



# **GUIDE FOR REGIONAL QUARTET CHAMPIONS**

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# SEQUIOIA PACIFICA REGION 11 GUIDE FOR REGIONAL QUARTET CHAMPIONS

## **Congratulations to our New Quartet Champions!**

Doesn't that sound wonderful? Regional Quartet Champions! It is a dream come true, and it really has happened. You are just bursting with pride! You should be, for you have worked many hours to earn this prize and it is one of ultimate accomplishments in Region 11.

### **The Champion's Image**

You are Charming! You are Proud!  
You are Floating! You are Humble! You are Excited!  
You are Confident! You are Exhausted!

**YOU ARE A CHAMPION!**

To attain this status you were judged on your ability to sing well together by a panel of the organization's finest judges. Now that you are wearing the blue ribbons with that Quartet Champion Medal, you join an elite group of Sweet Adelines. Congratulations from the Winners' Circle!

As Region 11 Quartet Champions you may be wondering about your responsibilities and privileges. We hope this guide will provide the answers to questions you have now, and to some that haven't yet occurred to you. It also reviews some of the things that will be expected of you. This guide should be helpful to your quartet this year and afterwards as well. Please take the time to read it thoroughly.

As reigning Regional Quartet Champions you belong to the Region! You are our new International representatives. Region 11 will both support you and use your talent for the growth and education of the members of this region.

Winners' Circle is an organization of past regional quartet champions that supports and encourages quartets, provides financial support and performance opportunities for International bound quartets, promotes education, training and coaching for quartets through workshops and classes, and serves as a primary resource and consulting body to the Regional Management Team on issues relating to quartets. We hope this guide will help in making your experience as a champion a positive one. Your region supports you and is proud of your accomplishments. If you have questions that are not addressed in this guide, please ask the Regional Education Coordinator, the Communications/Technology Coordinator, the Finance Coordinator, any Winners' Circle member, or Sweet Adelines International Headquarters.

We wish you a year full of wonderful experiences and memories.

## **Regional Champion Honors**

The Winners' Circle and the other members of Region 11 are pleased to honor you during your championship year.

### **Medals, Medallions, and Trophies**

You have been presented your first place medals on blue ribbons from Sweet Adelines International Headquarters.

On show appearances during your championship year, you will want to wear your medals on the blue ribbons. They may also be worn for any function of Sweet Adelines International or any non-barbershop occasion where you are representing the organization, either as a quartet or as an individual.

At the end of your championship year you will need to retire the blue ribbons. The last time to wear your medals on the blue ribbons will be at your final performance as Regional Champions while the scores are tallied at the next year's quartet contest; then remove the blue ribbons before the new Regional Champions are announced. After that, you may wear the medal on your purple velvet Winners' Circle past champions ribbon, which you will receive at the conclusion of your champion year. You may also wear the medal as a pin or hang it on a gold chain - whichever is most comfortable or appropriate to your attire.

You have also been presented with individual First Place Trophies that are yours to keep. Display them proudly!

### **Regional Brunch**

You will attend the Regional Brunch on Sunday morning, less than 48 hours after you are named our new Champions, where you will have a reserved table. You may be invited to sing a song, so be prepared! You will receive complimentary attendance at next year's brunch, and you may be invited to sing the invocation.

### **International Competition**

As Regional Quartet Champions, you will have the honor of representing Region 11 at the next International Competition, approximately 6 months after your win.

### **Other Events During Your Championship Year**

During your entire Championship year, you will be honored at other events, some of which are described in the next section of this guide.

### **VIP Seating**

At all events, where appropriate, you will be offered VIP seating.

## **Your Regional Responsibilities**

Region 11 members are anxious to see you and hear you often during your year as champions. They will be your strongest supporters. Please plan to attend and perform at regional events.

### **Winning Behavior**

As representatives of Region 11, there will be additional expectations of you. You have become role models - you set a standard to which others aspire. Your behavior and your manner while you wear your regional title will be watched by all your loving supporters (and also your critics). Remember always that you are representatives of Region 11 during all your Sweet Adeline activities. Being a champion is both a joy and a responsibility.

You will be expected to:

- Be cordial and gracious when asked to sing “just one more song” when you're tired and would like to move on or retire
- Be friendly and understanding with your critics
- Be appreciative and humble with your many admirers
- Be encouraging and patient with all those who also share the dream
- Be aware of your regional obligations

### **Performing at Regional Events**

There are two Regional Seminars during the year, and your presence is expected at each one. At these regular Region 11 events, there will be many opportunities to sing informally. Please come and be prepared to “sing around” and be aware that any time you dress alike, you can expect to be asked to sing. Be prepared by warming up and having your pitch pipe with you. Meet the chorus leaders who could become your biggest supporters for shows and future love gifts. If you are unable to attend one of the regional events, let the RMT know, and ask them to extend your greetings to the region in your absence.

#### **Summer Sizzler / Winners' Circle Show (August)**

Your first chance to support the Region as Champions is at the Summer Sizzler, usually held in August. You'll have a chance to perform both of your International packages on Saturday's annual Winners' Circle Show, and you'll be showered with love (& money) from Region 11 choruses during the Love Gift Presentation. In addition, you'll be offered a table in the Harmony Bazaar to help you raise money for your trip to International. The Regional Sales Chair will contact you with the details.

#### **Fall/Winter Seminar (November)**

You'll be recognized at a dinner reception for Region 11 International competitors on Saturday night. Bring your International DVD to share with the Region – those who contributed to your fundraising efforts and supported you will appreciate seeing your performance, especially if they weren't able to attend International.

It is possible that you will be invited by a member of the Regional Management Team (typically the Education Coordinator or the Events Coordinator) to do one or more performances and/or to be mic testers for next year's regional convention, and/or to assist as a demonstration quartet at any of the regional events during your championship year. She will inform you well in advance of the time of the event exactly what you are expected to do.

### **Next Year's Regional Convention**

The time will come all too quickly when your champion year will come to an end. As outgoing champions, you have several responsibilities before and during the convention weekend:

**Champion glasses** – Purchase four new glasses and have them engraved. Traditionally, some part of the glass is blue in color. They should be placed backstage (or elsewhere as directed by the Winners' Circle President) so that they are available as part of the awards presentations to the next regional champion. You should also place the large traveling Quartet Champion trophy and the Sizzle Award trophy (if applicable) backstage.

**Thursday Night Quartet Reception** – You will be the official hostesses for this annual Winners' Circle-sponsored event. Detailed information on the planning of this event is available from the Winners' Circle president.

**Winners' Circle Rehearsal** – There is a short rehearsal held around noon on the Friday of contest weekend – see the program for official schedule.

**Mic Testing** – As the outgoing champions, you may be asked to be the mic testers (if you are not competing).

**Outgoing Champions Package** – Your final performance as current Regional Champions (yes, you should wear your blue ribbons) occurs at the end of the quartet competition, while the scores are being tallied. You may be scheduled into the traffic pattern of the Quartet Contest; you will have a warm-up room and the opportunity to have your picture taken just like the competitors. Even if you are not scheduled into the traffic pattern, please be backstage ready to perform after the last contestant. Typically, you will sing three songs as your Swan Song. During your performance, the audience will expect a brief rundown of your year as champions, and it is a wonderful opportunity for you to say thank you to your supporters. At the conclusion of your performance, the Winners' Circle performance will be announced, and you will step back into the chorus.

**Winners' Circle Performance** – You will be welcomed into the Winners' Circle as part of the front row. This is usually a three song performance, the final song being "Old Quartet of Mine". You should remove your blue ribbons after this performance, since the new champions will be named very soon.

**Sunday Brunch** – You will receive complimentary attendance at the brunch, and you may be invited to sing the invocation.

As outgoing Regional Champions, you may be invited to participate in other aspects of the Regional Convention, such as media events and awards presentations. If this is the case, you will receive specific invitations and instructions from the Events Coordinator, the Competition Coordinator, or the Chair of the Regional Convention.

## **Financial Information**

Being a Champion Quartet does not bring great riches, but some of your supporters will help you get to International Competition.

### **Financial Assistance from Your Region**

A check from Region 11 will be presented as part of the Love Gift Celebration at Summer Sizzler. The amount is usually \$400, but could be adjusted based on available finances.

### **Financial Assistance from Winners' Circle**

A check for \$1000 from Winners' Circle will be presented as part of the Love Gift Celebration at Summer Sizzler.

### **Fund Raising Opportunities**

Because you are an internationally competing quartet, you will be offered a sales table at Summer Sizzler prior to your International Competition appearance. If you accept this offer, the Regional Sales Coordinator will work with you and the hotel or other facility to help meet your needs. Note that you will need to make your own arrangements for setting up, tearing down, and staffing the sales table, and will want to ensure that your sales items are not left unattended.

If you earn the right to compete at the following International Competition without returning to Regional Competition, you will be offered a sales table at all regional events until your next International Competition appearance.

## **Quartet Operations**

Long before reaching the status of international competitors, most quartets have found a workable means of dividing responsibilities so that each quartet member carries her share of the workload. Areas of responsibility can include contact, finance, travel coordination, correspondence, recording, costume, music and performance planning. Your new title will increase the importance of this equitable division. These are some areas which will require new and additional planning.

### **Correspondence**

One of your many obligations will be the writing of thank you notes. Your ideal correspondent should have a computer/word processor or a typewriter. She should also have a way with words and the ability to present you at your best. She must be prompt in responding to all correspondence, keeping copies of everything. At peak times, some quartets prefer to divide this task so that each person is responsible for writing personal “Thank You” notes promptly.

Maintain a separate file for each confirmed show. This will facilitate your taking the entire file with you to the show. Should questions arise, you will have written correspondence to verify agreements. Promptly following a show, you should send a thank-you note to your host and to the host chapter. This will enhance your image and reputation.

Maintain an accurate record of all correspondence and all engagements in order to avoid conflicts. You will find having one master multi-year calendar just for quartet business (deadlines, engagements, and each individual's known unavailable dates) extremely helpful. Each member should also keep her own calendar readily accessible and up to date.

Mark all regional event dates on your calendars now, blocking the dates, as your attendance will be appreciated. Your correspondent should also mark the deadline dates on her calendar for “The News @ 11.” You can find these dates on the Region 11 web page, which is located at <http://www.sai-reg11.com/>

### **Performance Fact Sheet**

For any performance or appearance as a quartet it is good to plan and distribute to each member of the quartet in writing the details of the performance package, including the list and order of songs, ALL parts of the planned costuming (including your medals and how they will be worn), details of times, location, expected travel plans, emergency phone numbers for family members, and so forth.

### **Budget**

Now that you are preparing for the International Competition you may wish to plan a budget and handle the following arrangements:

- Hotel Reservations – You will receive information from International Headquarters regarding your choice of hotels, the prices, and other important information. They will probably tell you that they will hold two (2) rooms in the headquarters hotel for you. If your families plan to go with you, make those reservations early.

- Airline Tickets – You will need to contact your travel agency as soon as possible to let them know your travel plans to go to the International Convention. Then you will know exactly how much you are going to have to budget.
- Registration – You may need to register for the International Convention. Registrations became available the previous International Convention. Be sure and place your order right away.
- Coaching – You now have a more immediate goal than you had before. Get dates soon and plan for fees. Remember that many coaches' schedules fill up one, two, or even three years in advance so you should look at your own coaching needs as far ahead as you possibly can.
- Music Arrangements – You may plan to have four (4) contest songs and plan to expand your repertoire to include songs for a performance package in the Quartet Finals. All your songs must be legal before they are performed. No song may be performed at any time until it has been legally cleared. You will also need to have a performance package for future engagements with all music arrangements properly purchased and cleared. Questions concerning copyright clearance for music arrangements should be addressed to the Music Services Department at International Headquarters.
- Costume – You may expect more performances and quartet appearances in addition to International Competition. However, more important than a new outfit for every occasion is the proper fit and neatness of whatever you do choose to wear. You are under a magnifying glass now; attention to visual detail is worth some extra consideration.
- Photos – Be sure to order black and white copies for publicity use when you order your contest photos.
- Hostess Gifts – Any time you are taken special care of by a host or hostess you should have a gift for that person. Thank you notes for hospitality should also be sent.
- Recordings – If you plan to make a recording, it requires a substantial amount of up-front capital. Check with International Headquarters concerning proper and legal procedures before making a recording.
- Income Taxes – Questions concerning your responsibility regarding income tax should be directed to International Headquarters. They have prepared information available.

## Shows and Performances

As a top quartet, you may be asked to perform for your own chorus show and possibly for other chorus shows in the area. It is up to each quartet to establish their own policies and fees when doing shows, and other prior quartet champions may be good information resources. Respond promptly to performance requests, and if you cannot fulfill one, see if there are other groups that you feel comfortable recommending.

### Planning Your Performance

Since most audiences expect a quartet to spend a little time talking between songs, you will need to develop a performance package that you are comfortable taking onto the show stage. There are many showmanship coaches who can help you, if this is not your strong suit, and International Headquarters also has some guidelines for performance packaging. While you do not need to change your package for every performance, some customization is usually required to suit the particular audience or hosting organization. A variety of musical styles will be appreciated, but most of the time only the most "hard core" barbershop aficionados will welcome more than one or two traditional ballads.

### Performance Fees

There are several ways to establish your fee or bid for a performance offer - you may request an all-inclusive fee or a performance fee only.

If you request an all-inclusive fee, you estimate and calculate your total expenses based on the following, and present this total as your fee for the performance(s).

- Performance Fee for show(s) and the afterglow (always ask first, "What is your budget?")
- Accommodations - if overnight stay is necessary
- Meals en route and at the show location
- Travel expenses - mileage at the currently accepted rate, if applicable
- Any miscellaneous expenses, such as pay loss, baby-sitting, tips, etc. Be fair.

It should not be necessary to itemize these expenses in your quotation unless you are asked to do so. Your fee should not include expenses for any person other than quartet members; coaches, husbands, friends, or family members who travel with you must do so at their own expense.

If airfare is needed, you will want to explain that the bid is based on current airfares, and that your bid will increase or decrease based on any change in fares between the time you submit a bid and the time you receive an acceptance. Set a closing date for their confirmation of your performance contract.

If you request a performance fee only, then the chorus for whom you are performing makes the travel, meal and housing arrangements as needed and they pay those expenses.

### The Contract

There are other items you will want to resolve prior to acceptance and confirmation of a show bid. It is wise to document all pertinent information in the form of a contract or formal agreement, and to provide one copy to the person hiring you and one copy for your files.

Items to be discussed may include:

- How many performances the quartet is expected to give: number of shows, afterglows, cast parties, etc. Make it clear that the agreed upon fee is based on that specific number of performances.
- The length of performance they would like.
  
- At what point in the show program you will perform, and whether your show performance will be in one slot or if you are expected to appear more than once.
- Whether the chorus is requesting that you learn and/or perform any special material or wear any special costuming to conform to the theme of the show.
- If you have recordings, whether you will be permitted to sell them before and after the show and during intermission; and if any auditorium management requires that a percentage of income be paid to them. Advise the chorus if you would like chorus members to assist with these sales.
- What type of housing, if applicable, you require; two double rooms is standard. Specify under what circumstances, if any, you will stay in someone's home. Inform them of allergies to cigarettes, pets, etc., if these are a problem.
- Any other special requirements or requests that either party has made.
- The list of songs you will sing, with some alternates, just in case there are duplications with their show songs. Be prepared to adjust your repertoire if you discover later that the host chorus is doing one of your arrangements -- it is not considered to be "good form" to duplicate songs in a show.

Always keep your performance and behavior in good taste. You are representing Region 11 from the first moment of contact to the final thank you and farewell.

### **Breaking a Contract**

Should a last minute emergency arise which will require you to cancel your appearance, remember that you have signed a contract. Call the show chair the minute you are aware of the situation. If possible, check with other top-ranking quartets to determine who might be available to take your place, so that you can offer some alternatives.

### **Your Chorus's Show**

An internationally competing quartet is one of a chorus's greatest assets. Your fellow members are proud to be able to claim you as part of their chorus. Continue to set a good example for others. Share your talents by offering whatever musical assistance you can, or by aiding and encouraging other quartets or quartet members.

Quartet protocol provides that a quartet should sing on its own chapter show without charge. If you are all members of the same chapter this should not pose a problem. If you are members of two, three, or even four different chapters, it will be a personal choice as to how you handle it.

### **Other Barbershop Shows**

You may be asked to perform on a Barbershop Harmony Society chapter show. (As a courtesy, please refer to their organization as the men's society or the Barbershop Harmony Society.) You may also be asked to perform on Sweet Adeline shows other than your own chorus show in

Region 11. In many cases you will be the headliner quartet. "Headlining" a show means you will have the feature spot, usually as the final quartet to appear on stage prior to the finale. However, the show chair may have a specific reason for a different lineup. Be flexible. Your job is to bring your best to their show for their audience – every performance!

### **Outside Performances**

Performances for non-barbershop groups or organizations will generally not require long distance travel. However, you will still want to confirm necessary details before accepting such a performance. The guideline for things to find out is: "Who, When, Where?" Ask what their budget is. Those details might include:

- Audience situation (eating or listening), nature of audience
- The time you are expected to perform, and length of performance
- Whom to contact on your arrival, and where you might expect to find her/him
- When you will receive payment and from whom
- Staging details (whether or not you will have a microphone, stage, etc.)

### **The Performance Itself**

When you have arrived, and prior to show time, confirm all details of your performance. Double check the list of songs the chorus and other groups will be using to make certain you will not be repeating a song that has already been performed by another group.

In selecting your material, remember that you are part of an organization that sings harmony in the barbershop style, and tickets have been sold to people expecting to hear that kind of music. Unless you have been billed as a comedy quartet, the audience also expects you to sing rather than talk or tell jokes for the majority of your time on stage. Speaking of your time on stage, stay within your allotted performance time unless the emcee calls you back for an encore. Never leave an audience wanting less!

### **Responsibilities as an Internationally Competing Quartet**

Your responsibilities as an internationally competing quartet do not only concern your performance on stage. You are still representing Region 11 and Sweet Adelines International even when you are off stage. Your attire, conversation, attitude and behavior should always be in good taste. Be prepared to sing at any request. But remember, a chorus show and accompanying festivities are also showcases for other quartets. Be an attentive and encouraging audience.

## **International Rules**

You may be curious about the International Rules that affect your future as a quartet. Here is a brief summary of some of the important rules. You should be sure to consult International's *Competition Handbook* for full and definitive information.

### **International Quartet Competition**

- You are eligible to enter the next International Quartet Semi-Finals Session as a contestant.
- In the event that you choose not to or are unable to enter the next International Quartet Semi-Finals, another quartet will be chosen by International Headquarters to attend in your place. If you find yourself in this situation, please notify International Headquarters as soon as possible, so that your replacement will have the maximum time possible to prepare for International Competition.
- If you place in the top ten at the International Quartet Semi-Finals Session, then you will be a competitor in the Quartet Finals Session.
- If you place #11 in the Quartet Semi-Finals, then you will be the mic tester for the Quartet Finals Session.
- If you place 2-15 in the Quartet Semi-Finals, then you may return to the subsequent year's International Quartet Competition without re-qualifying at the Regional level. Additionally, if you wish to do so, you may participate in the next Regional Quartet Competition for evaluation only.
- If you do not place in the top fifteen (15) quartets at the International Quartet Competition, you are eligible to enter the next Regional Quartet contest.
- Of course, if you win the International Quartet Competition, Region 11 will be very, very proud, and a whole additional set of guidelines will be sent to you by International Headquarters.

### **Wild Card Quartets**

After all the regional competitions are over each year, International Headquarters compiles a list of quartets placing second or below in their competitions. This list is ordered by total score received. Ties in overall scores are broken by the Sound score, then by the Music Score, then by the Expression score, and finally by the Showmanship score. The top ten quartets in this list automatically become Wild Card entries in the next International Quartet Semi-Finals Session. They join the Regional Champion quartets and the quartets placing 2-15 in the prior year's International Competition, to comprise the list of competitors.

In the event that any eligible returning competitor, Regional Champion, or Wild Card Quartet chooses not to or is unable to enter the next International Quartet Semi-Finals Competition, the next highest quartet in the organization is invited to compete as a Wild Card Quartet. Sometimes several additional Wild Card quartets are needed to make a full complement of competitors. This could create a situation in which a quartet wins the International Quartet Competition without actually winning a Regional Competition. Any Wild Card Contestant winning the title of International Championship Quartet is never eligible to compete in that configuration at the regional level in order to obtain a Regional Quartet Championship title.

### **Personnel Changes**

If your quartet has a change in personnel, note that you must retain at least three (3) members of the quartet which competed when the ranking was achieved in order to retain your ranking. This applies to the recent competition and also to future competitions your quartet may enter. To be specific, in order to compete in the next International Quartet Semi-Finals Session, you may not replace more than one quartet member. After you've competed at International, whatever ranking your quartet achieved is your new ranking, earned by those four members. If necessary you can replace another member prior to the next competition you enter and still retain that new ranking.

### **Closing Remarks**

We, the members of the Region 11 Winners' Circle, fondly recall having this experience for ourselves. We all know the commitment, training, hard work, practice, time, and money it has taken you to reach this level of achievement. Now you begin more months of preparation for the International stage. We wish for you the energy to succeed in your goals. We are so proud to have you representing us all year long.

In Harmony,  
Region 11 Winners' Circle