

1 **CENTRAL STATES**  
2 **DISTRICT**

3  
4 **Society for the Preservation and**  
5 **Encouragement of Barbershop**  
6 **Quartet Singing in America**  
7 **(SPEBSQSA, Inc.) dba**  
8 **The Barbershop Harmony Society**

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10 **EVENTS MANUAL**

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17 **Version X.X**

18 As approved and adopted by the CSD Board on **DD MON 2017**  
19 Effective 1 July 2017 (**planned effective date**)  
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22 **CENTRAL STATES DISTRICT EVENTS MANUAL**  
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24 The mission of the Central States District (CSD) Events Team is to plan and conduct  
25 events across the District that provide our members with the opportunity to compete, participate in  
26 activities that improve our individual and collective craft, and otherwise gather to enjoy our hobby of  
27 singing barbershop harmony. This Manual updates the concepts and guidelines of the CSD Conventions  
28 Manual as published in 1995 and revised in 2005 and applies them as appropriate to other CSD events,  
29 such as Leadership Academy and Harmony Education Program School. It also provides room for  
30 growth through the addition of events such as Harmony Platoon, Top Gun School, and others to the  
31 annual CSD Events Calendar. This Events Manual replaces the CSD Conventions Manual effective  
32 with its date of approval by the CSD Board. This Events Manual will be updated as required and  
33 reviewed in its entirety every three years. It is highly recommended that all chapter and district leaders  
34 review this manual in its entirety to become familiar with changes to policy, procedures, etc.  
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## CONVENTIONS OVERVIEW

1. It is the mission of the Central States District (CSD) Convention Team to plan and conduct a convention that includes not only a well-managed competition, but also provides a variety of organized and spontaneous singing opportunities for members and guests. These opportunities should be designed to meet the needs of registered quartets, pickup quartets, chorus singers and individual members. Further, the convention will provide opportunities for barbershoppers to improve their singing and barbershop craft, and learn more about the barbershop style of music and performance.
2. The District Convention Chairman, under the general guidance of the Program Administrative Team Chairman of Events and assisted by the Convention Team (committee chairmen and coordinators) will plan and conduct all CSD conventions. With the exceptions of the District Secretary, District Treasurer, and District Vice President for Contests and Judging, all members of the Conventions Team are responsible to the District Conventions Chairman for management and completion of all tasks associated with their position(s).
3. Each convention will typically be supported by a designated Host Chapter, responsible to provide the local assistance and manpower to successfully conduct and execute the convention plan. The Host Chapter will appoint chairmen and coordinators for each area with a District-level lead or chair. These Host Chapter chairmen will primarily be responsible to their District-level counterpart through the Host Chapter Convention Chair and Host Chapter President, but may be responsible to other District-level leads/chairmen as well. In situations where no chapter has been identified to host a convention, the District will form a hybrid team of District-level team members and individual volunteers from any chapters in the local convention area.
4. Procedures and tasks in this section have been tested and refined based on prior convention experience. This section is organized by individual areas of responsibility for specific teams and individuals. The intent is to provide guidance for the vast majority of convention planning and execution tasks and processes, however, unique situations may arise that are not explicitly addressed herein. In those instances, District and Host Chapter members are asked to keep the best interests of individual members, chapters, and the District in mind for all decisionmaking processes.
5. The District Convention Team and the Host Chapter will follow the procedures outlined in this manual unless they receive clearance from the District Convention Chairman (or someone authorized to act on his behalf) to change any procedures.
6. While it is desirable to give all CSD Chapters the opportunity to host or co-host a convention, any decision to award a convention to a bidding chapter will be made in consideration of expected attendance, host city convention infrastructure, and other factors. Therefore, some areas may be able to host conventions more often than others. The District Convention Team will make every reasonable effort to provide interested chapters with the opportunity to “showcase” their host city while also bringing the barbershop harmony art form to newer and wider audiences. The District Convention Team encourages all district

123 chapters to work with their Convention Bureaus to submit bids for conventions in their cities. The  
124 Team also encourages Chapters to submit a proposal for hosting or co-hosting a convention,  
125 whether hosting in their own town or another location.

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127 7. Members and chapters are highly encouraged to provide feedback on their convention experience to  
128 any member of the CSD Conventions Team or any member of the CSD Board.

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**GENERAL CONVENTION FORMATS AND CSD POLICIES**

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1. The CSD Convention Team holds the overall responsibility of planning and conducting the District’s spring and fall conventions. This is typically done in coordination with a designated Host Chapter and Host Chapter Convention Team. All contest sessions are held under the authority of the International Society, and conducted by the Central States District for the Society. Convention activities will include quartet and chorus competitions as well as other non-competition activities and board/administrative functions as required by BHS and CSD bylaws. Typical convention formats are shown below. Specific event times will be established by the CSD and Host Chapter convention teams during the convention planning process

**SPRING CONVENTION**

2. The Spring Convention is typically held in mid-to late April or early May of each year for the following purposes:
  - a. conduct meetings of the CSD Board and House of Delegates as required by Barbershop Harmony Society (BHS) and CSD bylaws;
  - b. competitively qualify District quartets (and eligible quartets from outside the CSD, when necessary) to participate in the International Quartet Competition at the BHS International Convention;
  - c. competitively select the District’s Senior Quartet champion; and
  - d. competitively select the District’s Small Chorus Champions for Membership Plateaus A and B.

<b>Typical Spring Convention Schedule</b>	
Thursday afternoon	Pre-Convention Meeting
Thursday evening	District Program Administrative Team (PAT) Meeting
Friday morning	District Board Meeting
Friday afternoon	House of Delegates Meeting
Friday afternoon/evening	Quartet Preliminary Contest Sessions 1 & 2 (if required)
Saturday morning	District Small Chorus Contest
Saturday evening	Quartet Preliminary Contest Session 3, Presentation of Awards and Showcase
Sunday morning	Convention Wrap-Up/Hotwash Meeting
Other meetings as called by the District President or C&J.	

152 *Figure 1 -- CSD Spring Convention Schedule*

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**FALL CONVENTION**

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- 156 3. The Fall Convention is typically held in mid-October of each year for the following purposes:
- 157     a. conduct meetings of the CSD Board and House of Delegates as required by Barbershop
- 158         Harmony Society (BHS) and CSD bylaws;
- 159     b. competitively select a District Champion quartet;
- 160     c. competitively qualify District Senior Quartet(s) to participate in the Senior Quartet
- 161         Competition held in conjunction with the BHS Mid-winter convention; and
- 162     d. competitively select the District’s Large Chorus Champions for Membership Plateaus AA
- 163         and AAA; and
- 164     e. competitively qualify District choruses (and eligible choruses from outside the CSD when
- 165         necessary) to participate in the BHS International chorus competition at International
- 166         Convention.
- 167

<b>Typical Fall Convention Schedule</b>	
Thursday afternoon	Pre-Convention Meeting
Thursday evening	District Board Meeting
Friday morning	PAT Team Meeting
Friday afternoon	House of Delegates Meeting
Friday afternoon/evening	Quartet Preliminary Contest Sessions 1 & 2 (if required)
Saturday morning	District Small Chorus Contest
Saturday evening	Quartet Finals Contest, Presentation of Awards and Showcase
Sunday morning	Convention Wrap-Up/Hotwash Meeting
Other meetings as called by the District President or C&J.	

168 *Figure 2-- CSD Fall Convention Schedule*

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- 170 4. CSD Convention Policies:
- 171     a. Convention Program:
- 172         i. All CSD chapters hosting a convention will publish a hard-copy convention program.
- 173             Minimum mandatory contest for the program will be as specified in this Manual
- 174             under “Host Chapter Convention Chairman – Duties and Responsibilities.”
- 175         ii. The District will pay the host chapter a \$500 subsidy for publishing the program with
- 176             the host chapter being responsible for generating any additional revenues needed for
- 177             the program through ad sales, both in the program and on big-screen displays where
- 178             available. Should the host chapter not sell sufficient ads to cover the cost of program
- 179             production, an offset equal to the shortfall will be deducted from the host chapter
- 180             payment.
- 181         iii. CSD reserves the option to increase the basic subsidy for conventions with higher-
- 182             than-typical attendance levels. Such increase(s) will be established and voted on by
- 183             the CSD Board not later than 90 days prior to the convention start date.

- 184           iv. Where possible, a "Big-Screen" display will be used to display a continuous-loop  
185           slide show of convention announcements, advertising from choruses, quartets, etc.,  
186           and other information. Big-Screen ads will be sold by the host chapter at rates  
187           comparable to their hard-copy program equivalents. "Combination" or "upgraded" ad  
188           packages (hard-copy program and big-screen slide show) will be included in  
189           advertising rates where Big-Screen ads will be displayed/sold.
- 190           v. For conventions with no host chapter, the CSD Events Team will publish the  
191           convention program and sell advertising, with all revenues going to CSD.  
192           Advertising rates for all conventions will be determined by the host chapter in  
193           consultation with the CSD Conventions Team.
- 194        b. Lodging for CSD Elected Officers, Appointed Officers, and Team Leaders: All CSD elected  
195        officers, appointed officers and team leaders will be lodged in the designated Headquarters  
196        Hotel during conventions. This policy supersedes chapter lodging requirements for chapters  
197        not lodged at the Headquarters Hotel.
- 198        c. Convention and Registration Sales Opening Dates:
- 199           i. Convention and event registrations will open for sale to members and others not  
200           earlier than 120 days prior to the convention or event start date, and not later than 90  
201           days prior to the convention or event start date. CSD will establish registration sale  
202           closure dates for conventions as required for each convention.
- 203           ii. CSD will reserve the option to set additional registration sales open and close dates  
204           for specific registrations unique to a certain convention(s).
- 205        d. Collaborative Convention Planning:
- 206           i. All CSD conventions and other events will be planned collaboratively using the  
207           Basecamp web-based event planning service.
- 208           ii. The District Vice President for Events will serve as CSD's primary Point of Contact  
209           (POC) for requesting Basecamp access to a specific project(s). The District  
210           Convention Chairman and Assistant Convention Chairman will serve as backup  
211           POCs.
- 212           iii. Convention siting will be
- 213        e. Seating Policy for CSD Contest Sessions:
- 214           i. For CSD Quartet and Chorus contest sessions, the first four rows behind the judging  
215           area will be identified as VIP Reserved Seating and reserved for CSD Officers, CSD  
216           Hall of Fame members, invited local dignitaries, Society Representative to the  
217           Convention, new Society members, and others as appropriate. All remaining seats in  
218           the contest venue will be open and unreserved, available on a first-come, first served  
219           basis.
- 220           ii. CSD reserves the option of making all seats reserved seating at selected conventions.
- 221           iii. CSD reserves the option of defining the "others" categories for all conventions, a  
222           single convention, or multiple conventions.
- 223        f. Photography/Competitor Portraits:
- 224           i. For District and Society public relations purposes, all quartets and choruses  
225           competing at spring or fall contests will have a portrait taken by the designated  
226           photographer, typically at the start of the contest pattern. This will permit CSD to post  
227           portraits of the winning choruses and quartet(s) on the CSD website after the  
228           convention.
- 229           ii. Purchase of portrait prints is at the option of the individual or group.

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- iii. A photographer will be identified not later than six weeks prior to convention week. Information regarding portrait pricing and ordering will be communicated to all choruses and quartets at that time.

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**CENTRAL STATES DISTRICT CONVENTION TEAM ROLES AND RESPONSIBILITIES**

All District, Host Chapter, and other volunteer personnel involved in planning and conducting a CSD convention are expected to act as a team and conduct all convention-related activities collaboratively with the best interests of membership and the District in mind. It is the responsibility of all those using this manual to have a working knowledge of this entire document, and to understand the general and specific responsibilities for their particular team. Individual convention roles and responsibilities for CSD and the Host Chapter Convention Team are outlined below. This is not an all-inclusive list, situations may arise that require team members to solve a problem(s) not clearly addressed here.

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## DISTRICT CONVENTION CHAIRMAN

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1. The District Convention Chairman is an appointed office, and is an ex-officio member of all convention committees. The District Convention Chairman, will appoint the following Convention Team Leaders (committee chairmen) or they will assume the position as a result of their District Office (\*):
  - a. Assistant Convention Chairman
  - b. Auditorium House Chairman
  - c. Auditorium Stage Chairman
  - d. Housing Coordinator
  - e. District Secretary\*
  - f. District Treasurer\*
  - g. District Registrar\*
  - h. Public Relations Chairman\*
  - i. Non-Competition Events Chairman
  - j. Vice President for Contests and Judging – C&J VP\* (District Representative for Contests and Judging -DRCJ- as defined by BHS)
  - k. Vice President for Events\* (Events VP)
  
2. The above-identified individuals comprise the CSD Conventions Team. They will work in cooperation with the District Convention Chairman to ensure seamless convention planning and resolve all potential issues or problems before they reach the attention of conventioners in attendance. The District Convention Chairman, will contact all qualified Masters of Ceremony (MCs) in the District to ascertain their availability for a convention. The District Convention Chairman, with approval by the Events VP, will appoint Masters of Ceremonies and Presenters to serve at each contest session planned for a convention.
  
3. It is recommended that the District Convention Chairman and his assistant not be members of chapters or choruses occupying the same membership plateau. For example, if the Convention Chairman belongs to a large (Plateau AA or AAA) chorus, the Assistant Convention Chair should be a member of a small (Plateau A or B) chorus. This permits the Convention Chairman and Assistant Chairman to be available for issue or problem resolution during chorus contest sessions without detracting from contest preparations or causing the individual to miss competing with his chorus because he is resolving a problem. This is a recommendation only.
  
4. With the approval of the C&J VP, the District Convention Chairman, in consultation with the Host Chapter Convention Chairman, will designate the Friday evening mic testing quartet. For the fall contest, the current District Champion will normally perform this function. If the current District Champion is not available or able, another appropriate, non-competing quartet will be selected. The mic testing quartet must clear their songs with the C&J VP. The Saturday evening mic testing quartet will be the highest-scoring quartet not advancing to the quartet finals as determined by score from the quartet semi-final session(s). Their songs must also be cleared with the C&J VP and the Contest Administrator (CA).

- 289 5. The Society's Public Liability and Property Damage insurance covers the convention; however, a  
290 certificate of insurance naming the auditorium and the host city as co-insurers must be obtained.  
291 Each chapter secretary should have this certificate but if not, call BHS Headquarters in Nashville TN  
292 and ask for a certificate of insurance.  
293
- 294 6. The District Board minutes will reflect the names of people authorized to handle money in  
295 compliance with our Fidelity Insurance Bond. The District Audit Team shall audit all financial  
296 records of the yearly conventions prior to the succeeding year's Spring Convention.  
297
- 298 7. The CSD, through the Convention Team and Host Chapter(s), will contract for a minimum number  
299 of paid auditorium personnel in order to minimize convention-related expenses. The District  
300 Convention Chairman, in consultation with the Host Chapter Convention Chairman, will send a  
301 written invitation(s) to appropriate local dignitaries or other representatives of the host city prior to a  
302 convention.  
303
- 304 8. The District Events VP will solicit bids for future conventions as far in advance as the BHS-  
305 published District Convention Schedule will permit. Site visits to potential host cities and meetings  
306 with potential host chapter representatives will be conducted in coordination with a professional  
307 event planning service that can provide this assistance at no cost to the District. The District site  
308 visit team will be led by the Events VP and will typically include the C&J VP, Conventions  
309 Chairman, and Assistant Conventions Chairman. Chapters in the local area of a potential host city  
310 will be notified of a pending site visit and asked to provide a representative(s) for the meetings to  
311 address host chapter concerns and considerations. Chapters are not required to send a representative  
312 to the site visit, nor are they required to host conventions held in their local area. The District  
313 Convention Chairman and Events VP will review all application packages from potential host  
314 chapters and forward these to the CSD Board with a recommendation(s) for approval of the most  
315 viable submissions.  
316
- 317 9. Contest Sessions:
- 318 a. Coordinate with District Secretary and C&J VP to distribute contest entry information forms  
319 to all CSD quartets and choruses, not later than 90 days before the contest.
- 320 b. Provide MCs with an approved schedule and administrative/housekeeping announcements  
321 for their assigned contest session.
- 322 c. Coordinate as needed with the C&J VP and Lead Contest Administrator (CA). The Lead CA  
323 is in charge of each contest session from the arrival of the last member of the judging panel  
324 until the results are determined (as specified in the BHS C&J Manual). The contest session  
325 will officially end when the last member of the competing unit (chorus or quartet) departs the  
326 stage (auditorium or ballroom/flat-floor venue) or when the curtain completely closes on the  
327 last competing chorus after that chorus's final contest song (auditorium venue only).  
328

- 329 10. Awards, Announcements, and Presentations:
- 330 a. Coordinate with the C&J and Lead CA regarding all announcements and award presentations
- 331 to be made between the end of each contest session and the contest results announcement
- 332 (call-off).
- 333 b. All announcements and presentations made during a contest session will be cleared through
- 334 the Convention Chairman or Assistant Convention Chairman including those brought back
- 335 stage during a contest session, or offered by other members of the Convention Team. MCs
- 336 will only accept announcements from the Convention Chairman, his Assistant, or the District
- 337 Events VP.
- 338 c. Coordinate with District Awards Chairman to schedule specific awards to be presented at the
- 339 convention. Awards and other forms of recognition can be presented at any contest session
- 340 unless presentation at another convention function (for example, House of Delegates or
- 341 District Board meeting) is deemed more appropriate.
- 342 d. More prestigious awards (CSD Hall of Fame Induction, Barbershopper of the Year, for
- 343 example) will normally be presented later in the convention/contest schedule. Every effort
- 344 will be made to ensure that individual awards are presented at times that will afford the
- 345 recipient recognition by the greatest possible number of attendees, consistent with the
- 346 recipient's desires and convention schedule.
- 347 e. With some exceptions, award recipients are not to be informed in advance that they will be
- 348 recognized. Coordinate with the District Awards Chairman to ensure previous winners of
- 349 traveling trophies will transport them to the contest site.
- 350 f. Coordinate and identify presenters and timing of all presentations planned for the post-
- 351 contest Awards Showcase session to be conducted immediately after completion of the
- 352 Saturday night final quartet contest session. Identify a chorus director to direct "Keep the
- 353 Whole World Singing" at the close of the Awards Showcase. This will typically be director
- 354 of the highest-scoring chorus category winner (Plateau A and B for spring, Plateau AA and
- 355 AAA for fall).
- 356
- 357 11. Intermission:
- 358 a. Coordinate with C&J VP and Convention Team to schedule intermissions for each contest
- 359 session as needed. If there are fewer than 10 quartets or choruses in a session, no
- 360 intermission will be required.
- 361 b. Ensure the MC announces the planned duration of the intermission to the audience and that
- 362 the planned time is adhered to as closely as possible. The contest session must be resumed
- 363 promptly at the scheduled time.
- 364
- 365 12. The following individuals introduce the MC for the contest sessions indicated. If any individual
- 366 declines or is not available to introduce the MC, this task will devolve to the CSD Convention
- 367 Chairman or Assistant Convention Chairman.
- 368 a. Friday - Host Chapter Convention Chairman
- 369 b. Saturday Chorus competition -- District Convention Chairman
- 370 c. Saturday Evening -- District President

- 371 d. Additional contest sessions may require other personnel to introduce the MCs for those  
372 sessions. Exceptions may be made if approved by the District President or District  
373 Convention Chairman.  
374
- 375 13. Ensure the District Secretary coordinates with the C&J VP to disseminate the necessary contest  
376 entry forms to all registered quartets and choruses in the CSD.  
377
- 378 14. Be qualified and ready to assume duty as an MC or presenter if necessary.  
379
- 380 15. MC responsibilities:
- 381 a. Keep the contest moving.
- 382 b. Keep the audience engaged and ready for the next competitor(s).
- 383 c. Ensure all housekeeping announcements are made prior to the start of your contest session,  
384 repeat individual housekeeping and other announcements occasionally during the contest  
385 session.
- 386 d. Greet all quartet members when they come backstage, verify their chapter memberships,  
387 pronunciation of names (quartet or individual), and wish them luck.
- 388 e. Obtain the contact information for summon emergency services and know how to summon  
389 them if needed.
- 390 f. Re-convene the contest session promptly at the end of the intermission. It is recommended  
391 to give reminders or warnings at five and two minutes prior to the end of intermission.
- 392 g. Be aware of all presentations or other events scheduled during your contest session. If  
393 nobody is scheduled to introduce the presenter, get his/her name and the type of presentation  
394 prior to making the introduction. Be ready to promptly follow the presentation and introduce  
395 the next competitor.  
396

## ASSISTANT DISTRICT CONVENTION CHAIRMAN

1. The Assistant District Convention Chairman is an appointed office, and is an ex-officio member of all convention committees. In addition to assisting the District Convention Chairman, this person must be ready and able to assume the District Convention Chairman duties at any time, and fulfill those responsibilities should the Chairman be unavailable or unable to do so.
2. In addition to serving as backup to the Convention Chairman, the Assistant Convention Chairman will hold primary responsibility for the following functions and tasks:
  - a. Competitors, Hosts, and Registrations:
    - i. Confirm that all competitors (quartet or chorus) have an All-Events registration before they go on stage. This is typically done at the competitor portrait station at the start of the contest pattern. If a competitor cannot show proof of registration with them while in the pattern, the District Convention Chairman or C&J VP may allow the competitor to go on, subject to being able to produce the required proof of registration immediately after completing the contest set.
    - ii. Submit a count of the number of competitors to the Contest Administrators via text message as choruses enter the contest pattern. The District Convention Team will provide a form (See Figure XX) for each chorus in the pattern. A representative of the chorus will sign and submit the form to certify in writing the number of competitors, and that each competitor possesses an All-Events convention registration. When the chorus arrives back stage, the form will be collected and given to the Contest Administrator for verification against the text message data.
  - b. Ensure proper communications between dispatchers and contestants/hosts.
  - c. Confirm with the Host Chapter Transportation Coordinator that each competing chorus and quartet has adequate transportation.
  - d. Prepare and publish a traffic pattern for all contest events that includes award presentations, special recognitions, etc. These events can be interspersed with competitors' contest sets or held until the end of a contest session as decided during convention planning activities.

**NOTE:** See sample time tables at end of this section. The time tables will be adjusted as necessary to fit the specific convention schedule.

3. Coordinate with Auditorium personnel to keep the contest on schedule.
  - a. Ensure adequate personal communications are available. If personal cell phones are used for this purpose, ensure correct contact information is provided to all persons involved with the contest.
  - b. Land-Mobile Radios (LMRs) may also be used if they will not disrupt competitors' contest sets. If LMRs are used, earbuds or similar items should be provided and used by backstage personnel to ensure radio communications do not carry into the contest venue.
  - c. When preparing the contest movement pattern, allow ample time (10 – 15 minutes) for moving larger choruses.

- 441 4. Contest Sequence Draw:
- 442 a. Coordinate with the C&J VP to obtain and verify contact and contestant information from all
- 443 competing quartet contacts and the presidents of all chapters that will send a competing chorus.
- 444 This must include out-of-district quartets that will participate in the International Preliminary
- 445 Qualifier held during spring conventions. All correspondence will be done via email or other
- 446 web-based technology (Dropbox, other).
- 447 b. Not later than one weekend prior to the competitors' sequence drawing, ensure the District
- 448 Secretary has contact information to send to competing Chapter Presidents and quartet contacts.
- 449 c. Ensure District Secretary receives contestant information about times and locations of all
- 450 contest events, including contestant room assignments and a map of the facility.
- 451 d. Ensure District Secretary has a contestant map indicating the headquarters hotel and auditorium
- 452 as well as a list of expectations and requirements for each contestant.
- 453
- 454 5. Coordinate the use of hotel meeting rooms with the District Non-Competition Events Chairman.
- 455
- 456 6. Not later than two weeks prior to the Contestant Sequence Draw, verify the stations in the Contest Pattern
- 457 with the District Convention Team.
- 458
- 459 7. Partial List of Requirements:
- 460 a. Hosts will remind competitors that registrations are required, and will check this requirement
- 461 with all contestants at the start of the contest traffic pattern (typically the contestant photo room)
- 462 before they go on stage. Inform the Convention Chairman and C&J VP of any competitors
- 463 unable to produce their registration badges. The Convention Chairman and C&J VP will take
- 464 the appropriate measures to verify individual registration(s) prior to announcement of results
- 465 b. Provide contestants with adequate and accessible room for rehearsal. Rehearsal room time will
- 466 be allocated fairly and evenly among all competitors.
- 467 c. In coordination with the C&J VP, remind contestants it is their responsibility to be at the
- 468 beginning of the pattern at the time designated.
- 469 d. Notify competing choruses and quartets that it is their responsibility to return their changing and
- 470 rehearsal rooms back to their original condition to avoid extra charges for cleanup.
- 471
- 472 8. Training:
- 473 a. Provide instructions for all Host Chapter volunteers.
- 474 b. Provide sample letters to hosts for each contestant.
- 475 c. Give hosts a preliminary "walk through" for the competition process.
- 476

2015 Quartet Semi Finals Session 2 Friday, October 9, 2015 7:00 pm

MC: Lyle Schwery, Des Moines, Iowa Chapter

	Quartet Semi-Finals	Photo	Warm-Up	Arrive WU	Leave WU	Back Stage	OnStage
	MC Intro & Announcements						7:00 PM
	MT -- TBD	6:35 PM	Courtyard-3	6:42 PM	6:58 PM	7:03 PM	7:05 PM
1	Big Trouble	6:43 PM	Courtyard-4	6:50 PM	7:06 PM	7:11 PM	7:13 PM
2	Armchair Chorderbacks – SR	6:51 PM	Courtyard-3	6:58 PM	7:14 PM	7:19 PM	7:21 PM
3	Four the Record – N	6:59 PM	Courtyard-4	7:06 PM	7:22 PM	7:27 PM	7:29 PM
4	Priorities	7:07 PM	Courtyard-3	7:14 PM	7:30 PM	7:35 PM	7:37 PM
5	Ring Theory	7:15 PM	Courtyard-4	7:22 PM	7:38 PM	7:43 PM	7:45 PM
6	SwitchBack	7:23 PM	Courtyard-3	7:30 PM	7:46 PM	7:51 PM	7:53 PM
7	SmorgasOldies – SR	7:31 PM	Courtyard-4	7:38 PM	7:54 PM	7:59 PM	8:01 PM
	Intermission (15 minutes)						8:10 PM
	Harmony Foundation Presentation -- Jim Clark (10 min)						8:25 PM
8	Vox Populi	8:07 PM	Courtyard-3	8:14 PM	8:30 PM	8:33 PM	8:35 PM
9	Wheelhouse	8:15 PM	Courtyard-4	8:22 PM	8:38 PM	8:41 PM	8:43 PM
10	Old Standards – SR	8:23 PM	Courtyard-3	8:30 PM	8:46 PM	8:49 PM	8:51 PM
11	Mandatory Fun – N	8:31 PM	Courtyard-4	8:38 PM	8:54 PM	8:57 PM	8:59 PM
12	Connect Four	8:39 PM	Courtyard-3	8:46 PM	9:02 PM	9:05 PM	9:07 PM
13	RCQ	8:47 PM	Courtyard-4	8:54 PM	9:10 PM	9:13 PM	9:15 PM
	Announcements						TBD

2015 Plateau AA & AAA Chorus Contest Saturday, October 10, 2015 MC: Skipp Kropp, Indianapolis, Indiana Chapter									
Chorus Name	Arrive Photo Courtyard 1-2	Leave Photo	Warm-Up	Arrive Warm Up Room	Leave Warm Up Room	Back Stage	On Stage		
MC Intro & Announcements							10:00 AM		
Mic Tester Chorus: The Cody Choraliers, Leavenworth, Kansas, Jerry Garrard Director	9:21 AM	9:28 AM	Courtyard-3	9:33 AM	9:55 AM	10:00 AM	10:05 AM		
1 Heart of America Chorus Kansas City, MO (AAA)	9:33 AM	9:40 AM	Courtyard-4	9:45 AM	10:07 AM	10:12 AM	10:17 AM		
2 Sho-Me Statesmen Springfield, MO (A)	9:45 AM	9:52 AM	Courtyard-3	9:57 AM	10:19 AM	10:24 AM	10:29 AM		
3 Pathfinder Chorus Fremont, NE (AAA)	9:57 AM	10:04 AM	Courtyard-4	10:09 AM	10:31 AM	10:36 AM	10:41 AM		
4 High Plains Chorus Hays, KS (A)	10:09 AM	10:16 AM	Courtyard-3	10:21 AM	10:43 AM	10:48 AM	10:53 AM		
5 Harmony Hawks Cedar Rapids, Iowa (AA)	10:21 AM	10:28 AM	Courtyard-4	10:33 AM	10:55 AM	11:00 AM	11:05 AM		
6 Combelt Chorus Algona, IA (A)	10:33 AM	10:40 AM	Courtyard-3	10:45 AM	11:07 AM	11:12 AM	11:17 AM		
7 Homestead Harmonizers Beatrice, NE (AA)	10:45 AM	10:52 AM	Courtyard-4	10:57 AM	11:19 AM	11:24 AM	11:29 AM		
8 <b>Intermission - 15 minutes</b>							11:41 AM		
Chapter Eternal Presentation Harmony Foundation Presentation -- Jim Clark (10 min)							11:56 AM		
9 Voices of America St. Joseph, MO (B)	11:30 AM	11:37 AM	Courtyard-3	11:42 AM	12:02 PM	12:07 PM	12:12 PM		
10 Lincoln Continentals Lincoln, NE (AA)	11:42 AM	11:49 AM	Courtyard-4	11:54 AM	12:14 PM	12:19 PM	12:24 PM		
11 South Central Kansas Wichita, KS (A)	11:54 AM	12:01 PM	Courtyard-3	12:06 PM	12:26 PM	12:31 PM	12:36 PM		
12 Central Standard Kansas City Metro (AA)	12:06 PM	12:13 PM	Courtyard-4	12:18 PM	12:38 PM	12:43 PM	12:48 PM		
13 River City Chorus Mason City, IA (AA)	12:18 PM	12:25 PM	Courtyard-3	12:30 PM	12:50 PM	12:55 PM	1:00 PM		
14 Ambassadors of Harmony St. Charles, MO (AAA)	12:30 PM	12:37 PM	Courtyard-4	12:42 PM	1:02 PM	1:07 PM	1:12 PM		
15 <b>50-year BHS Pin Presentation -- Jim Nugent Presenter -- Ev Nau</b>						1:13 PM	1:24 PM		

478 Figure 4 -- CSD Large Chorus Contest Pattern

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2015 Quartet Finals Saturday, October 10, 2015						
MC: Don Young, Metro Kansas City, Missouri Chapter						
		WU	Arrive WU	Leave WU	Back Stage	OnStage
	MC Intro & Announcements					7:00 PM
	Harmony Foundation -- Jim Clark					7:05 PM
	National Anthems					7:08 PM
	MT-11th Place Quartet	Courtyard-3	6:59 PM	7:09 PM	7:12 PM	7:14 PM
1		Courtyard-4	7:07 PM	7:17 PM	7:20 PM	7:22 PM
2		Courtyard-3	7:15 PM	7:25 PM	7:28 PM	7:30 PM
3		Courtyard-4	7:23 PM	7:33 PM	7:36 PM	7:38 PM
4		Courtyard-3	7:31 PM	7:41 PM	7:44 PM	7:46 PM
5		Courtyard-4	7:39 PM	7:49 PM	7:52 PM	7:54 PM
	Introduce Judging Panel					8:02 PM
6		Courtyard-3	7:49 PM	7:59 PM	8:02 PM	8:05 PM
7		Courtyard-4	7:57 PM	8:07 PM	8:10 PM	8:13 PM
8		Courtyard-3	8:05 PM	8:15 PM	8:18 PM	8:21 PM
9		Courtyard-4	8:13 PM	8:23 PM	8:26 PM	8:29 PM
10		Courtyard-3	8:21 PM	8:31 PM	8:34 PM	8:37 PM
	Harmony Foundation -- Jim Clark					8:45 PM
	CSD Hall of Fame Induction by Mark Fortino					8:50 PM
	Announcements & Transition to Champs' Showcase					9:05 PM

Figure 5 -- CSD Quartet Finals Pattern

## DISTRICT TREASURER

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- 529 1. The District Treasurer will account for all convention funds received and pay all allowable  
530 convention expenses after approval by the District Convention Chairman and/or President as  
531 appropriate. A preliminary financial statement will be provided to the District Convention Team not later  
532 than (NLT) 45 days after the convention with a complete accounting NLT 60 days after the convention.  
533 The District Convention Chairman and the District President must approve exceptions to these deadlines  
534 that are not related to external factors (resolution of billing disagreements/disputes, for example). The  
535 District Treasurer and District Registration Chairman will collaborate to accurately and completely account  
536 for all convention income and expenditures.
- 537
- 538 2. Allowable Expenses (this list is not all-inclusive):
- 539 a. Advertising and promotion expenses.  
540 b. Mailing and postage expenses, if needed.  
541 c. Registration printing.  
542 d. Program expense. CSD will provide host chapters with a \$500 stipend for convention program  
543 production, and with minimum mandatory program content. Host chapters will make up any  
544 revenue shortfalls through program ad sales.  
545 e. Auditorium rental (including ushers if required to use auditorium staff).  
546 f. Staging and stagehand expense.  
547 g. Security personnel expense.  
548 h. Judges gifts (maximum \$15 each for official panel members and invited VIP's only).  
549 i. Judges rooms at the single room rate (official panel only).  
550 j. Judges meals and transportation (official panel only).  
551 k. Equipment rentals for lap top computer, copy machine and sound equipment.  
552 l. Videotapes of Honorary choruses, Senior and College Quartet Champs and outgoing Quartet  
553 and Chorus Champs and major honorary awards.  
554 m. Meeting rooms and expenses.  
555 n. Badges, ribbons and registration supplies (including for the ACSC).  
556 o. ASCAP/BMI expense.  
557 p. International Representative and spouse (Room and Registrations).  
558 q. Other invited VIP's and spouse (Room and Registrations).  
559 r. District Afterglow.  
560 s. Judges Hospitality Expense.  
561 t. Non-competition events' room, supplies, equipment rental and travel for invited celebrities.
- 562
- 563 3. Non-allowable Expenses:
- 564 a. Chapter hospitality rooms.  
565 b. Rooms and meals other than those specified.  
566 c. Harmony Marketplace expenses.  
567 d. Ushers unless required to use auditorium personnel.

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- 4. Registration Sales Report: Provide a breakdown of registration sales for the individual events, advance registrations and on-site registration for budgeting and auditing purposes.
- 5. Service Project Fund Raisers: Accounting and security for any service project fundraisers will be the responsibility of the District Harmony Foundation Chairman.
- 6. Refunds:
  - a. Convention registrations are normally not refundable, but may be transferred to a future convention. Members are responsible for any additional costs associated with requests to transfer a registration, such as an increase in registration cost due to a member no longer being eligible for a reduced-price registration.
  - b. Special consideration, due to extenuating circumstances, may be given for registration credit for a future convention or for a refund, upon request to the District Convention Chairman. Requests for special consideration must be received by the District Convention Chairman within 30 days of the convention.
  - c. The District Convention Chairman and District President will review and approve the request if it is deemed appropriate.

DRAFT

588 **DISTRICT CONVENTION REGISTRATION CHAIRMAN (CSD REGISTRAR)**  
589

- 590 1. The Convention Registrar is responsible for the registration process for all CSD conventions and other events  
591 such as HEP School. The Registrar will track all convention registrations processed (full-price, reduced-  
592 price, volunteer, or complimentary) and provide the District Treasurer with accurate records to facilitate  
593 proper accounting of all convention revenues.  
594
- 595 2. Convention Registrar General Responsibilities:  
596 a. Provide a schedule for Registration Desk operations.  
597 b. Train all host chapter helpers in their responsibilities for operating the Registration Desk.  
598 c. Arrange for badge pickup at conventions.  
599 d. Provide a cash bank for registration sales at the start of the convention.  
600 e. Provide a method of accounting for cash and credit cards.  
601 f. Provide bank bags for storing and transporting money.  
602 g. Coordinate with convention site and HQ Hotel security for a lock box to store money.  
603 h. Provide computers, printers and supplies for new registrations.  
604 i. Be certain all cash deposits are identified as to their source.  
605 j. Note the Early Bird Registration deadline and apply all discounts accordingly.  
606 k. Account for all money received in pre-registrations and convention registrations.  
607 l. Provide a report of the final tally of money received, people attending and single event  
608 registrations for Convention Team Follow-up Meeting.  
609 m. Provide a method to pick up badges after the convention.  
610 n. Update all databases for new conventions.
- 611
- 612 3. Registration Sales Report: Provide a detailed listing of registration sales for the individual events, advance  
613 registrations and on-site registration for budgeting and auditing purposes.  
614
- 615 4. Registration Sales:  
616 a. Registrations will be available for sale either at the registration desk throughout the convention,  
617 or at the contest or show venue one (1) hour prior to the starting time of each event/session.  
618 b. Provide bank bags and cash banks for District and Host Chapter personnel staffing the  
619 headquarters hotel and venue registration sales areas.  
620 c. Ensure single event registrations are available for purchase by members or non-members  
621 wishing to do so.  
622 d. Receive the registrations and the proceeds of those registrations from the Host Chapter  
623 Registration Sellers and account for all registration monies.  
624 e. Walk-up admissions for the Association of Central States Champions (ACSC) show will be  
625 collected by ACSC representative(s). The total will be reported to the CSD Treasurer for  
626 tracking and accounting purposes.  
627 f. Coordinate with the headquarters hotel for a secure location to store convention cash and other  
628 receipts. This location must be readily accessible in case cash from earlier sessions must be

used to supplement cash banks for later sessions. A time-lock safe is not suitable for this purpose.

- g. Clearly identify all cash deposits as to their source to ensure proper funds accounting.
- h. Early registrations will receive the approved discount; registrations postmarked after the deadline will be charged full price.
- i. Single-Event registration prices will be set as follows: Friday single-event registrations will be priced at 30 percent of the full (late) registration price; Saturday morning chorus contest single-event registrations will be 40 percent of the full (late) registration price; and Saturday night finals session single-event registrations will be 60 percent of the full (late) registration price.
- j. The Regular Registration price includes all contest sessions and convention workshops or training sessions. It does not include additional fee events such as the Association of Central States Champions Past Champs show, talent showcase, anniversary show or any special show added to the convention schedule at an additional charge.
- k. A listing of the pre-registered attendees will be available at the box office or registration table prior to Friday semifinal contest session.
- l. Sales of contest session admissions to non-members in the local convention area will be priced at a rate competitive with the local market rate for similar types of entertainment (live shows, movies, etc.). BHS members may not purchase these admissions for themselves as they are required to purchase a convention registration as either a competitor or attendee.

#### 5. Discounted Registrations:

- a. An early registration discount is offered to those who register more than three weeks before the opening day of the convention. This discount is dependent upon the registrant offering valid payment with the registration.
- b. Discounts for student registrations are one-half the regular price of the specific registration purchased.

#### 6. CSD Policy for Complimentary Registrations:

- a. Each new member to the Barbershop Harmony Society in the CSD will receive a complimentary Regular Event Registration for either the first spring or the first fall convention following their admission as Society members. This complimentary registration is not transferable and registration may not be held for use beyond the first two conventions as described above. This complimentary registration may be used whether or not the individual is a part of a competing chorus or quartet. This complimentary registration does not include admission to additional events (including but not limited to those described above) that are available at an extra charge.
- b. Requests for full convention registrations must be approved by the CSD President or Executive Vice President based on a request from or through a host chapter and recommendation of approval from a CSD Officer or Board Member. CSD members may submit requests on behalf of non-members. Complimentary full convention registrations will be limited to not more than five percent of the total anticipated registration for that convention.
- c. The Society Representative and their spouse or guest are provided a complimentary All-Events Registration.
- d. Contest Judges and one guest are provided a complimentary All-Events Registration each. Contest Judges who desire to bring more than one guest must purchase registrations for said guests, but will be given a discounted registration rate for the registrations purchased.

- 674 e. Invited guests of the district are provided a complimentary All-Events Registration.  
675 f. Requests for complimentary single-event registrations can be approved by the C&J VP and  
676 Events VP, with a limit of one single-event registration per requesting individual (guests will be  
677 considered as 'requesting individuals') per convention. CSD members may submit requests on  
678 behalf of non-members.  
679 g. Special performers invited by the district and/or the convention planning committee are  
680 provided Complimentary Single Event Registrations for the event at which they are performing.  
681 Additional concessions may be made at the discretion of the District Convention Chairman,  
682 District Events Vice President, and/or the CSD President.  
683 h. Host chapters may request complimentary registrations for local music educators and area music  
684 students. Such requests will specify the number of registrations requested and will be submitted  
685 to the Conventions Chairman, Events VP, and CSD President. Once approved, the Events VP  
686 will create the complimentary registrations online or coordinate their creation with the CSD  
687 Registrar.

688 7. Types of Registrations:

- 689 a. Regular Registration: Priced for early and late sales. Minimum level of registration required for  
690 all competitors.  
691 b. Deluxe Registration: Adds ACSC Show admission to Regular Registration, priced at \$15 in  
692 advance and \$25 as a separate (single event) ticket.  
693 c. Super Registration: Adds Showcase admission to Regular Registration, priced at \$15 in  
694 advance and \$25 as a separate (single event) ticket.  
695 d. Super Deluxe Registration: Adds Showcase and ACSC admission to Regular Registration,  
696 priced at \$25 in advance and \$35 as a separate ticket for ACSC and Showcase events.  
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**DISTRICT REPRESENTATIVE FOR CONTESTS AND JUDGING**  
**(CSD Contest and Judging Vice President)**

1. The District Representative for Contests and Judging is an appointed office, and serves as the District’s lead for all matters related to support of the judging panel for District conventions. The C&J VP is also responsible for processing contest entry forms (CJ-20) for all competitors, conducting the random draw for contest session order of appearance, and other tasks as required.
2. Panel support duties include, but are not limited to:
  - a. Coordinate with the District and Host Chapter Judges’ Services Coordinators regarding arrival and departure transportation for all judges between the airport and the headquarters hotel.
  - b. Be certain all forms are submitted to and returned by the judges and approved for their expenses to be advanced. This may be done by email or postal mail.
  - c. Arrange to have all air transportation scheduled through the Travel Agent selected by the District President and District Convention Chairman.
  - d. Verify the placement plan for judges’ rooms with the HQ Hotel.
  - e. Verify transportation for judges is provided between the contest site and hotel.
  - f. Verify adequate arrangements for meals for the judges has been made. Arrange transportation if necessary.
  - g. Ascertain that rooms, local transportation and meals are available for candidate judges.
  - h. Arrange and schedule the Evaluation/Coaching sessions in coordination with the Contest Administrator.
3. Contest-related duties include, but are not limited to:
  - a. Receive all contestant entries.
  - b. Provide copies of the order of appearance to all competitors, the District Convention Chairman, District Convention Public Relations Chairman and the Host Chapter Convention Chairman (for inclusion in the convention program).
  - c. Forward all copies of CJ-20 forms to the District Treasurer and Registrar promptly upon receipt.
  - d. Not later than 14 days prior to the actual competition, conduct and release the drawing for quartet and chorus competitors’ order of appearance. The deadline for entries is 21 days before the competition. The C&J VP may conduct the draw earlier than 14 days prior to contest if all CJ-20s are received, but not later.
  - e. Receive requests for exceptions to policy regarding submission of registrations and approve/disapprove said requests.
  - f. Coordinate with the Judges’ Services Coordinator to verify that all required support is in-place for the judging panel, including any guest judges.
  - g. Review procedures for announcing scratched contestants and other special or unusual requirements with Convention Chairman, Assistant Convention Chairman, and all contest session MCs.

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**CSD CONVENTION TEAM  
CHORUS COMPETITION CERTIFICATION**

CHAPTER: \_\_\_\_\_

CHORUS: \_\_\_\_\_

NUMBER OF COMPETITORS: \_\_\_\_\_

I hereby certify that each competitor in the above-named chorus has purchased the appropriate registration for this convention and is a paid member in good standing of the Society.

\_\_\_\_\_  
NAME OF CHORUS REPRESENTATIVE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
DATE

## **DISTRICT JUDGES' SERVICES COORDINATOR**

1. This position is appointed by the District Conventions Chairman and is responsible to the District Conventions Chairman (pre-convention) and the District Vice President for Contest and Judging (convention weekend).
2. The District Judges Services Coordinator is responsible to:
  - a. Maintain all judges' services materials (see list below) in safe and secure storage and transporting them to the convention location;
  - b. Set up the judging area prior to the first contest session. Initially, only tables and chairs will be placed until the Contest Administrator reviews the set up. Once approved by the CA, set up and function-check all equipment (lamps, signal system, etc.);
  - c. Set up the judges' break room at each convention with the assistance of the Host Chapter Judges Services Coordinator;
  - d. From one month prior to and during convention weekend, be available at all times to the CA, DRCJ, and District Convention Chairman to resolve any judging panel support issues that arise (obtain assistance from the Host Chapter counterpart as needed or required by the situation);
  - e. At the end of the last contest session (and with assistance from the Host Chapter Judges Services Coordinator), pack and store all materials to be ready for the next convention;
  - f. Through Host Chapter Judges Services, ensure Host Chapter Transportation Coordinator has scheduled local transportation of judging panel and other VIPs between the local airport and HQ Hotel, as well as between the HQ Hotel and contest venue (as needed) for each contest session;
  - g. Provide bottled water, soft drinks, coasters, ink pens, sharpened pencils, light snacks and candy at each panel member's position (include guest or student panel members and Best Seat in the House winners);
  - h. Install and function-check the signal light system and judges' lights prior to each contest session;
  - i. Perform other tasks as requested/required by the C&J VP or the Contest Administrator.
3. Prior to Convention Weekend:
  - a. Obtain a list of judging panel members, including any practice judges, from the C&J VP. This will determine the minimum number of seats and tables needed. A spot may also be needed for a "Best Seat in the House" participant. The C&J VP should also advise if there are any spouses or other special guests.
  - b. Contact the Host Chapter Judges Services Coordinator to insure his availability during contest weekend to assist with set up and tear down at the contest venue, local printing and distribution of score sheets, and for assistance with obtaining items for the judges' lunch on Saturday.
  - c. Obtain enough bottled water, soft drinks, light snacks (candy, mints, nuts, etc.), napkins, and bowls to supply all panel member positions. Additional water bottles should be available for MCs at each session.
  - d. Ensure an adequate supply of paper is present at the CA table. Recommend a minimum of one ream of 8½" X 11" and one ream of 8½" X 14". Contest and convention attendance may require more or less paper.
4. During Convention Week/Weekend:
  - a. Arrive in enough time to place all supplies in the judging area and judges break room, and complete initial set up prior to the judges' sound check. Once the CA has determined the final

830 table set up in the judging area and approved the location of the lectern on stage, tape down all  
831 electrical lines and signal system boxes/lines. Recheck all table and signal system lights before  
832 each contest session.

- 833 b. Obtain enough copies of the convention program to provide one for each position.
- 834 c. Place the letter and legal-size paper on the CA table, along with a small wastebasket.
- 835 d. Supply each position with a table light, convention program, pens, pencils, napkins, chilled  
836 water, and a shared candy bowl between every two positions. Check and resupply each position  
837 as needed at intermissions and between sessions.
- 838 e. Ensure there are enough tables and chairs in the judges' break room for the entire panel.
- 839 f. Set up and maintain additional snacks and drinks on a side table. Set up lunch items on  
840 Saturday morning. Arrange for the judges' lunch on Saturday; this is usually done by ordering  
841 from a local sandwich or pizza shop. Meal items should be in place on Saturday half an hour  
842 prior to end of the Saturday morning contest session.
- 843 g. Following the final contest session, collect and repack all supplies in the judging area and the  
844 judges' break room for transportation and storage.
- 845 h. Collect and properly dispose of any trash from the judging area and break room.

846  
847 5. List of Judges' Services Supplies (not all-inclusive)

- 848 a. Table lamps Spare bulbs (2 each)
- 849 b. Signal light system and power supply
- 850 c. Pens and Pencils
- 851 d. Pencil sharpener / holder
- 852 e. Masking tape / duct tape
- 853 f. Waste basket
- 854 g. Paper – letter size and legal size
- 855 h. Napkins, plates, bowls
- 856 i. Plastic forks, spoons, and knives
- 857 j. Coolers for bottled water and soft drinks
- 858 k. Plates, bowls, napkins
- 859 l. Scissors, stapler, staples

860  
861 6. Snack list (not all-inclusive)

- 862 a. Bottled water
- 863 b. Soft drinks
- 864 c. Small hard candies and / or mints
- 865 d. Cookies
- 866 e. Chips
- 867 f. Fruit - grapes, apples, bananas
- 868 g. Any "special request" items, as advised through the DRCJ
- 869

**DISTRICT SECRETARY**

General Responsibilities:

- a. Send contest information to all Chapter Secretaries via postal mail or email not later than six weeks in advance of each convention.
- b. Provide C&J VP with an updated list of all District chapters by plateau on or before March 15 of each year.
- c. Complete the ASCAP/BMI license application and forward to the District Convention Treasurer for payment.
- d. Coordinate with the C&J VP to verify eligibility of all entered quartets. Notify District Convention Treasurer and District Registrar of any discrepancies.
- e. Notify chapter secretaries of the procedures for convention registration.
- f. Notify potential competitors of the procedures for convention registration, housing reservations and contest entries along with directions for obtaining contest DVDs and ordering chorus or quartet photographs.
- g. Serve as secretary recording minutes of the post-convention review meeting held on the Sunday morning of convention weekend. Distribute meeting minutes to the Conventions Team and other CSD officers by email.

## DISTRICT CONVENTION HOUSING COORDINATOR

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- 893 1. The District Convention Housing Coordinator is a member of the District Convention Team under the  
894 supervision/leadership of the District Conventions Chairman. He is responsible for monitoring the status of  
895 convention lodging reservations by hotel property, coordinating the lodging plan for members of the  
896 judging panel, and managing room reservations for specified members of the CSD Board and Conventions  
897 Team. His responsibilities include, but are not limited to:
- 898 a. Assign complimentary rooms in consultation with the District Convention Chairman, the C&J  
899 VP, and others as necessary.
  - 900 b. Reserve a block of rooms at the headquarters hotel to be used by the following:
    - 901 i. VIP's
    - 902 ii. Judges
    - 903 iii. District Officers and PAT Chairmen Past District Presidents
    - 904 iv. District Convention Team
  - 905 c. Hotel room blocks will be released not earlier than 30 days prior to the convention. This will be  
906 coordinated with all hotels supporting CSD conventions.
- 907
- 908 2. If complementary rooms are available at outlying hotels, District Convention Team members may be  
909 assigned to hotels with the chapters to which they are registered.
- 910
- 911 3. Host Chapter: In the event the Host Chapter is not resident in the host city additional rooms shall be  
912 reserved for those members at the headquarters hotel. In such case, those members must submit hotel  
913 registration forms prior to the registration cutoff dates.
- 914
- 915 4. Headquarters Hotel:
- 916 a. Encourage the hotel management to pre-organize room assignments to accommodate blocks of  
917 rooms for competing units. Have "NO SINGING" signs posted in selective areas of the hotel  
918 where non-barbershoppers are housed and encourage the hotel to keep the non- barbershoppers  
919 in a separate area. If the hotel books non-barbershoppers, all CSD contracts with convention  
920 hotels will require hotel management and staff to inform those guests not staying as part of the  
921 convention that a singing organization is using the hotel and that members may be singing in  
922 various areas of the property. This does not excuse our membership from being considerate of  
923 other guests' needs and refraining from singing during inappropriate hours or in locations away  
924 from convention activities.
  - 925 b. Every attempt will be made with the headquarters hotel to house the judges on the same floor  
926 and rooms grouped as close as possible to facilitate rapid and timely transition between rooms  
927 for coached quartets.
- 928
- 929 5. Lodging Reservations:
- 930 a. Individual and group lodging reservations will be made by individual members or those  
931 registering for their group as part of online convention registration.
  - 932 b. A lodging reservation number from a convention must be included in online convention  
933 registration purchases. If lodging reservation confirmations are not provided through online  
934 convention registration services, the Housing Coordinator will obtain lodging lists from each  
935 hotel supporting a CSD convention.
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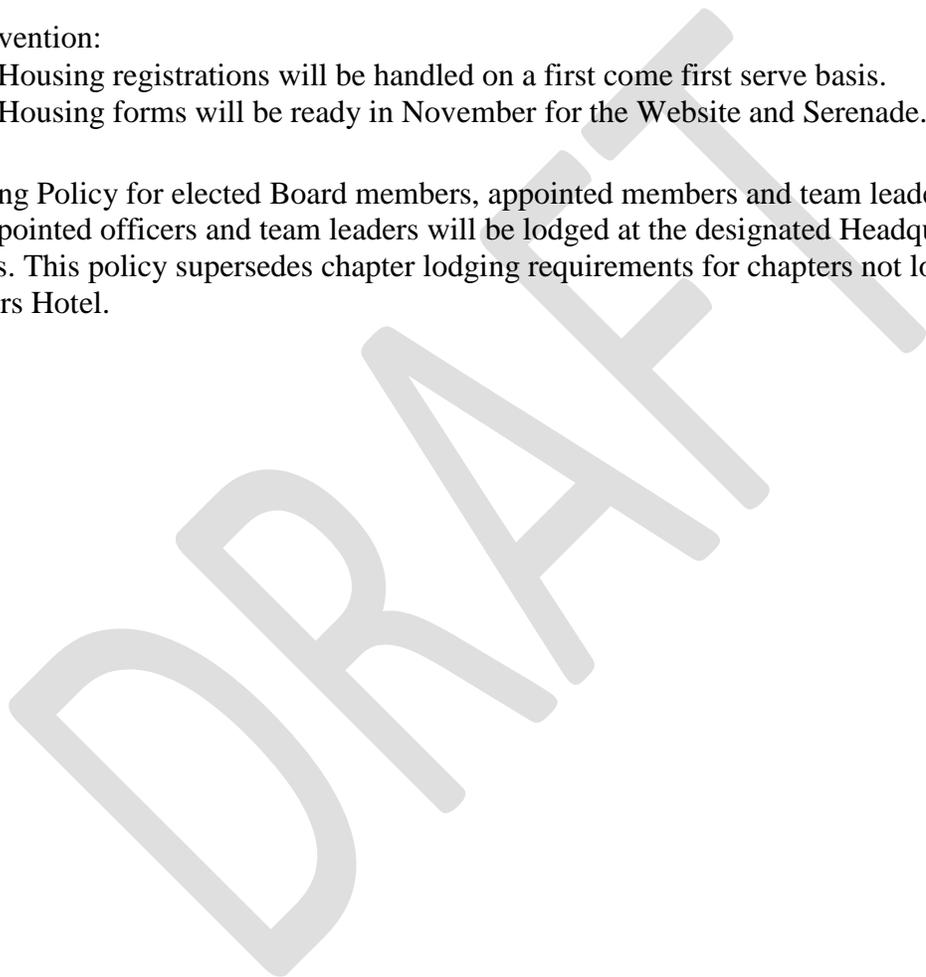
6. Fall Convention:

- a. Housing Forms and information for both groups and individuals will be available on the CSD Website ([www.centralstatesdistrict.com](http://www.centralstatesdistrict.com)) not later than July 1; individual housing forms will be published in the Serenade issue released around July 1.
- b. In order for the housing request from a chorus, quartet or individual to be considered for the headquarter hotel the housing form must be completed and returned to housing coordinator by August 1
- c. The housing coordinator will take all of the completed housing forms received on or before August 1 and do a random draw for the headquarters hotel until the hotel is full and then move to the next closest hotel and so forth until all of the requests for housing are filled.

7. Spring Convention:

- a. Housing registrations will be handled on a first come first serve basis.
- b. Housing forms will be ready in November for the Website and Serenade.

8. CSD Lodging Policy for elected Board members, appointed members and team leaders: all CSD elected officers, appointed officers and team leaders will be lodged at the designated Headquarters Hotel during conventions. This policy supersedes chapter lodging requirements for chapters not lodged at the Headquarters Hotel.



958 **DISTRICT CONVENTION PUBLIC RELATIONS (PR) CHAIRMAN**  
959

- 960 1. Responsibilities and Goals: The PR Chairman will be responsible for the overall communications with the  
961 news media, particularly in the convention city, and with editors of barbershop publications throughout the  
962 district, to obtain maximum publicity. He also will work with the convention bureau to utilize their influence  
963 as much as possible. It is strongly recommended he use a Host (local) Chapter assistant for local contacts in  
964 the convention city.  
965
- 966 2. Inform Central States District Barbershoppers of the Convention Activities  
967 a. Via the Serenade Newsletter  
968 b. Via chapter bulletin editors  
969 c. Via CSD Website and social media  
970 d. Use the events to attract potential members  
971 e. Advertise events to men who enjoy singing  
972 f. Host chapter mailing list  
973 g. District music educators  
974 h. Local choir directors and musical organizations  
975 i. Flyers at local public shopping areas, etc.  
976 j. Invite local participation, particularly for the non-competition events  
977
- 978 3. Compile a mailing list from local Membership Vice Presidents  
979 a. Get media attention of the events  
980 b. Press releases and quartet/officer appearances  
981 c. Local (or regional) Newspapers  
982 d. Local Television Stations  
983 e. Regional Radio Stations  
984
- 985 4. Take advantage of video billboards or daily menus of coming events on TV stations.  
986
- 987 5. Maximize profitability through increased registration sales to:  
988 a. CSD Barbershoppers  
989 b. Barbershoppers outside the District  
990 c. Youth Outreach  
991 d. Sweet Adelines and Harmony Inc. members  
992 e. Potential members  
993 f. Local music educators and choir directors  
994 g. The general public  
995
- 996 6. Enhance credibility of our conventions:  
997 a. Media attention can inform members of the public that a CSD/BHS convention can provide an  
998 evening's entertainment at a reasonable cost and that everyone is welcome whether they sing or  
999 not.  
.000 b. Media coverage can provide negotiating strength for future conventions by highlighting the  
.001 attendance numbers, economic impact, and other factors associated with the tourism and  
.002 hospitality industries.  
.003

7. Publicity:

- a. Coordinate with Host Chapter PR Coordinator to obtain contact information for local (host city) media.
- b. Coordinate with chorus and quartet contacts to obtain contact information for media from areas having competitors or persons involved with the convention.
- c. Not later than six weeks prior to convention week, prepare standard news releases for newspapers, radio and television stations in the host city and those locations from which competitors will travel to the convention.
- d. Obtain complimentary registrations for dignitaries attending the events, and Press Passes for the media providing coverage.
- e. Coordinate with the Host Chapter to identify quartet(s) suitable for appearances with local media outlets. Ensure that all quartets considered for media appearances will present a favorable representation of the CSD and BHS "brands." Arrange for these quartet appearances on local media.

8. CSD Serenade and local chapter bulletins:

- a. Provide information to the Serenade and chapter bulletin editors maximize coverage while avoiding costly individual mailings.
- b. For the spring convention:
  - i. Initial release in the November-December issue of the Serenade will contain a registration form, a housing form and a short article from the Host Chapter, with a brief outline of planned events, etc. Material for this release is due to the Editor on the date set by the Editor, with copies to local bulletin editors.
  - ii. Extensive use of the January-February issue as the "Convention Issue." This second release will repeat both the Registration Form and Housing Form and include one or more articles outlining planned convention activities and events in detail. This release will include pictures of the contest site, the headquarters hotel, points of interest in the town, etc. The convention bureau or Chamber of Commerce should have a sufficient quantity of such photos available for use. Material for this second release is due to the Editors on the date set by the Editor. The March-April Serenade may also be used. Any information serves only to keep the member's interest up. The Editors will prefer pictures not used in the previous issue.
- c. For the fall convention:
  - i. Initial release - in the May-June issue - (See 3.1.1 A) Material is due the Editor on the date set by the Editor.
  - ii. Second release - in the July-August issue - (See 3.1.1 B) Material is due the Editor on the date set by the Editor.
- d. Through the Host Chapter PR Coordinator, contact local Sweet Adelines and Harmony Inc. chapters and make all convention information available to them for publication in local chapter bulletins or newsletters. Encourage these "sister organizations" to attend and support the convention in any way they are able.

9. Adherence to the above schedule should maximize the amount of pre-convention publicity, both internal and external to the barbershop community. It is especially important to publicize each convention via the Serenade and local barbershop chapter (male and female) newsletters and other publications. These actions have a potential impact of early registration purchases and also by providing host city hotels and motels

.050 additional lead time to make room reservations, schedule hospitality suites, guest rooms, etc. Generally,  
.051 hotels will release unreserved rooms 30 days prior to a convention.  
.052

- .053 10. Generate Media Coverage: In addition to mailing press releases to host city local media in coordination  
.054 with Host Chapter Publicity Chair, make personal contact through the Host Chapter Public Relations  
.055 Coordinator to help generate stories leading up to the convention.  
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## **DISTRICT CONVENTION AUDITORIUM HOUSE CHAIRMAN**

### 1. Venue Door Monitors:

- a. All persons entering the theater/auditorium during a contest session or performance must have an appropriate convention registration or other credential. This includes all district officers, district convention team members, host chapter members or volunteers, and their spouses and friends. Individuals performing work such as local volunteers, convention action photographer, videographer, and a limited number of assistants, may present a Convention Volunteer Badge, or other convention credential specific to their role/responsibility.
- b. The Host Chapter will provide two auditorium/ballroom door monitors for all normal entrances, plus one monitor at all other doors to prevent unauthorized admittance. All people entering must have a convention credential.
- c. All doors or curtains must remain closed during a contestant's performance and not re-opened until the completion of the contestant's contest package.
- d. Keep all unauthorized people from the backstage area.
- e. Door monitors may act as guides and monitor anything brought into the auditorium or dressing areas (tape recorders, flash cameras, water bottles, etc.).

### 2. Personnel:

- a. Train all convention ushers and door attendants in their duties and responsibilities listed in Paragraph 4 of this section. Doors will open and the sale of convention registrations will commence at the time specified in the convention program, but typically not later than one hour prior to the event starting times.
- b. The Auditorium House Chairman and his team will be at the auditorium 1½ hours before the starting times of each event.
- c. If a show or additional contest is being held in the same venue immediately following a contest session, then the box office or registration table and ushers must remain in continuous operation until intermission of the 2nd event (i.e., showcase following Saturday evening contest).

### 3. Seating:

- a. Contest venue seating will no longer be reserved for all conventioners. The first four rows of seats will be reserved for the following: CSD President, officers and their guests, invited VIPs, BHS rep (and guests), CSD Hall of Fame members and their guests, International Quartet Champions and 50-year members and their guests. Should VIP seating demand exceed this capacity, CSD will assign additional row(s) as needed.
- b. The registration process will pre-assign District Officer and VIP seating.
- c. Reserve appropriate space with electrical outlets for the official video/DVD equipment.
- d. Not later than sixty days before convention, notify CSD Registrar in coordination with the local House Chairman, regarding the number of seats that will be reserved and the number of seats remaining for sale with registrations and as walk-up registrations.

### 4. Door Monitor and Usher Duties and Responsibilities:

- a. Check all persons entering the contest venue for a convention badge as described above.
- b. If a person requesting entry does not have a badge, ask them to remain outside the venue and contact the Host Chapter or District House Chairman.

- c. If a person refuses to produce a convention badge or enters without complying with requests to produce a convention badge or other credential, contact the District House Chairman immediately.
- d. Bottled water or ice water (if provided by the venue) will be permitted in the auditorium. No other beverages (non-alcoholic or alcoholic) will be permitted in the auditorium during contest sessions. Judges are permitted to have coffee and soft drinks at tables in the judges' area. Baby formula, etc. is permitted for parents with infants.
- e. After the last contest session ends (when the last quartet leaves the stage), alcohol and other beverages may be brought in if permitted by the venue operator.
- f. No smoking is permitted in the auditorium.
- g. No flash pictures are permitted in the auditorium. The District Convention Team will obtain the services of a still photographer to take candid and action shots of competitors during the contest sessions. These photographs will be taken using only the ambient lighting available in the venue during the session(s). Individuals using a camera flash during a contest session may have their convention registration revoked.
- h. No audio or video recording is permitted other than the videographer(s) designated and approved by the Convention Team. Any member of the District or Host Chapter Convention Teams who notices attendees violating this or the above policy is empowered to direct violators to cease photographing/filming the contest and that further violations will require removal and revocation of convention credentials.
- i. Promptly close the doors when the MC begins to introduce the next competitor. Listen for the phrase, "We are ready for our next contestant," but do not rely on hearing it. If in doubt, quickly check with another door monitor. If it is obvious that a contestant introduction is happening, quickly and quietly close the doors. Keep the doors completely closed during the contest set and open them as soon as the set is complete.
- j. Control lobby noise. Direct any noisy or potentially disruptive people to the outer lobby. If necessary, contact the Host Chapter Security Coordinator or the District Convention Chairman for assistance.
- k. Keep the backstage entrance area clear for competitors and convention staff use.

5. Convention Registration Sales:

- a. Coordinate with the Host Chapter Auditorium Chairman to open on-site registration sales one hour before each event.
- b. Provide security personnel at the box office (if located nearby) and registration table when open.

## DISTRICT CONVENTION AUDITORIUM STAGE CHAIRMAN

1. In coordination with the District Convention Chairman and Assistant, verify acceptability of stage construction and dimensions. The specifications will have been provided and verified with the venue as part of the convention bid and award process. This is a final check to ensure that the competition stage and riser configurations will provide all competitors and performers a safe and suitable performance platform.
2. The minimum acceptable height for any convention stage is two feet as measured from the auditorium or ballroom floor to the walking surface of the stage. Based on specific venue configurations, stage heights of up to four feet may be required.
3. Stage area requirements will be based on the anticipated number of participants in competing choruses and the required riser configurations/placements. Because the Plateau AA and AAA chorus contest is held during the fall convention, the stage will typically be larger for fall conventions.
4. All risers will be set no closer than four feet from the closest edge of the risers to a real or notional curtain line. All stage configurations will provide an additional four feet from the curtain line to the edge of the stage. These dimensions are included in all measurement specifications below.
5. Minimum stage dimensions (depth X width) are as follows:
  - a. 23' deep x 37' wide for Spring Convention (Small Chorus Competition) -- allows seven sets of wide-step (18") risers with a fourth step unit, safety rail, and a chorus shell if used.
  - b. 33' deep x 45' wide for Fall Convention (Large Chorus Competition) -- allows for 11 sets of wide-step (18") risers, including a fourth step unit, safety rail, and a chorus shell if used.
  - c. All stage configurations will provide room for a lectern to be used by contest session MCs and others as required during the convention. The lectern will not block or hinder competitor entry or exit, nor will it restrict choreographed movements during chorus contest sessions. Additional specifications for the lectern and surrounding area are as provided in Paragraph 6 below.
  - d. A minimum of 128 square feet will be provided near the stage entrance as a working area for the Auditorium Stage Chairman, contest session MCs, and a limited number of other personnel. This area may be transited by competing quartets and choruses as they prepare to enter the stage for their contest set(s).
  - e. Visual Obscuration for Backstage and Other Areas: If a stage is to be constructed, (to use a hotel ballroom or other flat-floor venue), curtains will be provided across the back and on the sides as legs to mask any distractions. Any temporary stage must be extremely sturdy and capable of supporting the weight of 100+ competing chorus members singing and performing complex choreography as part of the contest set. If staging and curtains cannot be provided at no cost to the district, their costs must be included in any/all convention bid packages submitted by the venue.
6. Risers:
  - a. Wide step (18") choral risers will be used for all competing choruses. A Chorus shell may be used during Chorus competitions if available.
  - b. The number of men in the competing choruses will determine the quantity of risers. For the small chorus competition (spring), a maximum of seven risers should be sufficient. However,

individual chorus requests for additional risers will be honored by the Convention Team and must be included in all convention planning actions if such requests are made. The large chorus competitions (fall) generally will require eight to eleven risers (including a fourth step and safety rail). All choral risers will be set on stage during initial setup, risers will not be added to the set during chorus contest sessions.

7. MC/Presenter's Lectern: There will be a lectern located down-stage right with a light, a microphone, and the District-provided emcee ready light system or a smartphone-application-based version of the ready light system. The lectern will be of sufficient size and construction to permit display of the Central States District logo and will be positioned in accordance with the following requirements:
  - a. Permit the United States and Canadian flags (as a minimum) to be displayed in compliance with applicable codes and statutes;
  - b. The lectern will permit mounting of the MC's ready light display;
  - c. The lectern and MC will be visible to the maximum number of attendees.
8. Sound System:
  - a. An adequate sound system, tested and proven, shall be available during the contest weekend. (The CSD will publish an appendix to this Manual that provides detailed sound system and lighting specifications)
  - b. A single microphone stand will be used center stage for quartet competitions. The CSD will provide an approved microphone for all CSD quartet competitions.
  - c. Monitor speakers will be provided at the base of the microphone stand for quartet contest sessions.
  - d. Immediately prior to the start of each quartet and chorus competition session, a "mic tester" quartet or chorus will perform. The Contest Administrators and designated Singing Judge (known as the "Asterisk Judge") will approve the settings on the sound system and no further adjustments will be made for the duration of the contest, unless directed by the above members of the Judging Panel.
  - e. Three clean line level feeds from the house sound system need to be provided, one for the purpose of video/DVD recording, and the other two for media feeds.
  - f. Three overhead microphones are required as a minimum in addition to microphones at the front of the stage for the chorus competition and performances.
9. Lighting: See Appendix XX for sound system and lighting specifications.
  - a. An adequate amount of stage light is required to enable video recording of the competition (a minimum of 90 - 110 foot candles is suggested, or appropriately 3000 watts per an eight-foot square section of the stage). If possible, lights should be gelled with a no color pink or straw.
  - b. An adequate number of lighting instruments is required to eliminate any "cool spots" or shadows.
  - c. Lighting will be consistent for all competitors.
  - d. An adequate number of lighting operators must be obtained.
  - e. Proper communications between lighting operators will be arranged. The Auditorium Stage Chairman will monitor stage and lighting crew communications and provide guidance or corrective input as necessary. Lighting cues will be established as defined in the lighting specifications section prior to the start of the first contest session and will be used

- .228 10. Stage Personnel: Stage personnel will include one operator on the light board, one on the sound board, one  
.229 on the curtain, and one stage manager. When possible, these positions will be filled by barbershoppers or  
.230 other volunteers.  
.231
- .232 11. Curtain: If a main curtain is available, it will be used for the chorus competition. The curtain operator will  
.233 be advised that chorus directors will direct him/her to open and close the curtain.  
.234
- .235 12. Variations: Any variations in the parameters set forth in this section must be cleared by the C&J VP, and  
.236 approved by the District Convention Chairman.  
.237
- .238 13. Emcees: Emcees will greet all competitors to verify correct pronunciation of chapter, chorus, and quartet  
.239 names.  
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**DISTRICT CONVENTION NON-COMPETITION EVENTS CHAIRMAN**

1. The District Convention Non-Competition Events Chairman is a member of the District Convention Team under the supervision/leadership of the District Conventions Chairman.
2. Responsibilities:
- a. Designate all non-competition events that will be held throughout the convention weekend in coordination with the Host Chapter Non-Competition Events Chairman.
  - b. Prepare and publish a schedule for all non-competition events. Provide the schedule to the Host Chapter, Convention Team, CSD PR Chairman, and others as needed. Include specifications for appropriate event signage.
  - c. Coordinate with the District and Host Chapter Housing Chairmen for the necessary facilities and equipment.
  - d. Ensure qualified individuals lead and manage the non-competition events.

257 **NON-COMPETITION EVENTS IN**  
258 **CENTRAL STATES DISTRICT CONVENTION PLANNING**  
259

- 260 1. General: The guiding philosophy behind planning for non-competition events to be included in the  
261 District Convention lies in the spirit of getting everyone involved. We are Barbershoppers because we  
262 want to sing and hearing our own voices contribute to four-part harmony is one of the many things we  
263 enjoy about our membership in the Society. It is incumbent on the District and Host Chapter to plan  
264 activities that can be enjoyed by those attending our conventions and provide maximum opportunities for  
265 them to have a memorable convention experience. The ways that we all enjoy this hobby can be  
266 characterized in four ways.
- 267 a. Organized group singing as in chapter choruses.
  - 268 b. “Spontaneous” group singing as in gang singing
  - 269 c. Organized quartet singing as in chapter quartets
  - 270 d. “Spontaneous” quartet singing as in pick-up quartet singing and impromptu quartet harmonizing  
271 (woodshedding)
- 272 2. Non-competition events should, as much as possible, offer opportunities for competitors and non-  
273 competitors alike to participate in all of the ways of singing four-part harmony.  
274
- 275 3. Scheduling Considerations: The schedules of non-competition events for both the spring and Fall  
276 Conventions will typically be similar. Non-competition events should be scheduled so as to provide minimal  
277 conflict with contest sessions, but some events can be scheduled to accommodate family members attending  
278 conventions who might not desire to attend all contest sessions. Consider scheduling some non-singing  
279 events during competition sessions for wives and others who might opt to not attend the competition.  
280 Schedules should take into consideration that the time prior to the competition for competing choruses and  
281 quartets will most likely be filled with last minute preparatory activities. Some events may be scheduled  
282 more than once during each convention to accommodate schedules of competitors and non- competitors.  
283
- 284 4. Activities and Events: The following tables present some potential choices for non-competition activities  
285 to hold at CSD conventions. These tables should be considered only as examples and are not inclusive.  
286 The best guidance for creating non-competition events is our own experiences drawn from the things  
287 members and others like to do best.  
288

EVENT	DESCRIPTION	REQUIREMENTS
B Flat Medley Sing	A gang singing event with as many B flat songs as possible within a specified time	A room for up to 100 men, director
Barbershop Karaoke	An opportunity for everyone to sing to recorded accompaniment	A lounge type room with Karaoke equipment
Barbershopper Church Service	Worship service performed by and for Barbershoppers	Room and chairs for up to 100 people, arrange for singers
Care of The Voice Class	Didactic instruction on the care of the vocal mechanism	Room for up to 50 people with chairs and AV equipment requested by instructor,
Chorus Contest Video Viewing	A setting for competing choruses and others to see the entire Chorus Contest especially for late scheduled choruses who must miss most performances	Room with one or more VCR and TV, recordings, custodian to tend tapes
Contest Video Critique	A setting for competing choruses and others to have a judge offer a critique of performance while viewing	Room with one or more VCR, remote, TV, tapes, judge, tape
History of Barbershop Class	A didactic instruction on the history of Barbershop singing for everyone	Room and chairs for up to 50 people, instructor
Honorary Chorus	A chorus for Joe Barbershopper and competitors to honor an outstanding member of the District	Stage setting for rehearsal, music and director
How to be a Serious Quartet	A coaching session to inform quartets of the services available and contacts for help	Room for coach and up to 3 quartets - sign up location
How to sight read new music	Teaching session on the principles of sight reading	Room, instructor, music, chalk board, keyboard if requested.
International Convention Videos	A setting for everyone to view videotapes of recent International Conventions	Room with one or more VCR and TV, tapes, tape custodian
Judging Demonstration	A setting for everyone to view videotape of a contest performance while a judge enters comments on judging form viewed on overhead projection	Room with VCR/TV, tape, overhead projector, judge, assistant
Mass Sing	A gathering of everyone to join in song	Area to accommodate up to 400 people, PA, Director
Mixed Tag Sing	A group participation event for men and women to sing tags together	Room for up to 100 people, song leader, overhead projector, tag sheets,
Name That Quartet	A quartet identification contest based on audiotape of song	Audiotape player, forms for entries, tapes, tape custodian
Piano Bar	A gathering for group singing to piano accompaniment	A lounge setting, piano, pianists, song sheets
Quartet Assembly Plant	A location for all men to sign up by part to sing with a pick-up quartet during the convention	A convenient location, desk, signup sheets, attendant to coordinate formation of

Quartet Spare Parts Department	A conspicuous location for quartets at convention minus one or more members can pick up a "spare part" so they will have four men to sing	A convenient location, desk, sign up sheets, attendant to coordinate formation of quartets
Sight Read New Music	An opportunity to review new music in a group singing event	Room for up to 25 men, Music, Director, Music
Sing With the Champs	An opportunity for individuals fill in with or for quartets to sing with District Champion quartets	Room for up to 25 people to watch performance, audiotape recorder, tapes, custodian to operate equipment, collect tape
Sixty/twenty JPB Sing	A gang sing event to sing 20 songs from Just Plain Barbershop song book in 60 minutes	Room for up to 50 men, Director
Tag Sing	A gang sing event to sing tags	Room for up to 50 men, song leader, overhead projector, tag transparencies, tag sheets
Vocal Production Class	A Didactic session on proper singing	Room for up to 20 men, instructor, AV equipment as
Voice Analysis Class	A Clinic for individual voice analysis	Small room, instructor, sign-up
Woodshedding	A quartet activity for four men to enjoy crating impromptu harmony, and certification for	Two small rooms, song sheets, AHSOW
Woodshedding	A gang singing activity for a group to enjoy woodshedding	Room for up to 25, song leader, song sheets

Table 1 -- CSD Non-Competition Events

## HARMONY MARKETPLACE

1. BHS and related merchandise sales will be conducted by operating a Harmony Marketplace retail sales outlet at each CSD convention. The Association of Central States Champions (ACSC) will staff the Harmony Market Place. Should the ACSC be unable to do so, the Host Chapter will have the next option, followed the District. If none of the above chooses or is able to operate the Harmony Market Place, the District Convention Chairman will open the opportunity to any chapter(s) in the district, the Society will be the last option. The chapter or organization that operates the Harmony Marketplace will receive all profits generated in addition to the guaranteed payment from the District.
2. Harmony Marketplace Operation:
  - a. BHS HQ will ship a standardized consignment package to the convention headquarters. The Host Chapter Harmony Market Place Chairman must coordinate with BHS HQ to verify the shipping date for the consignment package.
  - b. The shipment must be unpacked and inventoried before opening the convention Harmony Marketplace, normally one day prior to the first contest sessions.
  - c. The merchandise must be laid out on the display tables obtained from the hotel.
  - d. A cash register must be obtained plus a supply of money to make change.
  - e. Creative display of the merchandise will help. You also may want to provide gift wrapping services.
3. Following the convention, all items to be returned must be inventoried, packaged and shipped to the Society.
  - a. It is recommended that MasterCard and Visa be used. The procedure can be worked out with the Society. There will be telephone charges and a percentage taken from the proceeds. These are Chapter expenses.
  - b. CD's and tapes from various top quartets and choruses may be obtained on a consignment basis and sold at the shop.
  - c. Coordinate security with HQ hotel or the location hosting the Harmony Marketplace. The Harmony Marketplace room must remain locked whenever it is unattended. A safety deposit box must also be arranged for at the hotel in which to keep the cash when the shop is closed. Excess funds will be stored there.
  - d. If the shop is set up Thursday it can be opened before any meetings or registration is opened on Friday. Harmony Marketplace will normally close during the contests and re-open after each contest session. Harmony Marketplace will normally cease operations around 4:00 pm on Saturday to permit merchandise inventory and packup for shipping back to BHS HQ. If Harmony Marketplace is in a room with other non-competition events, coordinate with the Non-Competition Events Chairman on matters such as operating hours, staffing, etc.
  - e. A cash balance of \$250 works well (\$30 in quarters, \$10 in dimes, \$10 in nickels with the remainder in 20s, 10s 5s and 1s. This should be kept in a separate bag for your start up cash each time you open.
  - f. There must be at least 2 people in the shop during all operating hours for purposes of personnel, merchandise, and cash security. Configure the Harmony Marketplace layout to enhance security and deter potential shoplifters
  - g. Arrange for signage to be placed strategically in the area and have public service announcements made at the contest by contacting the District Convention Chairman.

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- h. It is safest to limit the number and location of entrances and exits to protect inventory against shoplifting and pilferage.

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## SITE SELECTION REQUIREMENTS

### 1. Auditorium Requirements:

- a. Must seat a minimum of 600 people in the spring and 1,000 people for the fall convention.
- b. Sound system must meet or exceed minimum technical specifications listed in the attached Technical Requirements.
- c. Stage lighting must provide minimum acceptable illumination as listed on Page 68 (100 foot-candles across competition area).
- d. Lighting:
  - i. Overhead stage lighting.
  - ii. Footlights or other comparable lighting.
  - iii. Spotlight (trooper) or similar capability to light quartet members, MCs, etc. during contest sessions. See Technical Specifications Annex for minimum lighting patterns/coverage.
- e. Curtains:
  - i. Main traveler curtain (may not be available in “flat-floor” venues with portable staging).
  - ii. Side legs
  - iii. Back curtain

(These requirements may be modified with the approval of the C&J VP and CA)

### 2. Hotel

- a. Arrange for at least 250 sleeping rooms for the spring convention, and at least 650 for fall.
- b. Complimentary rooms will be provided by the hotel(s) used for convention lodging. During pre-convention site visits, a ratio of “comped” rooms will be established based on the number of sleeping rooms occupied for each convention night. Comped rooms will be used primarily to offset costs for lodging CSD officers and other key Convention Team members as specified below.
- c. Reserve the following function rooms with HQ Hotel management (NOTE: wired or wireless Internet access should be complimentary or included in all meeting rooms, meeting times shown below are subject to change):
  - i. Thursday 4:00 – 6:00 pm: Pre-Convention Meeting. Attendees: CSD and Host Chapter Convention Team leads, venue representatives and hotel management. Seating should be for approximately 20 persons in hollow square configuration.
  - ii. Thursday 7:00 – 10:00 pm: CSD Program Administrative Team (PAT) meeting. Attendees: CSD PAT Team. Seating should be for approximately 30 persons in hollow square configuration.
  - iii. Friday 8:30 - 12:00 Noon CSD Board Meeting. Attendees: CSD Board Officers and ex officio members. Seating should be for 35 persons in hollow square configuration. Ice water, coffee and glasses required.
  - iv. Friday 1:30 - 4:30 PM House of Delegates meeting for 60 people - theater style seating podium, microphone, ice water and glasses at tables which will be at the front of the room. Glasses and ice water in the back of the room or in the hallway.
  - v. Two eight-foot tables for sign-in at the back (or entrance) of the room. Friday through Sunday - A minimum of three meeting rooms available for non- competition events, such as woodshedding, tag singing, Harmony Marketplace, etc.
- d. Sleeping rooms:
  - i. Special package rates will be negotiated by the CSD Conventions Team during the pre-convention site visit (approximately 1 year in advance). Room rates will typically include complimentary wired or wireless Internet access.

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ii. Judges' rooms will be separated from the lobby and other high-noise areas to minimize potential impacts to quartet evaluations. Each judge will be provided a single-occupancy room. C&J will coordinate with the District Housing Chairman on all housing requirements.

1. Early room make up is required for these rooms.
2. Judges rooms shall be charged on the master account

- e. Approximately 8 rooms will be required for District Officers and will be assigned by the District Convention Chairman and/or Housing Chairman.
- i. Early check in will be coordinated with hotel management.
  - ii. The District President and the C&J VP will each be provided a suite. Early check-in will be arranged for these rooms on Thursday as well as late check out for Sunday.
  - iii. Past District Presidents, International Representative, members of the District Convention Team and the Host Chapter Convention Chairman will have priority housing at the headquarters hotel.
  - iv. Complimentary rooms will be provided for the District President, International Representative, C&J, VIPs, the District Convention Chairman and the Host Chapter Convention Chairman.
- f. During the pre-convention site visit and at the Convention Launch Meeting, hotel management will be informed of the requirement to house other hotel guests away from convention activities and rooms to avoid noise complaints.

3. Hospitality Rooms: Will be requested by individual chapters or quartets through the Host Chapter Non-Competition Events and Hospitality Coordinator and assigned by hotel management. Every effort will be made to use meeting rooms already provided at no cost as part of the District convention room uptake. If this is not possible, each organization (chapter or quartet) requesting a hospitality room will be responsible for all costs (room rental, F&B, etc.) associated with the room.
4. Harmony Marketplace: Harmony Marketplace will be located in a room at the HQ Hotel that has easy access for conventioners and others seeking to purchase BHS merchandise.
5. Registration/Reception Area:
  - a. Adequate arrangements must be available for the registration area in the hotel lobby.
  - b. A bulletin board and thumbtacks will be available for notices and announcements.
  - c. Adequate tables and chairs must be provided.
  - d. Complimentary safe deposit boxes will be available.

**CONVENTION BID PROCEDURE**

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427  
428 1. Any chapter wishing to bid to host a Convention should review the Central States District Convention  
429 Bid Procedure, which is included with this manual.  
430  
431 2. The Official Bid Form should be completed, along with necessary hotel, venue, and other information  
432 requested in the Bid Procedure. The bid package is to be sent to the current District Events Chairman. Net  
433 convention income, as determined by the District Convention Treasurer, is distributed in the following  
434 manner:

	<u>Spring</u>	<u>Fall</u>
Host Chapter	40%	30%
District	60%	70%

- 435  
436 3. The host chapter minimum financial guarantee is presently \$1,500. This figure will gradually be increased  
437 to \$2,500 between 2018 and 2023, then adjusted for inflation concurrent with the three-year review cycle  
438 for the Events Manual.  
439

**Proposed Budget and Financial Report - Form II**

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1442 1445 CHAPTER \_\_\_\_\_ 1449 CONVENTION: FALL 1451 SPRING 1453 YEAR \_\_\_\_\_

1443 ~~1446~~ \_\_\_\_\_ 1450 \_\_\_\_\_ 1452 \_\_\_\_\_

1444 1447 Registrations  
1448

454 \_\_\_\_\_ Registrations @ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 455 Preliminary Quartet Contest \_\_\_\_\_  
 456 \_\_\_\_\_ Registrations @ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 457 Chorus Contest \_\_\_\_\_  
 458 \_\_\_\_\_ Registrations @ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 459 Finals Contest \_\_\_\_\_  
 460 \_\_\_\_\_ Registrations @ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 461  
 462 Program Advertising \$ \_\_\_\_\_  
 463  
 464 DVDs \$ \_\_\_\_\_  
 465  
 466 Other Income (Itemized) \$ \_\_\_\_\_  
 467  
 468 Total Income \$ \_\_\_\_\_  
 469

470 EXPENSES

471 Auditorium Rental \$ \_\_\_\_\_  
 472 Police and Fire Departments \$ \_\_\_\_\_  
 473 Ticket Printing \$ \_\_\_\_\_  
 474 Program Printing \$ \_\_\_\_\_  
 475 Staging (Stage Props) \$ \_\_\_\_\_  
 476 (Stage Hands) \$ \_\_\_\_\_  
 477 (PA system) \$ \_\_\_\_\_  
 478 Judging Expenses \$ \_\_\_\_\_  
 479 Videography \$ \_\_\_\_\_  
 480 Publicity to CSD Members (Itemized) \$ \_\_\_\_\_  
 481 Publicity to Public (Itemized) \$ \_\_\_\_\_  
 482 Registration Supplies (Itemized) \$ \_\_\_\_\_  
 483 Insurance \$ \_\_\_\_\_  
 484 ASCAP License \$ \_\_\_\_\_  
 485 Hospitality \$ \_\_\_\_\_  
 486 Expenses incurred by District Officials (Itemized) \$ \_\_\_\_\_  
 487 Transportation Expenses \$ \_\_\_\_\_  
 488 Miscellaneous (Itemized) \$ \_\_\_\_\_  
 489 Sales Tax \$ \_\_\_\_\_  
 490  
 491 Total Expenses \$ \_\_\_\_\_  
 492

493 Net Profit \$ \_\_\_\_\_

District Share Spring (60%) Fall (70%) \$ \_\_\_\_\_  
 Chapter Share (40%) (30%) \$ \_\_\_\_\_ (minimum \$1,500 guaranteed to the Host chapter)

494  
495  
496 DISTRICT CHORUS & QUARTET TRAVEL FUND SHOW

1497 ~~1499~~ \_\_\_\_\_  
 1498 1500 \_\_\_\_\_ tickets @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

501 EXPENSES

Sales tax \$ \_\_\_\_\_  
 Refreshments \$ \_\_\_\_\_  
 Miscellaneous \$ \_\_\_\_\_  
 Total Expenses \$ \_\_\_\_\_  
 502  
 503 Net Profit \$ \_\_\_\_\_

1504 Itemized Expenses from Form II CONVENTION: Fall \_\_\_ Spring \_\_\_ Year \_\_\_  
1505

1506 Publicity to CSD Members  
1507

1508 Printing \$ \_\_\_\_\_  
1509 Postage \$ \_\_\_\_\_  
1510 Other (Itemize) \$ \_\_\_\_\_  
1511  
1512 Total \$ \_\_\_\_\_  
1513

1514 Publicity to Public  
1515

1516 Printing \$ \_\_\_\_\_  
1517 Postage \$ \_\_\_\_\_  
1518 Mailing List \$ \_\_\_\_\_  
1519 Promotional Expense \$ \_\_\_\_\_  
1520 Other (Itemize) \$ \_\_\_\_\_  
1521  
1522 Total \$ \_\_\_\_\_  
1523

1524 Registration Supplies  
1525

1526 Badges \$ \_\_\_\_\_  
1527 Ribbons \$ \_\_\_\_\_  
1528 Forms Printing \$ \_\_\_\_\_  
1529 Other (Itemize) \$ \_\_\_\_\_  
1530  
1531 Total \$ \_\_\_\_\_  
1532

1533 Expenses Incurred by District Officials  
1534

1535 Telephone \$ \_\_\_\_\_  
1536 Travel \$ \_\_\_\_\_  
1537 Other \$ \_\_\_\_\_  
1538  
1539 Total \$ \_\_\_\_\_  
1540

1541 Miscellaneous Expense  
1542

1543 Telephone \$ \_\_\_\_\_  
1544 Afterglow \$ \_\_\_\_\_  
1545 Special Events \$ \_\_\_\_\_  
1546 Postage \$ \_\_\_\_\_  
1547 Ticket Commission \$ \_\_\_\_\_  
1548 Bank Charges \$ \_\_\_\_\_  
1549 Other (Itemize) \$ \_\_\_\_\_  
1550

1551 **Total \$ \_\_\_\_\_**  
1552

Figure 6 -- CSD Convention Bid Submission and Proposed Budget

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**HOST CHAPTER OVERVIEW**

The Convention Host Chapter team provides valuable support to the CSD Conventions Team in planning and conducting the District’s Spring and Fall Conventions. Led by the Host Chapter Convention Chairman, the Host Chapter team is the “link” between the District and host city, volunteers, other supporting organizations (other chapters, local charities, etc.) to publicize and promote the convention to the local community. The individual positions in this section are organized by the District-level team lead most closely supported and to which they are responsible, both before a convention and during convention week/weekend. As with District-level positions, the duties listed for Host Chapter team members are not all-inclusive. Some needs may arise that are not covered in this Manual. In such situations, follow the guidance in the District Conventions Overview and decide these issues with the best interests of the individual member, the chapter concerned, and the District in mind.

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## HOST CHAPTER CONVENTION CHAIRMAN

1. This position is appointed by the Host Chapter and is responsible to the Host Chapter President (pre-convention) and District Convention Chairman (pre-convention and convention week).
2. Responsibilities:
  - a. Assign individual chapter members and other volunteers to serve as the Host Chapter Convention Team and ensure they are available when and where needed.
  - b. Disseminate relevant convention information to the Host Chapter Convention Team, including, but not limited to meeting locations and times, contest session times, locations of contest pattern rooms, schedules for the Registrations Desk, etc.
  - c. Provide the District Convention Team with names, and contact information for all members of the Host Chapter Convention Team.
  - d. Review appropriate sections of the Convention Manual with Host Chapter Convention Team to ensure all fully understand their individual and group responsibilities and channels of communication/authority.
  - e. Coordinate with the District Convention Team, District PAT Team Leaders, and the District Convention Chairman to decide issues that may arise.
  - f. Arrange for the procurement of nominal VIP hospitality gifts for the judging panel (candidate judges do not require a gift) and VIPs (Society representative, Harmony Foundation representative, others) attending the convention. Gifts should be priced at approximately \$12.00-\$15.00.
  - g. In coordination with the District Convention Team and the host facility(ies), prepare a convention budget. Submit the proposed budget to the District Board of Directors as part of the convention bid package. Include recommended registration prices in the budget, as well as the number of any proposed complimentary registrations. The final registration prices may be subject to change based on final costs and other information.
3. General:
  - a. Maintain regular and frequent contact with the District Convention Chairman, preferably via email (telephone or text are also acceptable) and ensure he is aware of all possible decisions on issues. Some issues may be resolvable at Host Chapter level, but most will require a District-level decision authority. If in doubt, check first.
  - b. Attend the preceding convention to observe how the Host Chapter team operates. If possible, have the Host Chapter Registration Chairman and Auditorium Stage Coordinators (and other team leads if possible) attend to obtain information from their counterparts.
  - c. Open the first quartet contest session with a welcoming message and introduce the contest MC.
  - d. In coordination with the District Convention Chairman and C&J Vice President, identify a mic tester quartet for both Friday contest sessions. The outgoing District Champions may be used for the fall Friday evening contest session if no other acceptable quartet is available.
  - e. With the Host Chapter President, represent the Host Chapter at the District Convention Team Sunday convention recap meeting. Provide chapter-level insights and observations to help improve the convention process.
  - f. Coordinate with the District Convention Chairman for signage to identify contest pattern and evaluation rooms (chorus contest only), directions to the contest venue, etc.
  - g. Arrange for high speed reprographics capability (copy machine or laser printer) for printing Official Scoring Summaries from each contest session. Provide a supply of 8 1/2" by 11" and/or 8 1/2" by 14" paper to reproduce three different colored summaries with 1,000 or more copies for each summary.

- 1616 h. If the host chapter chorus is competing, they have the option of singing first or last (last is  
1617 recommended); however, the C&J must be informed of intent prior to the drawing of the order of  
1618 appearance.  
1619

1620 4. Convention Program:

- 1621 a. Compile the information for the program (except for order of appearance) in conjunction with  
1622 convention team members 30 days in advance of convention.  
1623 b. Obtain bids and arrange for the printing of 125% of historical number of programs emphasizing  
1624 readability in a dimly lit auditorium.  
1625 c. The program must contain as a minimum:  
1626 i. Names of mic testers and all competing quartets, quartet member names listed in this order:  
1627 Tenor, Lead, Baritone, Bass, and the home Chapter(s) of all quartet members  
1628 ii. Name of mic testers and all choruses appearing in the contest (whether competing or singing  
1629 for evaluation only), Chapter and Director  
1630 iii. Letters of welcome from District President, District Events VP, host city mayor, and host  
1631 chapter president  
1632 iv. Names and title of district officers, district convention team, host chapter convention team and  
1633 host chapter officers  
1634 v. Names and home districts of all judges on the judging panel, including candidate judges  
1635 vi. Convention Events schedule with locations identified  
1636 vii. Awards and other presentations, including:  
1637 (1) Barbershopper of the Year (spring convention)  
1638 (2) CSD Hall of Fame induction (fall convention)  
1639 (3) Chapter Eternal slide presentation (all conventions, typically at end of chorus contest)  
1640 viii. Names of MCs at the top of competition event schedule  
1641 ix. Lyrics to the US and Canadian national anthems  
1642 d. Obtain the order of appearance from the C&J for inclusion in the program prior to convention.  
1643 e. Obtain the schedule and description of non-competition events from the District Non- Competition  
1644 Events Chairman  
1645

Figure 7 -- CSD Convention Staffing Estimate

CENTRAL STATES DISTRICT CONVENTION STAFFING ESTIMATES -- FRIDAY												
Function/Task	Time	9:00 AM	10:00 AM	12:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	10:00 PM
Registration Pick-Up*		3	3	3	3		3	3				
Registration Sales (Walk-Up)*		3	3	3			3	3				
Registration Pick-Up & Sales (Box Office)*					3	3			3	3	3	
House Security** (Ushers & Door Guards)					6	6	6		6	6	6	
Contest Backstage					2	2	2		2	2	2	
Judges' Services				1	2	2	2		2	2	2	1
Judges' Transportation			2	2	2	2	2		2	2	2	2
Retail			3	3	3		3	3	3			
Competitor Hosts		One host per competing unit (quartet or chorus) beginning at Pattern Start minus 30 minutes										
* -- For conventions with lower attendance, fewer personnel may be needed to staff these positions. For heavily-attended conventions or events with large numbers of single-event pass sales, the host chapter may need to prepare a labor surge to permit timely seating of all attendees. For conventions open on days other than Friday and Saturday, use the Friday manpower grid for any functions that are open (Registration Sales, Retail, etc.).												
** -- House Security manpower should be based on the number of active entrances and exits in the contest venue.												
The Host Chapter Convention Chairman will be available at all times during convention weekend												

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**FINAL PRE-CONVENTION TASKS**

**THESE TASKS WILL BE REQUIRED FOR ALL CONTEST SESSIONS**

1. Friday morning:
  - a. Verify registration desk set up at the headquarters hotel.
  - b. Check with the hotel to that all required meeting rooms are set up.
  - c. Verify stage and contest venue setup.
  - d. Verify judges' table setup with Host Chapter Judges' Services Coordinator.
  - e. Verify schedule for auditorium ushers if used.
  - f. Ensure convention programs are at the auditorium and registration area.
  - g. Verify availability of a duplicating machine, laser printer, or other suitable reprographics capability.
2. Not later than Friday afternoon or early evening: ensure risers are set up for choruses to permit desired Friday evening/night rehearsals.
3. Check with Host Chapter task leads to verify required manpower availability before, during and after contest sessions.

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1668 **HOST CHAPTER COORDINATION WITH LOCAL CONVENTION**  
1669 **AND VISITOR'S BUREAUS**  
1670

- 1671 1. Support from a host city Convention and Visitor's Bureau (CVB), Tourism Office, or similar agency can be  
1672 critical to the success of a convention. Just as a convention is an opportunity for the Host Chapter to be  
1673 showcased for district members, it is also a great opportunity for municipalities to entice visitors to return.  
1674 Local CVBs can often help host chapters with convention bids in the following ways:
- 1675 a. Assist host chapter(s) in preparing a bid proposal to be presented to the District Convention Team.
  - 1676 b. Assist in negotiations with hotels and other convention facilities. Provide incentive funds to offset  
1677 convention infrastructure costs such as transportation, audio-visual support, etc.
  - 1678 c. Provide promotional materials and coordinate with host chapters to display these materials at  
1679 convention sites prior to the host city's scheduled convention. Recommend this be done  
1680 approximately six months and one year before the convention at their city.
  - 1681 d. Assist in providing contractor information for such things as transportation, audio-visual support,  
1682 etc.
  - 1683 e. Provide city or other local area maps to the convention venue for inclusion in Registration Desk  
1684 welcome packages.
  - 1685 f. Provide other promotional material related to the host city's CVB or tourism office/industry.
- 1686
- 1687 2. If the CVB can provide volunteer support, request two people to work at the registration desk or information  
1688 desk. This should be at no cost to the host chapter. Local CVB volunteers may be provided complimentary  
1689 single-event registrations to incentivize participation.  
1690

## **HOST CHAPTER CONTESTANT SERVICES COORDINATOR**

- 1691 1. This position is appointed by the Host Chapter and is responsible to the Host Chapter Convention Chairman  
1692 (pre-convention) and Assistant District Convention Chairman (pre-convention and convention week).  
1693
- 1694 2. Responsibilities:  
1695
  - 1696 a. Coordinate with host chapter to provide competitor hosts for each competing chorus and quartet.  
1697 Volunteers may host more than one competitor. Host assignments should not be finalized before  
1698 the draw for Order of Appearance.  
1699
  - 1700 b. Visually verify all competing quartet members have an All-Events registration before competing.  
1701 This should be done as early in the contest pattern process as possible, typically at the portrait  
1702 station. If a competitor doesn't have proof of registration with them while in the pattern, notify the  
1703 District Convention Chairman, District Events Vice President, or District President. All  
1704 reasonable attempts will be made to confirm purchase of the appropriate registration prior to  
1705 entering the contest stage. Inform competitors that if their registration cannot be verified, they  
1706 may be subject to disqualification from the contest.
  - 1707 c. Confirm that all competing chorus members have an All-Events registration before competing.  
1708 This should be done as early in the contest pattern process as possible, typically at the portrait  
1709 station. The District Convention Team will provide a form (page 11) for each chorus in the pattern.  
1710 A chorus representative will certify in writing the number of competitors, and that each competitor  
1711 possesses a Regular Events convention registration. When the chorus arrives back stage, the form  
1712 will be collected and given to the Contest Administrator (CA). Riser counts will also be texted to  
1713 one or both CAs. Verify the communication plan between the backstage area and competitor  
1714 hosts.
  - 1715 d. Ensure choruses and other organizations providing risers are able to set up chorus rehearsal/warm-  
1716 up rooms and picture rooms. Choruses furnishing risers for the convention will be reimbursed by  
1717 the District for their transportation costs. Choruses are responsible for striking and removing their  
1718 risers from warm-up and practice rooms. If permitted, set up will be planned for about 2:00 PM  
1719 Friday and will require about six men. Make certain all risers are identified with the name of the  
1720 owning chapter or other organization. Convention photographers will be responsible for setting  
1721 and striking their photographic equipment.
  - 1722 e. Assist auditorium team as needed to keep the contest on schedule.
  - 1723 f. Tear down dressing, warm-up and picture rooms Saturday evening following the last program.
  - 1724 g. Make contact to secure walkie-talkies or cellular phone company and make arrangements for a  
1725 minimum of six walkie-talkies or phones, (10 walkie-talkies or cell phones are preferred). Set a  
1726 time before the contest begins to instruct all users who have the walkie-talkies or cell phones of  
1727 their operation.
- 1728 3. General:  
1729
  - 1730 a. Coordinate with the Assistant District Convention Chairman to ensure contestants receive  
1731 information about times and locations of all contest events, including contestant room assignments  
1732 and a map of the facility.
  - 1733 b. Coordinate the use of meeting rooms for contestants, with the Assistant District Convention  
1734 Chairman.
  - 1735 c. Work with the Assistant District Convention Chairman to establish the timing and contestant flow  
1736 information.
  - 1737 d. Set up a room schedule for chorus rehearsal and warm ups Friday evening and Saturday morning  
1738 prior to the start of the chorus contest pattern. Warm up rooms should have enough risers, if

possible, to accommodate the largest chorus. Borrowing risers from district choruses is encouraged.

- e. Risers in the picture room should have the center riser section reversed to have a straight section in the middle of the risers.
- f. Provide instructions for all Host Chapter volunteers in conjunction with the District Auditorium House Chairman.
- g. After validating the contest pattern and traffic flow with the Assistant District Conventions Chairman, perform a preliminary "walk through" of the contest traffic pattern with all available hosts. In planning and conducting the walk-through, take a reverse, leisurely, walk of the route to ensure adequate movement times for all competitors. Perform the walk-through during auditorium setup and judges' sound check if possible.

4. Competitor Host Tasks:

- a. Be available for the pattern walk-through with the Contestant Services Chairman. If any of your guests have mobility assistance needs, know how to get them on and off the stage with minimal delay.
- b. Know which competitor(s) you are hosting and get contact information for each one.
- c. Remind competitors that registrations are required, and will check all contestants at the start of the pattern. Any unregistered participant will face the possibility of being disqualified.
- d. Know where each stop in the contest pattern is located and be able to move your guest(s) between pattern stations with minimal delay.
- e. Know the location of emergency services and how to summon them if needed.

## **HOST CHAPTER REGISTRATION COORDINATOR**

1. This position is appointed by the Host Chapter and is responsible to the Host Chapter President (pre-convention) and District Registrar (pre-convention and convention week).
2. Responsibilities:
  - a) Assists District Registrar with setup/relocation of the registration area and processing of prepaid/walk-up registrations at the HQ Hotel and contest venue.
  - b) Schedule host chapter and other local volunteers to sort badges on Friday morning.
  - c) Provide staff to hand out badges and convention material at Registration Desk
  - d) Provide at least one volunteer at Registrations desk when it is open. More personnel may be needed for conventions with high attendance. It is important that the host chapter be able to flex and provide additional surge volunteers if needed.
  - e) Provide conventioners with local area maps that include restaurants and other points of interest.
  - f) Help move the Registration Desk to new site if/when necessary.
  - g) Receive promotional material from the local Convention and Visitors Bureau or equivalent.
  - h) Post signs directing traffic to Registration Desk and Pre-Registration Badges.
3. Additional information: The registration area will normally be set up in, or near, the lobby of the headquarters hotel in a highly visible and easily accessible location. The registration area should be configured in a way that permits “self-service” pickup of convention badges by conventioners that have prepaid their registrations as well as rapid processing and printing of walk-up All-Events and Single-Event registration sales. The primary registration area will be located at the HQ Hotel, with a secondary registration area at the contest venue. Registration hours for each location will be designated for each convention, but will typically be as follows: Friday and Saturday morning until approximately 75-90 minutes before contest start time(s) (HQ Hotel), and 60 minutes before contest start time until after intermission end (contest venue). Registration badges awaiting pickup will be taken to the auditorium 1 hour prior to each event and after the registration area closes on Saturday afternoon.
4. On-Site Registrations:
  - a) Host chapters will provide the personnel for staffing registration desk. It is recommended that four host chapter people be available on Friday, and three available on Saturday. See Figure 7 for suggested staffing levels.
  - b) Single event registrations will be obtained by the District Convention Treasurer and Registration Chairman, with the help of the Host Chapter Registration Coordinator.
  - c) The pre-registered all events registration name badges will be on hand and sorted alphabetically by first name.
  - d) Signs must be provided for the registration area. If they can be reused it would be preferable.
  - e) A bulletin board, black board, or white dry-erase board for notices will be available.
  - f) The sale of registrations at the auditorium will be at the box office, or moved to a table in the lobby.

1805 **HOST CHAPTER JUDGES SERVICES COORDINATOR**  
1806

- 1807 1. This position is appointed by the Host Chapter and is responsible to the Host Chapter President (pre-  
1808 convention) and District Registrar (pre-convention and convention week).  
1809
- 1810 2. The Host Chapter Judges Services Coordinator is responsible to:  
1811 a) Verify transportation arrangements between airport(s) and the HQ Hotel for judging panel with  
1812 Host Chapter Transportation Coordinator; provide this information to the CSD Judges Services  
1813 Coordinator and C&J VP.  
1814 b) Be available to assist at all times while the judges are in town, including during contest sessions.  
1815 c) Perform other tasks as required by the District Judges Services Chairman or C&J VP.  
1816 d) Coordinate the copying and distribution of the contest scoresheets at the end of each contest  
1817 session provide copies to the judges and the convention hotel(s).  
1818 e) Provide bottled water back stage for the MC at all contest sessions  
1819
- 1820 3. Judges Materials:  
1821 a. Be available to assist as needed during convention weekend particularly during set up,  
1822 contest sessions, and tear down.  
1823 b. Two or more people will be needed Friday afternoon to assist the CSD Judges Services  
1824 Chairman with set up and at tear down to re-pack everything for storage. Limit set up actions  
1825 to until the Contest Administrator reviews the set up. After the CA approves the setup, the lights  
1826 etc. will be placed and checked.  
1827

## **HOST CHAPTER TRANSPORTATION COORDINATOR**

- 1828  
1829  
1830 1. This position is appointed by the Host Chapter and is responsible to the Host Chapter Convention  
1831 Chairman (pre-convention) and District Convention Chairman (pre-convention and convention week).  
1832
- 1833 2. Responsibilities:
  - 1834 a. Coordinate arrival and departure transportation for judges and other dignitaries between  
1835 the airport and hotel/venue upon arrival as required.
  - 1836 b. If the contest venue is not collocated with the Convention HQ Hotel, prepare a  
1837 transportation plan for the judging panel, VIPs in attendance, CSD leadership and others as  
1838 needed.
  - 1839 c. For some conventions, competitor self-transportation to the contest venue may be  
1840 acceptable, but this must be decided on an individual convention basis. Coordinate  
1841 transportation needs for all competitors from the headquarters hotel to the contest site.
  - 1842 d. Ensure judging panel (including CAs) are taken to the contest venue at the following times:
    - 1843 i. Scoring Judges: NLT contest start minus 30 minutes
    - 1844 ii. CAs: NLT contest start minus 50-60 minutes
  - 1845 e. Transport the judges and other dignitaries to the location of the judges' dinner and return  
1846 them to the hotel if they eat away from the hotel.
  - 1847 f. Provide judging panel with timetables for hotel transportation/shuttles.
  - 1848 g. Transport the Contest Administrator to the site where the scoring summaries will be  
1849 prepared as soon as he requests transportation.
  - 1850 h. Coordinate with District and Host Chapter Convention Chairs to avoid or resolve  
1851 transportation-related issues that may impact the contest schedule.  
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## HOST CHAPTER PUBLIC RELATIONS COORDINATOR

- 1853 1. This position is appointed by the Host Chapter and is responsible to the Host Chapter Convention Chairman  
1854 (pre-convention) and District Convention Chairman (pre-convention and convention week).  
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- 1857 2. Responsibilities:  
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  - 1859 a. Work with the District Convention Public Relations Chairman, to facilitate and maximize  
1860 communications with the news media, particularly in the convention city.
  - 1861 b. Assist with communications with editors of barbershop chapter publications throughout the  
1862 district, to maximize publicity and awareness of the convention.
  - 1863 c. Coordinate with the host city CVB to leverage local contacts as much as possible.  
1864
- 1865 3. Publicity:  
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  - 1867 a. Gather names, addresses and phone numbers for local (host city) media, and for media throughout  
1868 the district from areas having competitors or persons involved with the convention. Provide  
1869 this information to the CSD Public Relations Chair.
  - 1870 b. Coordinate with the CSD Public Relations Chair to prepare standard news releases for the media  
1871 outlets in towns with competing choruses or quartets. Coordinate release of these announcements  
1872 with chapter and quartet leadership in these towns/cities.
  - 1873 c. Coordinate with the CSD Public Relations Chair to prepare and deliver standard news releases for  
1874 the convention town newspapers, radio and television stations.
  - 1875 d. Coordinate with the Host Chapter Convention Chairman and Host Chapter President to obtain  
1876 complimentary registrations for local dignitaries attending the events, and for the media  
1877 providing coverage.
  - 1878 e. Coordinate with the CSD Public Relations Chair to arrange for special quartet appearances on local  
1879 media.
- 1880 4. Serenade and Local Bulletins: Provide local area information as requested to the CSD Public Relations  
1881 Chairman for inclusion in the CSD Serenade newsletter. Make contact with local Sweet Adelines or  
1882 Harmony, Inc. chapters to inform them of the convention and provide them with any requested information  
1883 for local chapter bulletins. Identify potential locations to post convention flyers if used for promoting the  
1884 convention.  
1885
- 1886 5. Community Outreach: Contact music educators in the local area and inform them of the convention. Ensure  
1887 they are aware of complimentary registration availability and invite them to attend.  
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1890 **HOST CHAPTER NON-COMPETITION EVENTS AND HOSPITALITY COORDINATOR**  
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- 1892 1. This position is appointed by the Host Chapter and is responsible to the Host Chapter Convention  
1893 Chairman (pre-convention) and District Non-Competition Events coordinator (convention week).  
1894
- 1895 2. Responsibilities:  
1896 a. Work with the District Non-Competition Events Coordinator to designate various non-competition  
1897 events that will enhance conventioners' experience during the convention.  
1898 b. Schedule selected non-competition events in coordination with contest-related events.  
1899 c. Assist interested chapters or other organizations in securing hospitality rooms during convention  
1900 weekend. Work directly with hotel staff while keeping the Host Chapter Convention Chairman  
1901 informed of all activities.  
1902 d. Coordinate with the District Convention Chairman for necessary facilities and equipment.  
1903 e. Provide appropriate signs (designated by the District Non-Competition Events Chairman)  
1904 necessary for advertising events and room identification.  
1905 f. Staffing will consist primarily of host chapter volunteers.  
1906 g. Room rentals (if applicable) and minimum food and beverage (F&B) charges are the responsibility  
1907 of chapters or organizations hosting hospitality rooms. Outside F&B may be brought in if  
1908 permitted by hotel policy, but any established hotel F&B policies must be complied with.  
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## HOST CHAPTER AUDITORIUM HOUSE COORDINATOR

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1913 1. This position is appointed by the Host Chapter and is responsible to the Host Chapter Convention  
1914 Chairman (pre-convention) and District Auditorium House Chairman (convention week).  
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- 1916 3. Responsibilities:
- 1917 a. Request volunteers for door monitors and ushers from chapter members and others. Ushers  
1918 should be provided at no cost to District unless required by contest facility.
- 1919 a. Coordinate with District House Chairman for scheduling
- 1920 b. Inform door monitors and ushers of their responsibilities from the District House Chairman  
1921 section of this Manual.
- 1922 c. Ensure all ushers and door monitors have an adequate quantity of convention programs to hand  
1923 to attendees.
- 1924 d. Assist interested chapters or other organizations in securing hospitality rooms during  
1925 convention weekend. Work directly with hotel staff while keeping the Host Chapter  
1926 Convention Chairman informed of all activities.
- 1927 e. Coordinate with the District Convention Chairman for necessary facilities and equipment.
- 1928 f. Provide appropriate signs (designated by the District Non-Competition Events Chairman)  
1929 necessary for advertising events and room identification.
- 1930 g. Staffing will consist primarily of host chapter volunteers.
- 1931 h. Room rentals (if applicable) and minimum food and beverage (F&B) charges are the  
1932 responsibility of chapters or organizations hosting hospitality rooms. Outside F&B may be  
1933 brought in if permitted by hotel policy, but any established hotel F&B policies must be  
1934 complied with.

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1936 **NOTE:** All persons entering the theater/auditorium during a contest session or performance must have  
1937 purchased an individual registration for that session or have an all-events registration. This includes  
1938 all district officers, district convention team members, host chapter members or volunteers, and their  
1939 spouses and friends.

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## HOST CHAPTER AUDITORIUM STAGE COORDINATOR

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1. This position is appointed by the Host Chapter and is responsible to the Host Chapter President (pre-convention) and District Convention Chairman (pre-convention and convention week).
  
2. Responsibilities:
  - a. Assist volunteers as needed with stage setup, which includes securing adequate risers as outlined in this manual at no cost or minimal cost (transportation only) to the convention. Unloading and reloading any borrowed risers, as permitted. Set up will be planned for about 12:00 PM Friday and will require six volunteers. Make certain all risers are identified by the owning BHS chapter or other organization.
  - b. Tear down the stage Saturday evening following the Champions' Showcase.
  - c. Provide runners for the District Auditorium Stage Chairman.
  - d. As required, assist the District Auditorium Stage Chairman.
  - e. Know the locations of all elevators near the contest venue and be ready to man the elevator(s) for any competitors with mobility or other special needs.
  - f. One volunteer will be in the backstage area near the stage with a cell phone as well as one outside the stage door. This may be reduced to one volunteer based on proximity of the stage door and backstage work areas. One runner is required for each contest session.
  
3. Curtain: A curtain operator must be available for all contests if permitted by the auditorium. He will open and close the curtain upon a signal from the Auditorium Stage Chairman, quartet, or chorus director.
  
4. Stage:
  - a. Assist with setting up chorus shell (if used) and curtain for Contest Administrator to check lighting and do a sound check.
  - b. Assist with tearing down and storing shells, risers and curtain or return them to their proper locations or arrange for their pick up. Seven or eight volunteers will be required.
  - c. Restrict access to the backstage area. Backstage passes will be approved by the District Convention Chairman and issued by the District Registrar.
  - d. A person will be located stage left during the chorus contest to direct the choruses as they leave the stage.
  
5. Noise Control:
  - a. Doors to the auditorium back stage, dressing rooms and rehearsal rooms must remain closed to keep the noise from filtering back into the auditorium.
  - b. No walkie-talkies or cell phone will be carried through the stage doors unless set to the "silent" position. Operators may also use a headset to prevent distracting noise.
  - c. Identify any noisy elevators or similar equipment to remove from service during contest sessions.
  - d. "Quiet Please" signs may be necessary in backstage areas to control noise.