minimum of 12 AAA batteries should be purchased. The radios are to be returned to the VP E on Saturday night following the Jamboree.

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- Provide sufficient personnel to effectively carry out assigned duties.
- Set up a hallway command post near the ready rooms.
- Keep in touch with guides and call for choruses/quartets per schedule or as directed.
- Inform the Sign Coordinator of sign needs and get them to the convention site.
- Post chorus/quartet signs on dressing room doors as needed and remove them after the contest/Jamboree.
- Walk the guides through the quartet/chorus pattern before the pre-contest meeting. Supply each guide with a time schedule so they can answer any question as to whether the contest is on schedule.

Materials needed:

- Signs and tape for fastening. Tape should be gaffer's tape, which will not damage the paint or woodwork.
- Intercom radios.
- At least 12 AAA batteries.
- Time schedule.

j. Sign Coordinator

Create any signs that will help make the convention flow smoothly and minimize the need for attendees to ask operational questions (schedule, competition pattern, etc.).

Scope of Job:

- Contact the VP E for current sign inventory.
- Create signs based upon the information provided by various coordinators.
- Return completed signs to coordinators for transportation and installation.
- Check to see that all signs have been removed during/after the Jamboree.

Materials needed:

- Take some small-sign making materials along.
- Poster board.
- Magic markers.
- Gaffer's tape.

2.0 HOST CHAPTER TIME LINE

The purpose of this section is to inform a chapter that desires to host a M-AD Fall Convention of some guidelines as to when, in the course of time, certain duties must be accomplished.

One Year In Advance Of Contest

Form a Convention Committee and have as many members of the Steering Committee as possible attend the current convention, which your chapter will eventually assist in operating, to oversee how the present Host Chapter performs their duties. The future Host Chapter may be asked to step in to cover some duties if the present Host Chapter is competing.

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Two Months in Advance

Each coordinator should have a preliminary idea of what is expected of him/her. The coordinators should then secure the necessary staff.

Six Weeks in Advance

Turn in any camera-ready copy ads and advertising dollars to the VP E and DET Treasurer.

One Month in Advance of Contest

Attend a pre-convention meeting, if scheduled by the VP E. The purpose of the meeting is to clarify duties and responsibilities.

Thursday Night/Early Friday Morning of Contest Weekend

Human resources needed in registration, staging, and auditorium for preparing the various areas for Friday evening/Saturday contests. Perform the duties assigned to make the contests flow smoothly.

3.0 HOST CHAPTER CONVENTION HUMAN RESOURCE NEEDS

The following is a fairly complete listing of the human resource needs. These needs may change over time and are dependent on the contest logistics (size, number of competitors, schedule, etc.).

Friday Jobs

8:00 am:

Stage and Ready Room set-up – eight (8) people - report to DET Stage Manager.

Photo room riser set up, if needed – eight (8) people (same 8 as for stage set-up).

Noon:

Sort registrations – five (5) people – report to the DET registration area.

Seat labeling – six (6) people – report to the DET Registration Team.

3:00 pm:

Registration Desk – six (6) to eight (8) people with relief through Saturday night intermission

Signs – In addition to signs made at home by computer, one “freehand artist” to make signs on site.

Riser assembling in warm-up rooms, as needed – eight (8) people – Set up when they arrive.

1 hour before contest start:

Pre-contest meeting with the VP E and Host Chapter coordinators.

6:00 pm:

Quartet/Chorus Movement – seven (7) people.

Hall Monitors/Ushers – eight (8) people.

Door Monitors – eight (8) people.

Registration Checker – one (1) person (each person going onstage must have a registration).

Lighting – one (1) person to assist lighting coordinator (choruses and MC).

Copying – two (2) people to reproduce score sheets.

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Dependent upon Judge Arrival Times

Judges' transportation – information from the VP C&J for airport pickups (some Thursday pickups may be required).

1 Hour Before Contest Start & Upon Contest Conclusion

Judges' transportation between hotel and contest venue, if needed – sufficient vehicles and drivers to transport from 8 to 15 panel members and their guests.

Saturday Jobs

All jobs listed for the quartet contest apply to the chorus contest, quartet finals, and Jamboree. Replacements may be needed for those men competing in the chorus contest.

Special Jobs

Judges' Hospitality

Two people who will work pre-convention to arrange hospitality and then give up their weekend (and sleep) carrying it out. This is most successful when performed by a husband and wife team.

Riser Movement

Risers may need to be moved to change configuration Friday night and Saturday. The risers must be torn down and stored Saturday night. Many of these jobs do not occur at the same time; therefore some people can hold more than one job.

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APPENDIX B: HOST CONTRACT METRICS & WEGHTING FACTORS

METRICS	WEIGHTING FACTOR
Assist the Stage Manager (see Appendix A requirements) in setting up the stage area, including riser setup on the stage, in the Photo Room, and in the Ready Room, as required. Provide risers for the Ready Room in the same configuration as those on stage, as necessary.	20%
Assist the Stage Manager (see Appendix A requirements) in breaking down and reloading the stage materials and risers, as necessary, into the M-AD trailer.	20%
Assist the DET Registration Team (see Appendix A requirements) in setting up the Registration Desk area and manning it during registration deliveries and sales, and marking the auditorium seats, as necessary.	10%
Assist the VP E (see Appendix A requirements) in Quartet/Chorus Movement during all sessions, including the YIH adjudications, as required.	10%
Provide hall and auditorium door monitors (see Appendix A requirements).	5%
Assist the VP E (see Appendix A requirements) in signage preparation and posting.	5%
Provide judge panel transportation (see Appendix A requirements) to and from the airport/train station and between the HQ hotel/motel and contest venue, as required.	10%
Provide judge hospitality (see Appendix A requirements) as directed by VP E and VP C&J. Hosts need to be in the Judge Hospitality Suite during the hours specified by VP C&J.	15%
Assist the VP E and VP C&J in scoring sheet and other judging material reproduction (see Appendix A requirements).	5%

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APPENDIX C: GLOSSARY OF ACRONYMS AND DEFINITIONS

BOD	Board of Directors
DET	District Events Team
DP	District President
DS	District Secretary
DT	District Treasurer
EVP	Executive Vice President
HOD	House of Delegates
IPP	Immediate Past President
JSC	Judges Services Coordinator
M-AD	Mid-Atlantic District
MADAQC	Mid-Atlantic District Association of Quartet Champions
MC	Master of Ceremony
OT	Operations Team
PR	Public Relations
VP C&J	Vice President, Contest and Judging
VP E	Vice President, Events

Gaffer's Tape a strong, tough, cotton cloth, pressure sensitive tape used on theater, film, and television productions as well as live performances and any other kind of stage work. Gaffer's tape is often referred to as "production expendable" because it is discarded after the production process is complete without leaving marks.