

# Land O'Lakes

## Division Contest Manual

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This manual is supported by the following Documents:

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

If you have questions contact - LO'L District Vice President of Events

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# **Basic Information on Hosting a Division Contest**

## **District Policy 17.05-B Division Contest**

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

## **Basic Information**

### **1. Facility**

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

### **2. Judges Expenses**

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

### **3. Insurance Coverage**

Chapters are covered under the Society blanket Insurance Policy but you need to order a Certificate of Insurance from Society to give to auditorium.

### **4. Ticket Prices**

Set by the District Board of Directors (Policy 18.03-B) as set in October 2017 at \$20.00 for contestants and guests.

### **5. Financial Split**

The NET income shall be distributed 50% to Host Chapter and 50% to the District. (Policy 18.02- B)

### **6. Awards**

Ordered by the Vice President of Events. Paid by the Host Chapter as a contest expense.

## **Basic Schedule - one day contest**

1. Access to Building by 8:00 am
2. Normally 5-7 Choruses and 7 or more Quartets
3. Chorus Contest starts at 10:30 am
4. Quartet Contest starts at 1:30 pm
5. Chorus & Quartet Evaluations to follow

# Traditional Contest Dates

**Combined Division One & Packerland** - Third Saturday in May

**Combined Southwest & 10,000 Lakes** - Fourth Saturday in March

**Northern Plains Division** - Second Saturday in May

## Basic Contest Requirements

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

# GENERAL CHAIRMAN

## Date and Site

District Policy 17.05 - The date of the Division Contest shall be selected at least two (2) years in advance by the Vice Pres of Events in cooperation with the District Vice President - Division(s). The site shall be selected at least one (1) year in advance.

## General Information

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

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

## CAUTION

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

# GENERAL CHAIRMAN RESPONSIBILITIES

## Read LO'L District Policies, Articles XVII and XVIII - Division Contest

### **Three (3) months before the contest**

- a. Select Committee chairman and hold meeting to review each committee's duties and manpower needed to do the job.
- b. With the Assistant Chairman and the Auditorium Chairman make an inspection visit to the auditorium, checking the facility requirements, contest site judging area, lighting requirements, sound requirements as listed on the Auditorium Chairmans work sheet.
- c. Contact the District Vice Pres of Contest & Judging:
  1. Reconfirm the date, time and place of the contest.
  2. Reconfirm your name, Email, phone number and address.
  3. Request the names of the judging panel & Contest Administrator.
- d. Contact the District Vice Pres of Events regarding:
  1. Who will be the contest MC?
  2. Who will be the mic tester Quartet?
- e. Start preparing the following schedules so they will be ready by the 2<sup>nd</sup> mailing to chapters.
  1. Contest Schedule of Events (Exhibit B)
  2. Chorus contest timing
  3. Quartet contest timing
  4. An advance ticket sale request form for the Chapters.
- f. Work with the Judges Services Coordinator and make up a Judges schedule (see Exhibit C)

### **Two (2) months before the contest**

- a. Hold a meeting with all committee chairman to confirm that all things are progressing on schedule.
- b. Confirm via Email that the District Vice President of Events has ordered the Awards for the contest.
- c. Assist Publicity Chairman with 2<sup>nd</sup> letter to the Division Chapters if needed.

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

#### **Four (4) Weeks before the contest**

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

#### **Two (2) Weeks before the contest**

- a. Hold a meeting with all committee chairman to confirm with each chairman that all things on his work sheet are covered and on schedule.
- b. Recheck and confirm date and times with:
  - 1. Contest MC
  - 2. Mic Tester Quartet
- c. Check with the District Vice Pres of Events who has the Judges lights and MC signal system.
- d. During these last 2 weeks check and recheck with your Chairman.

## **Day before & Day of the contest**

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

## **Day of the Contest**

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

- a. Facility doors are open per schedule
- b. Ticket window open per schedule
- c. Information desk is open and staffed.
- d. Personnel on hand to welcome, direct and escort competitors.
- e. The stage and judging area are set up and ready for inspection
- f. The stage manager, auditorium chairman, sound and lighting personnel are available at the time set for the Judges stage check.
- g. Competitor Desk is staffed with runners who know the exact route when escorting choruses and quartets during the contest.

**NOTE:** The District VP of Contest & Judging (Steve Johnson) and the District VP of Events (Arv Zenk) are willing to assist you in any way they can to make this contest a success. All you need is ask.

**Good Luck and THANKS for chairing this contest.**

# **GENERAL CHAIRMAN PLANNING CHECKLIST**

## **Advance Preparation**

1. \_\_\_\_\_ Reserve Auditorium Contest site \_\_\_\_\_  
\_\_\_\_\_ Contract signed and copy on file \_\_\_\_\_  
\_\_\_\_\_ Provide Liability Insurance Certificate to auditorium \_\_\_\_\_
2. \_\_\_\_\_ Hotel for Judges to stay at \_\_\_\_\_
3. \_\_\_\_\_ Tour contest site, walk through, establish competition pattern.
4. \_\_\_\_\_ Appoint Committee Chairman required to run Convention.
5. \_\_\_\_\_ Prepare preliminary Budget
6. \_\_\_\_\_ Prepare preliminary Schedule of Events.
7. \_\_\_\_\_ Read District Policy Article XIX and XX complete.

## **On-Going**

8. \_\_\_\_\_ Ticket order form, publicity, etc.
9. \_\_\_\_\_ Confirm letter to Contest MC
10. \_\_\_\_\_ Confirm Awards are on order, ship date and ship to address
11. \_\_\_\_\_ Arrange for risers for stage
12. \_\_\_\_\_ Send confirmation to each Chorus Manager or contact man
13. \_\_\_\_\_ Signage for contest auditorium

## **30 days before Contest**

14. \_\_\_\_\_ Send Briefing Letters to:
  - a. All Quartet contacts
  - b. Chorus Managers/Contacts
  - c. Chorus Directors
  - d. Steve Johnson, District VP C&J - [stvjhnsn@att.net](mailto:stvjhnsn@att.net)
  - e. Arv Zenk, District VP Events - [arvjane@hickorytech.com](mailto:arvjane@hickorytech.com)
15. \_\_\_\_\_ Approve Contest Program for printing

## **After Convention**

16. \_\_\_\_\_ Financial accounting to VP of Events and District Treasurer within  
60 days after Contest



# AUDITORIUM CHAIRMAN

## General

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

## Facility Requirements

1. Auditorium seating capacity approximately 350-400 (NOTE: Each Divisions contest requirements are different)
2. Stage size big enough to hold risers for the largest chorus. (NOTE: Most Divisions require only 7 sections of risers which means you need a stage that is a minimum of 37' wide and 16' deep.
3. Stage height 30" to 42" inches. If over 42 inches high you need a platform to raise the judging area.
4. There is a minimum of 10 feet between the stage wall and first row of permanent seats for a single/double panel of judges.
5. Easy access on and off stage for the contestants and a traffic pattern worked out prior to the contest.
6. Adequate dressing/rehearsal rooms with no more than 1 Chorus and 1 Quartet assigned per room. The Quartet assigned MUST be from the same Chapter.
7. A final Ready room (with risers) near the stage entrance without going up or down stairs prior to going on the contest stage.
8. A room with restroom facilities near the contest stage for use by the Judges before and after the contest (Green Room). Advise Judges Services Coordinator of this room.
9. Adequate parking near the facility with consideration for chorus buses.

## Contest Site Judging Area

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

## **Sound System and Lighting**

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

## **Lighting Requirements**

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

## **Sound system requirements**

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

## **Riser Requirements**

1. Normally risers are 3 step and offered in 5, 7 or 9 sections  
Each Division contest Chairman needs to check with the Choruses as to their requirements and/or if a 4<sup>th</sup> step is needed.
2. There should be 3-5 feet of space between the front edge of the risers and the curtain line when the curtain is closed.
3. Place tape on the floor to mark the centerline of the stage as well as the curtain line. Also tape the center of the middle riser for reference.
4. When changing the number of risers, always add or subtract the distance from the curtain line. Therefore it is recommended that prior to the contest, that each riser configuration is set up and tape the floor location so when you do a riser change will speed the time required.

## **General**

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

# STAGE MANAGER

## General

1. **Must** be a Barbershopper who is experienced in contests.
2. Be knowledgeable about contests to recognize if something is going wrong and to check with the Contest Administrator if necessary.
3. It is advisable to have an Emergency Kit backstage with the following:
  - Band Aids                      Safety Pins (several sizes)
  - Kleenex                         Hand held stapler
  - Paper towels                  Tape - adhesive, masking and duct tape
  - Big push brooms (mops) to clean the stage if required
4. Oversee all backstage operations and make final check that stage is in readiness for the next contestant.
5. Maintain security so only authorized personnel are permitted backstage.
6. Have sufficient help (stage crew) to move risers and shell during the chorus contest (if riser changes are needed).
7. Have sufficient help (stage crew) available to reset the stage between the Quartet and Chorus contests.

## Duties

### Chorus Contest

1. Meet Chorus at stage door and escort them to the stage and advise them the curtain plan and how to exit the stage after their contest set.
2. Stand with the Director (back to audience if no curtain) until the Chorus Director indicates they are ready, then returns off stage and signal the MC that the Chorus is ready to be announced.
3. Opens the curtain when the MC announces the Chorus
4. Closes the curtain on signal from the Chorus Director

### Quartet Contest

1. Meets the Quartet at the stage door and escorts them to stage entrance to wait for the MC to announce them.
  - a. Does NOT chit chat with the members of the Quartet
  - b. Advises them how to get exit the stage after their set
  - c. Advises them to let him know when they are ready so he can signal the MC to announce them.
2. Clean up the stage should the Quartet leave anything on the floor.

# COMPETITOR DESK - CHORUS/QUARTET HOST/RUNNER

## General

1. Provide personnel to man a “Competitor Information Table” at the main entrance.
2. Provide personnel to welcome and either direct or escort inc-coming chours and quartet members to their dressing room.
3. Place signs with chorus and quartet names on doors of the dressing rooms and attach a sheet with “house rules” affecting use of the facility.
4. Advise all competitors that these “house rules” are to be adhered to.

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

## During the Contest:

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

**WALK SLOW                      WALK SLOW**
  - b. Escort them from the final ready room to the back stage area.
  - c. Advise group where to leave their water bottles and where they can be picked up when they come off stage.
  - d. Count the number of chorus members going on stage and give this to the Stage Manager.
  - e. Make sure the Stage Manager and MC know the name of the contestant you have escorted to the backstage area.
  - f. Meet the chorus or quartet as they exit the stage and escort them to the auditorium.

## End of Contest

Provide clean-up help to go over every dressing room used and final ready room to be sure everything is clean and put back exactly the way it was.

**NOTE:** Take a digital photo of every room anyone occupies and make sure they are put exactly as they were found..

# JUDGES SERVICES COORDINATOR

## General Information

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

Single Panel	Double Panel
1 Contest Administrator	1 Contest Administrator
1 Music Judge	1 Associate Contest Administrator
1 Presentation Judge	2 Music Judges
1 Singing Judge	2 Presentation Judges
	2 Singing Judges
2. The District pays all the expenses of the Judges at a Division contest.
3. The District arranges for the air transportation for the judges who fly.
4. The District C&J chairman will advise you if there will be Guest (candidate) judges and how many.
5. The Host Chapter arranges for Hotel rooms and meals for the Judges while at a division contest. These should be paid for by the Host Chapter and submitted to the District Treasurer for reimbursement.
6. The District owns and will provide the table lamps used on the judges table.
7. The District owns and will provide the signal system used to let the MC know when to announce the next contestant.
8. The District will provide black ball point pens. **DO NOT** buy pencils.
9. The Contest Administrator has the final decision in all matters relative to the contest operations. If in doubt, ask the District VP of Contest and Judging.

# **JUDGES SERVICES COORDINATOR**

## **Responsibilities**

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

## **Transportation**

1. Arrange transportation from, and to the Airport for Judges who fly in.
2. Arrange transportation from, and to the contest site for the Judges.
3. Provide maps to the Hotel and contest site for Judges that drive in.
4. Provide Judges with an Emergency phone number to call when traveling.

## **Hotel Rooms**

1. All judges rooms should be booked at a Hotel/Motel that is convenient to the contest site and preferably one that has a Restaurant on site (or nearby).
2. Judges rooms should be put on a Master bill and paid by the Host Chapter Treasurer and then submitted for reimbursement by the District Treasurer.
3. Two weeks prior to the contest provide all the Judges with the name, address and phone number of the Hotel/Motel they will be staying at.
4. Each Judge is to be booked in a separate sleeping room.

## **Judges Meal plans**

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

1. Friday - no scheduled dinner as there are normally different arrival times. If the Hotel/Motel does not have a restaurant and there is not one within easy walking distance you need to provide transportation to and from the restaurant.
2. Saturday Breakfast - have the Judges go to the restaurant and charge to their room.
3. Saturday Lunch - arrange for sandwiches backstage following the chorus contest. (Green room)
4. Saturday Dinner - arrange for at a nice restaurant after the Chorus and Quartet Evaluations are completed. (About 6:30 or 7:00 pm)
5. Sunday - as they may be departing at different times they should go to the restaurant on their own schedule.

NOTE: If you have Guest/Candidate Judges they should be included for any meals. (These are also paid by the District). If a Judge has his wife along she should also be included for meals and given a complimentary contest ticket.

## Judging Area at the Contest site

1. The Auditorium Chairman should have a designated a room with restroom facilities near the contest stage for use by the Judges before and after the contest. (Green room).
  - a. Provide a cooler with bottled water and soda in this room.
  - b. Provide bottled water on the Judges tables during the contest sessions.
  - c. Provide snacks, fruit, (seedless grapes, apples, etc.) in the Green Room.
  
2. The Contest site
  - a. See Exhibit showing the setup for tables for a double panel of judges. You would need one (1) less table for a single panel
  
  - b. The District owns and will provide the table lamps for the judges tables. Also the signal system for the MC, some extension cords and Black ball point pens for the judges.
  
  - c. The power to the judges table lights and computer(s) of the Contest Administrator should be on a separate circuit.
  
  - d. The MC podium, light and microphone are to be placed “stage right”. (same side as the Contest Administrator).
  
  - e. Just prior to the start of each contest session placed bottled water and Life Savers at each of the judging stations.
  
3. Pre-Contest Stage check
  - a. At a pre-determined time prior to the start of the contest, the CA, ACA and another Judge will visit the contest site to observe the stage setup and check out the sound and lighting.
  
  - b. Be sure the Stage Manager, MC, Auditorium and sound and lighting personnel are available at the time of the Stage check.

## Contest Evaluations

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

1. Division Contests
  - a. The Evaluation/Coaching session for Choruses will be in their chorus dressing room.



- b. The Evaluation/Coaching session for Quartets may be done either in their dressing room or in the Judges Hotel rooms.
- c. Prior to the contest the CA (and ACA) will want to know and see the location of each Chorus & Quartet dressing room so they can set up their computer for the Evaluation schedule.
- d. Escort them through the area of Chorus & Quartet dressing rooms so they can familiarize themselves with their locations.
- e. Just prior to the time designated by the CA for the start of Evaluations have someone escort the Category Judges from the Green Room to the area for Evaluations.

### **Official Scoring Summary**

1. An Official Scoring Summary is published following the contest.
2. Arrange for a copy machine to reproduce these scoring summaries.
3. Arrange for someone to be at the CA table right after the completion of the Chorus and Quartet contest to pick up the master copy from the CA and go and make copies of it.
4. The number of copies needed is based on the number of men that crossed the stage during the chorus contest. That number plus 100 is a good guide.
5. Prior to the start of the contest provide the CA/ACA with 100 sheets of blank quality 20# printer paper for the computers.

### **Miscellaneous items**

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

If in doubt, or you have any questions concerning any of the above contact:

District Contest & Judging Chairman - Steve Johnson - [stvjhnsn@att.net](mailto:stvjhnsn@att.net)  
District Vice President of Events - Arv Zenk - [arvjane@hickorytech.net](mailto:arvjane@hickorytech.net)

# Hospitality Snack Guide

NOTE: A separate room to be used as a Hospitality room, (and hosted by the JSC), which is also the gathering place for the Judges should be booked on the same floor as their sleeping rooms.

The amount of snacks will depend on the number of Judges at your contest.

- a. Single panel - it is 4 guys so you don't need much.
- b. Double panel - is 8 guys so plan a bit more.

Checklist and helpful guide is:

- a. Bottle water (cooler)
- b. 12 pack beer - (suggest Michelob light)
- c. 2x - 6 pack pop - (suggest both regular and caffeine free)
- d. Crackers & pretzels
- e. Cheese (and knife to slice it)
- f. Cold cut meat (knife and cutting board)
- g. Peanuts & Fruit (seedless grapes)
- h. Coffee maker (1 lb decaf coffee)
- j. Styrofoam cups - pream & sugar
- k. Plastic spoons, small paper plates & napkins
- m. Garbage bags - paper towels

Note: If you have Guest/Candidate Judges they should be included for hospitality and all meals. If a Judge has his wife along she should be included for the meals and given complimentary Registrations.

## Judges area at the Contest site

1. The Auditorium Chairman should have designated a room with restroom facilities near the contest stage for use by the Judges before and after the contest (Green Room).
  - a. Provide a cooler with bottled water and soda in this room.
  - b. Provide snacks, fruit (seedless grapes, apples, etc.) & cookies. Don't forget small paper plates and napkins in the Green room.

# **Judges Sleeping Room Layout**

(Judges rooms are used for Quartet Evaluations after the contest)

# Judges Services Coordinator Checklist

## To Do

1. \_\_\_\_\_ Judges Services Coordinator name and Email to District Vice Pres of Contest & Judging - Steve Johnson - stvjhnsn@att.net
2. \_\_\_\_\_ Also General Chairman name & Email to VP of Contest & Judging.
3. \_\_\_\_\_ Auditorium Contest site - name, address and phone
4. \_\_\_\_\_ Headquarters hotel - name, address and phone
5. \_\_\_\_\_ Emergency phone number for Judges to call when traveling.
6. \_\_\_\_\_ Contest Schedule of Events

## Advance preparations

7. \_\_\_\_\_ Hotel rooms booked where Judges are to be housed.
8. \_\_\_\_\_ Judges names, categories, home location in printed program.
9. \_\_\_\_\_ Judges travel itinerary's - arrival times.
10. \_\_\_\_\_ Judges meal plans (Fri Eve, Sat Lunch & Dinner, Sun Brkfst)
11. \_\_\_\_\_ Judges Hospitality room (Location/Host)
12. \_\_\_\_\_ Map/Drawing of Contest site rooms/layout

## Contest site

13. \_\_\_\_\_ CA/ACA - contest site walk through (Sat AM)
14. \_\_\_\_\_ MC signal system.
15. \_\_\_\_\_ Judging tables set up at contest site.
16. \_\_\_\_\_ Electric power to tables for lights and computers.
17. \_\_\_\_\_ Lights/ball point pens on judging tables.
18. \_\_\_\_\_ Bottled water & life savers on judging tables.
19. \_\_\_\_\_ 100 sheets blank quality paper for CA printers.
20. \_\_\_\_\_ Judges backstage "Greenroom" - (rest room location).
21. \_\_\_\_\_ JSC near panel during all contest sessions.
22. \_\_\_\_\_ Guest Judges - plans (contest table space, meals, etc.)
23. \_\_\_\_\_ Mic tester Quartet \_\_\_\_\_

## After Contest

24. \_\_\_\_\_ Official Scoring Summary - duplication/distribution plans
25. \_\_\_\_\_ Quartet Evaluations - location - rooms/signs.
26. \_\_\_\_\_ Chorus Evaluations - location - rooms/signs.
27. \_\_\_\_\_ Judges expenses paid prior to leaving City.
28. \_\_\_\_\_ Judges departure - transportation plans.

# **PUBLICITY CHAIRMAN**

## **General**

Secure a current District Directory as you will need this to get the names of Chapter leaders for your mailings. Email addresses are on the Society Ebiz.

## **Three (3) Months before the Contest**

Send an informational announcement to all Division Chapters alerting them of the contest and providing the “What, Where, When” of the contest and encouraging them to participate. This could also be sent to Quartets in your Division. Send to the following:

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

## **Two (2) Months before the Contest**

1. Send a second letter to all Division Chapters about the contest including:
  - a. What, Where, When
  - b. Schedule of Events
  - c. Request for pre-sale tickets
  - d. Information on Hotel/Motels

NOTE: In other words bombard them with information as to why they should come to the contest. (Send to same list as above).

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

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

3. This is also a good time to find out if Music Teachers have any Barbershop activity at their school. If so, place an invite to these Students also.

NOTE: Each Host Chapter should use their own judgement regarding complimentary tickets to Students.

## **Four (4) Weeks before the Contest**

1. At this time a Pre-Contest Briefing letter is to be sent to all competing Quartets and Choruses. It should contain all the detail information to the contest.
  - a. Place and time of the contest(s)
  - b. Map and directions on how to get to the contest site.
  - c. Detailed drawing of the contest auditorium (Auditorium Chrm has)
  - d. Schedule of Events for the day
  - e. Contest order of appearance (District C&J will provide)
  - f. Contest timing (General Chairman has)
  - g. Will snacks, coffee, rolls be available in the morning.
  - h. Lunch plan available at noon
  - j. Hotel/Motel information for those who may want
  - k. Is an Afterglow planned and if so, where & when
  
2. Send the Briefing letter to:
  1. Chorus Manager
  2. Chapter President
  3. Chapter Music VP
  4. Chorus Director
  5. Chapter Bulletin Editor
  6. Chapter VP Mrktg/PR
  7. District Vice Pres Contest & Judging
  8. District Vice Pres of Events

NOTE: Chorus and Quartet contacts can be gotten from the District Directory as well as the CJ-20 Contestant entry.

3. Send publicity to local media to stir up local interest in the contest by the public.
  - a. Use newspapers, radio, TV., etc., to announce the contest
  - b. Posters around town
  
4. Be sure to follow up after the contest by publicizing the results of the contest. Your local newspaper may print the results of how your Chapter Chorus and Quartets did in the contest.

# TICKET CHAIRMAN & USHERS

## General

1. Ticket prices are set by the District Board (Policy 18.03-A) and currently are set at \$20.00 for Contestants and Guests.
2. Everyone entering the auditorium or singing in the contest must purchase a ticket with the exception of ushers and auditorium employees.
3. Complimentary tickets are normally given to:
  - a. The MC and his wife
  - b. Judges on the panel and any Guest/Candidate Judges
  - c. District C&J Chairman and District VP of Events (if attending)
  - d. Local Music Teachers invited to attend.
4. Work with the Publicity Committee to promote advance ticket sales to Division Choruses and Quartets.
5. Compile a complete report of number of tickets sold (advance & at door) and complimentary tickets given out.
  - a. Submit report to General Chairman, Chapter Treasurer & District Vice President of Events.

## Duties

1. Arrange for ticket sellers for the day of the contest.
2. Arrange for at least one person (ticket taker) outside of each door of the auditorium seating area. Their duties include:
  - a. Make sure everyone entering the auditorium has a ticket.
  - b. After the Ushers close the doors make sure no one enters until they reopen the doors from the inside.
  - c. While the doors are closed be alert for singing or loud talking in the outer hallway and/or balcony and have them be quiet.
3. Arrange for **Ushers** for inside the auditorium doors. Their duties include:
  - a. Hand out programs and assist those that need help to find a seat.
  - b. Close the doors when the MC asks, "May we have the doors closed please".
  - c. Make sure the doors remain closed while a contestant is on stage and that NO ONE enters or leaves during that time.
  - d. The doors can be open when the contestant(s) leave the stage.
  - e. Be alert for:
    1. No flash camera's are allowed.
    2. Tape recorders or camcorders are not allowed.
    3. Turn off cell phones and pagers
    4. Smoking is not allowed
  - f. After the last contestant the doors may be left open and people are free to come and go as they wish.

# TREASURER

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

1. After checking if the District Events team has a proposed budget, in conference with the General Chairman work up a budget for the contest.
2. At least 30 days prior to the contest submit your budget to the Chapter President and the District Vice President of Events.
3. Ticket prices are set by the District Board (Policy 18.03-A) and are currently set at \$ 20.00 for all Contestants and Guests.
4. Establish an accounting system for contest funds that is separate from the Chapter funds to conform with the budget items.
5. Have the General Chairman verify all invoices for payment and pay them promptly.
6. The day of the contest check with the Contest Administrator if any of the Judges have reimbursement coming. If so obtain a CJ-22 voucher and pay them.
7. Within 30 days following the contest complete a final accounting statement compared to the budget items. Review this with the General Chairman and Chapter President and forward a copy to the District Director of Events and a copy along with the remittance of the appropriate financial split to the District Treasurer.

**District Policy 18.02** - The net income shall be distributed 50% to the Host Chapter and 50% to the District. No funds shall be retained or set up for future contests.



# PRINTED PROGRAM CHAIRMAN

1. At least four (4) weeks before the contest start putting the program together by collecting the information needed in the program. The General Chairman should have received the information from the CJ-20's, the Vice President of Contest & Judging and the Vice President of Events.
  - a. Name, category and home location of the panel Judges.
  - b. Name and chapter of the Master of Ceremonies.
  - c. Choruses - Chapter, chorus name and chorus directors name.
  - d. Quartets - name and chapter, also name of tenor, lead, bari and bass.
  
2. A 8-1/2" x 11" sheet, folded once and reproduced is sufficient.
  - a. List the MC
  - b. List chorus by order of appearance in the contest.
  - c. List quartets by order of appearance in the contest.
  - d. List awards that will be presented
  - e. Who will direct Keep The Whole World Singing at the end?NOTE This can all be done on a home computer.
  
3. Before the day of the contest, have programs printed and deliver to the auditorium for the Ushers, Contestants and Guests.
  
4. See that all Officials, MC and the Judges have copies prior to the start of the contest.

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## **The following paragraphs MUST be printed in your program.**

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

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

## **THREE MONTHS BEFORE THE CONTEST**

### **1. General Chairman**

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

### **2. Publicity Chairman**

- a. Send out publicity material to all Division Chapters and Quartets alerting them of the contest including date, time and place. Send to:
  1. Chorus Manager
  2. Chapter President
  3. Chapter Music VP
  4. Chorus Director
  5. Chapter Bulletin Editor
  6. Chapter VP Mrktg/PR
  7. District VP Contest & Judging
  8. District VP of Events

## **TWO MONTHS BEFORE THE CONTEST**

### **1. General Chairman**

- a. Hold a meeting with all committee chairman to confirm that all things are progressing and on schedule.
- b. Have the following ready for the Publicity Chairman to include with the second publicity material to Chapters and Quartets.
  1. Contest schedule of chorus and quartet contest
  2. Chorus contest timing schedule

3. Quartet contest timing schedule
  4. A form requesting advance ticket sales from Chapters & Quartets
  5. A form requesting the number of risers Choruses will need on stage.
- c. Confirm via Email with the District VP of Events (Arv Zenk) that he has ordered the Awards for the contest.
- d. Design and print the tickets for the contest.

## **2. Publicity Chairman**

- a. Send second publicity material to all Division Chapters to the following:
- |                      |                                   |
|----------------------|-----------------------------------|
| 1. Chorus Manager    | 5. Chapter Bulletin Editor        |
| 2. Chapter President | 6. Chapter VP Marketing/PR        |
| 3. Chapter Music VP  | 7. District VP Contest & Judging  |
| 4. Chorus Director   | 8. District VP Director of Events |

# **FOUR WEEKS BEFORE THE CONTEST**

## **1. General Chairman**

- a. Hold a meeting with all committee chairman to confirm that all things are progressing on schedule.
- b. With the Publicity Chairman, finalize the content of the Chorus and Quartet Briefing Letter that is to be sent out as soon as the draw for order of appearance is made.  
NOTE: The draw for order of appearance is made by the District C&J Chairman after the 30 day deadline of CJ-20 entrees and is posted on the LOL District Web site.
- c. Provide Program Chairman with all the information needed for the printed program.
- d. If you have any questions now is the time to contact the District C&J Chairman or the Director of Events. There are no dumb questions.

## **2. Publicity Chairman**

- a. Send the Contest Briefing Letter as soon as the draw is received and should go out a minimum of 25 days before the contest to:
- |                      |                                  |
|----------------------|----------------------------------|
| 1. Chorus Manager    | 5. Chapter Bulletin Editor       |
| 2. Chapter President | 6. Chapter VP Marketing/PR       |
| 3. Chapter Music VP  | 7. District VP Contest & Judging |
| 4. Chorus Director   | 8. District VP of Events         |

### **3. Judges Services Coordinator**

- a. Make sure you have the following items covered and recheck your hosting duties work sheet.
  1. Travel itineraries for the Judges (arrivals and departures)
  2. Local transportation arranged for the Judges
  3. Hotel rooms booked for the Judges
  4. Meals scheduled for the Judges per their contest & Eval schedule.

## **TWO WEEKS BEFORE THE CONTEST**

### **1. General Chairman**

- a. Hold a meeting with all committee chairman to confirm with each chairman that all things on his worksheet are covered and on schedule.
- b. **Check and recheck with your Chairman during these last 2 weeks.**
- c. Recheck and confirm date and times with:
  1. MC
  2. Mic tester Quartet

## **THE DAY BEFORE THE CONTEST**

### **1. General**

- a. The Host Chapter members should do as much of the set up as possible to hold down costs incurred by auditorium labor.
- b. Hosts of chorus and quartets do a walk through of the traffic pattern. Make sure that everyone that is a runner knows the route to take his contestant(s) from their room to the final ready room and stage entrance.
- c. Set the risers and tape the floor.
- d. Test out the stage lights and sound.
- e. Take a digital picture of all rooms to be used to ensure that the rooms are put back **exactly** as they were found. Print the pictures on your computer and put up in each room for later reference.

# **THE DAY OF THE CONTEST**

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

1. Have auditorium doors open per schedule as competing chorus members arrive well in advance of their time on stage.
2. Be sure the ticket window is open and ready for sales when they arrive.
3. Be sure the Competitor Information Desk is open and ready for the competitors to arrive.
4. Have “Welcoming” personnel at the doors to direct and/or escort competitors to their dressing rooms.
5. Check that the stage is ready with lights and sound on when Competitors arrive to try out the stage prior to contest.
6. Be sure the Stage Manager, Auditorium Chairman and Sound & Lighting personnel are available at the time set for the Judges Stage Check..

# Exhibit B

## SCHEDULE OF EVENTS

\_\_\_\_\_ Division Contest  
Date \_\_\_\_\_ Anytown, USA

### Friday - \_\_\_\_\_

7:30 pm - 9:00 pm	Set up stage & ready room	High School
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### Saturday - \_\_\_\_\_

8:30 AM - 10:30 AM	Stage open for inspection	High School
8:30 AM - 3:00 PM	Ticket & Information desk	High School
8:30 AM - 3:00 PM	Lunch stand open	High School
10:00 AM - 10:30 AM	C/A stage check	Auditorium
<b>10:30 AM - 12:30 PM</b>	<b>Chorus Contest</b>	<b>Auditorium</b>
12:30 PM - 1:00 PM	Lunch	High School
1:00 PM - 2:30 PM	Chorus Evaluations	High School
<b>1:30 PM - 2:45 PM</b>	<b>Quartet Contest</b>	<b>Auditorium</b>
3:30 PM - 6:00 PM	Quartet Evaluations	High School

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

# JUDGES SCHEDULE

\_\_\_\_\_ Division Contest  
(month/date) \_\_\_\_\_ - Anytown, USA

**Friday - \_\_**

Ground transportation - based on flight arrival times

7:00 PM - 8 00 PM (Approx) Dinner Restaurant

**Saturday - \_\_**

8:00 AM - Breakfast Restaurant

9:15 AM - to Contest site

9:30 AM - C/A stage check Auditorium

10:00 AM - Judges briefing Green room

**10:30 AM - 12:30 PM Chorus Contest Auditorium**

12:30 PM - 1:30 PM Lunch & Judges time High School

**1:30 PM - 2:45 PM Quartet Contest Auditorium**

2:45 PM - 3:15 PM Judges time Green room

3:30 PM - 6:00 PM Evaluations High School

7:00 PM - Dinner Restaurant

**Sunday -**

Transportation to Airport depending on flight departures

NOTE: This is an example of a Judges schedule and needs to be adjusted to individual Division requirements based on number of entries.

**CHORUS CONTEST BRIEFING LETTER**

**To: All competing Choruses**

\_\_\_\_\_ Division(s)  
\_\_\_\_(location)\_\_\_\_ - \_\_\_\_\_  
Saturday - \_\_\_\_\_ - (time) am

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

26. The Contest Administrator is \_\_\_\_\_  
Associate Contest Administrator is \_\_\_\_\_

27. The Category Judges are:

<b>MUSIC</b>		(Example only)
<del>Rich Hasty</del>	<del>Adam Reimnitz</del>	The District C&J VP
<del>Clovis, CA</del>	<del>Lincoln, NE</del>	will advise you the names
<b>PRESENTATION</b>		of Judges at your contest.
<del>Gary Stamm</del>	<del>Mark Magness</del>	
<del>Pleasant Prairie, WI</del>	<del>Grand Forks, ND</del>	
<b>SINGING</b>		
<del>Jim Emery</del>	<del>Tom Matchinsky</del>	
<del>Minneapolis, MN</del>	<del>St Louis Park, MN</del>	

- 28. **Contest start time - 10:30 AM Sat - - Order of appearance** is enclosed.
- 29. **Tickets prices** are \$20.00 for all competitors and guests.
- 30. **Chorus practice rooms.** Note these are School Classrooms so **PLEASE leave them as you found them.**
- 31. **Riser configuration** for the contest will be 5, 7 or 9 sections. Risers will be changed between Choruses according to your Chorus size.  
**NOTE: It is approximately 6 feet from the tips of the risers to the edge of the stage.**
- 32. **Curtain** - There is a horizontal closing curtain.
- 33. **Evaluation sessions** will be announced by the Contest Administrator.

If you have any questions, feel free to SING OUT.  
\_\_\_\_\_, Contest Chairman - Email

cc: \_\_\_\_\_, Contest Administrator  
\_\_\_\_\_, District Contest & Judging



**QUARTET CONTEST BRIEFING LETTER**

**To: All competing Quartets**

\_\_\_\_\_ Division contest  
(Location)\_\_\_\_\_ Anytown, LO'L

Gentlemen;

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

1. The Contest Administrator is \_\_\_\_\_  
Associate Contest Administrator is \_\_\_\_\_

2. The Category Judges are:

**MUSIC**

~~Rich Hasty  
Clovis, CA~~

~~Adam Reimnitz  
Lincoln, NE~~

(Example only)  
The District C&J VP  
will advise you the names  
of Judges at your contest.

**PRESENTATION**

~~Gary Stamm  
Pleasant Prairie, WI~~

~~Mark Magness  
Grand Forks, ND~~

**SINGING**

~~Jim Emery  
Minneapolis, MN~~

~~Tom Matchinsky  
St Louis Park, MN~~

3. **Quartet Contest start time** - approx 1:30 PM

4. **Order of appearance** will be drawn 30 days prior to the contest.

5.. Quartets competing in the Division contest are required to have a Division contest ticket which is \$20.00 and are available at the door.

6. The stage will be ready and available for stage try out at 9:00 am.

7. **Evaluation sessions** will be held approx 30 minutes after the contest.

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

\_\_\_\_\_ Contest Chairman - Email  
cc: \_\_\_\_\_, Contest Administrator  
\_\_\_\_\_, Contest & Judging Chairman

# Exhibit F

## Division Contest Budget

	Budget	
<b>INCOME</b>		
Ticket Sales - @ \$20.00 .....	\$	
Misc Income .....	\$	
	Total Income	\$
<b>EXPENSES</b>		
Auditorium		
Auditorium rent .....	\$	
Sound & lighting expenses.....	\$	
Crew/Staff expenses.....	\$	
Janitor/Custodian.....	\$	
Risers - expenses incurred.....	\$	
Classrooms #__ @ \$____ .....	\$	
Misc auditorium expenses.....	\$	
	Total auditorium	\$
Printing		
Fliers/publicity/promotion .....	\$	
Program & Tickets .....	\$	
Duplicate scoring summaries.....	\$	
Misc printing/copies.....	\$	
	Total Printing	\$
Marketing		
Advertising & promotion .....	\$	
Mailings/postage/etc.....	\$	
	Total Mktg	\$
Awards		
Contest awards.....	\$	
	Total awards	\$
Misc		
Host Chapter Committee expense.....	\$	
Misc.....	\$	
	Total Misc	\$
	Total Contest Expenses	\$
	Net Profit	\$
	50% LO'L District	\$
	50% Host Chapter	\$

NOTE: Judges expenses are paid by the District including:

- Hotel/Motel sleeping rooms
- Meals/food/hospitality
- Local transportation expenses
- CJ-22 expenses that are paid locally