

# **Golden West Region 21**

## **Regional Management Team**

### **Guidelines and Procedures**

Effective Date – 05/01/2020



#### ***Golden West Region 21 Mission Statement***

*Golden West Region 21 of Sweet Adelines International, being at the leading edge of excellence in music and leadership education, is dedicated to providing a wide scope of personal growth opportunities to its members. Through a visionary approach, we enhance member capabilities and raise public awareness.*

# ALL EVENTS TICKET (AET)

- I. **Complimentary AETs by Event (See “Programs and Events” below)**
    - A. Arrangers Development Program Workshop. [Link](#).
    - B. Directors and Musical Leaders Workshop. [Link](#).
    - C. Leadership Workshop. [Link](#).
    - D. MusicFest (One-Day Workshop). [Link](#).
    - E. MusicFest (Weekend Workshop). [Link](#).
    - F. Quartet Workshop. [Link](#).
    - G. Spring Convention/Competition. [Link](#).
    - H. Summer Seminar. [Link](#).
  
  - II. **Youth AETs**
    - A. The price for youth AET registrations shall be ½ of the current registration price.
    - B. An age limit of 25 years and younger will apply to all youth.
  
  - III. **Distance Member Educational Workshop AETs**
    - A. Hawaii Members. Members located in Hawaii shall receive a discount for Regional Educational Workshops that are not held in Hawaii. For the purpose of this section, Spring Convention and Competition is not considered an Educational Workshop. AETs shall be discounted 75%, the member paying 25% of the AET fee.
    - B. Texas and New Mexico Members. When Summer Seminar is held in California, AETs for all members of Texas and New Mexico choruses shall be discounted 75%, the member paying 25% of the AET fee.
  
  - IV. **New Sweet Adelines**

New Sweet Adelines will be offered a complimentary AET to an educational event within twelve months of their “join” date (not including Spring Convention)
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## AWARDS

- I. **Hall of Fame Award**

*(Please see the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, H. Awards, 1. Hall of Fame)*

  - A. The Communications Coordinator shall send a call for nomination to all choruses by January 15 each year.
  - B. The date set for the return of nomination forms shall be March 1 or prior to the RMT Annual Budget Meeting.
  - C. The Communications Coordinator shall provide copies of all nominations to the RMT.
  - D. If a current member of the RMT is one of the nominees, her nomination form shall be excluded when the forms are distributed to the RMT and the RMT shall make every effort to meet without her knowledge in order to discuss her nomination.
  - E. If a current member of the RMT is one of the nominees and she knows about it, she will be asked to leave the room when her nomination is discussed.
  - F. The Events Coordinator shall obtain a plaque to be awarded to new inductees.
  - G. The Team Coordinator shall present new Hall of Fame inductees at Spring Convention.

**II. Chorus Participation Award**

A chorus is eligible for consideration for this award based on the highest cumulative percentage of participation at each regional educational event and Spring Convention. The percentage participation at each event is determined by the number of chorus attendees divided by the total chorus membership as determined by Sweet Adelines International membership records at the end of the fiscal year.

- A. Percentages for each event are added together and one (1) free AET for the following Spring Convention is presented to the top five (5) choruses based on their totals.
- B. A check in the amount of \$100 will be presented to the winning overall chapter.
- C. Awards are presented at the Summer Regional Education event.

**III. Chorus "GROW" Award**

The chorus "GROW" award is presented to the chorus with the greatest increase in membership from the end of the previous fiscal year to the end of the current fiscal year based on membership totals provided by Sweet Adelines International.

- A. One (1) free AET for the following Spring Convention will be presented to the top five (5) choruses based on the greatest increase in membership.
- B. A check in the amount of \$100 will be presented to the winning overall chapter.
- C. Awards are presented at the Summer Regional Education event.

**IV. Chorus "Nancy Bergman Harmonize the World" Community Outreach Award**

Initiated in the 2016-2017 fiscal year, the Chorus Community Outreach Award rewards chorus efforts towards spreading the word about Sweet Adelines within the community.

- A. At the end of the fiscal year, the Membership Coordinator will distribute a form to each chapter to tally their events for that fiscal year. Totals for each event will be weighted as follows to determine a cumulative score.
  - 1. Free Community Performances (weighted 10x)
  - 2. Youth Education events (weighted 10x)
  - 3. Open House events (weighted 5x)
  - 4. TV/Radio/Newspaper spots (weighted 2x)
  - 5. Press Releases issued (weighted 1x)
  - 6. Chorus hosted shows (weighted 1x)
  - 7. Paid performances (weighted 1x)
- B. The three (3) choruses with the highest scores will each receive one (1) AET to the next Spring Convention.
- C. The highest scoring chorus will also receive a check in the amount of \$100.
- D. Awards are presented at the Summer Regional Education event.

**V. Novice Quartet Award**

*(See the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, D. Awards, 3. Novice Quartet Award.)*

- A. Quartets eligible for the award must self-identify to the Competition Coordinator no later than the contest briefing.
- B. A traveling plaque and an individual recognition (medals or individual trophies and/or certificates) will be presented to the quartet, as determined by the RCSC.

**VI. Most Improved Quartet Award**

*(See the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, D. Awards, 4. Most Improved Quartet Award)*

- A. The Competition Coordinator will determine which quartets are eligible for this award based upon the previous year's official tabulation and the current year's quartet registration information.
- B. A traveling trophy and an individual recognition (medals or individual trophies and/or certificates) will be presented to the quartet, as determined by the RCSC.

**VII. Audience Choice Awards**

*(See the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, D. Awards, 2. Audience Choice Awards)*

- A. The RCSC will determine the best way to randomly distribute ballots to audience members at the beginning of the contests.
- B. The Regional Awards Chair or other RCSC designee is responsible for the distribution of ballots, for the collection of ballots after each contest, and for tallying and reporting the results to the Events Coordinator and award presenter(s).
- C. Members of the Audience Choice quartet and chorus will receive individual ribbons. The ribbons will designate whether the award is a chorus award or a quartet award, although the same design and color will be used for both chorus and quartet awards.

**VIII. Platinum Quartet Award**

*(See the Golden West Region 21 Standing Rules, Section VI – Annual Regional Competition/Convention, D. Awards, 5. Novice Quartet Award.)*

- A. Quartets eligible for the award must self-identify to the Competition Coordinator no later than the contest briefing.
- B. A traveling plaque and an individual recognition (medals or individual trophies and/or certificates) will be presented to the quartet, as determined by the RCSC.

**IX. Summer Participation Award**

Preferred seating at Spring contest will be selected by random draw from the top five choruses with the highest percentage of membership attendance at Summer Seminar.

**X. Double Quartet Contest**

Winners of the Summer Seminar Double Quartet Contest will receive Preferred seating at the following Spring Convention. This seat is non-transferable and does not include a guest seat.

**XI. Engraving**

Engraving of any traveling trophy is the responsibility of the award winner. Costs will be reimbursed by Region 21 when receipts are submitted to the Finance Coordinator. Standard engraving, as specified by the Regional Events Coordinator, shall be mandatory on any traveling award.

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## **ELECTIONS AND APPOINTMENTS**

The Policy of the RMT is to follow the Election and Appointment Procedures specified in the Regional Management Team Handbook provided by Sweet Adelines International. The following is a brief synopsis, with Region 21 specifics.

**I. Regional Management Team (RMT) Election / Appointment / Ballot Schedule:**

- A. Elections/Appointments will be held for Events Coordinator, Marketing Coordinator, Director Coordinator, and Finance Coordinator in even years for terms beginning May 1 of the following (odd) year.
- B. Elections/Appointments will be held for Education Coordinator, Communications Coordinator, Team Coordinator, and Membership Coordinator in odd years for terms beginning May 1 of the following (even) year.

## **II. Nominating Committee**

- A. The Nominating Committee shall be a perpetual standing committee. Membership will be reviewed and revised as needed.
- B. The Nominating Committee shall be composed of one RMT member and at least two Region 21 members.
- C. The RMT shall designate one of these members as chair of the Committee.
- D. The Nominating Committee shall work with the RMT to solicit/disseminate information.
- E. The Nominating Committee shall appoint a Chair of Tellers to be ratified by the RMT by September 30.

## **III. Types of Elections**

- A. Education Coordinator – International appointment.
- B. Director Coordinator – Elected by Chapter Directors – one vote per chapter.
- C. Membership Coordinator – Elected by Region 21 Chapters – one vote per chapter, including Chapter-at-Large.
- D. Communications, Events, Finance, Marketing, Team Coordinators – RMT appointment.

## **IV. Election Responsibilities**

- A. Nominations for Education, Director, and Membership Coordinators shall be solicited by the Nominating Committee from February to August with an August 31 deadline for completion of the application.
- B. Applications shall be sent to the chair of the Nominating Committee.
- C. The Chair of the Nominating Committee shall determine the eligibility of each candidate.
- D. The Chair of the Nominating Committee shall solicit appraisals from the applicant's references and other appropriate regional and international leaders.
- E. The Chair of the committee shall compile all personal evaluations such that no one can identify the person writing the evaluation.
- F. When all appraisals have been received for an applicant, the Chair of the committee completes the appraisal compilation form and destroys the signed appraisal forms.
- G. If the applicant is a current or former member of the RMT, the applicant shall complete a new application and the relevant evaluations may be retrieved from the regional files.
- H. The Regional Management Team shall send their recommendation(s) and all supporting documentation for Education Coordinator to International by September 30.
- I. If any nominee is currently serving on the RMT, she shall be asked to leave the room while her qualifications are discussed.
- J. The Nominating Committee shall prepare election information and ballots for the election of the Director Coordinator and the Membership Coordinator and distribute to choruses, directors, CAL members as appropriate by November 1 to be returned by December 1.
- K. The Chair of the Tellers Committee shall receive all ballots.
- L. The Teller Committee shall meet and determine results by December 15.
- M. The Chair of the Tellers Committee shall send a report of the election results to the Nominating Committee by December 31.
- N. The Nominating Committee Chair shall announce the results of all elections and appointments, first notifying all nominees. Notification is by telephone followed by a letter of confirmation. She also sends written notification to the RMT and to all chapters in the region.
- O. International appointments will be confirmed by International in January.
- P. The RMT member on the Nominating Committee shall poll unsuccessful candidates for election and international appointments about their interest in appointed positions on RMT.

- Q. The continuing and incoming RMT members shall appoint the Communications, Events, Finance, Marketing, and Team Coordinator by February 1.
- R. New RMT members shall be introduced at the Regional Convention/Competition.

**V. Storage of Ballots, Applications, Appraisals and Compilations**

- A. The Chair of the Tellers Committee seals all of the ballots and tally sheets in a large envelope. She retains this envelope for 90 days and then destroys it.
- B. Personal Appraisals shall be destroyed once compiled.
- C. Applications and compilations shall be stored for seven years.

## **GIFTS**

It is the responsibility of the Team Coordinator to arrange for the presentation of gifts on behalf of the membership of Region 21, unless otherwise specified.

**I. International Convention**

- A. A small gift or flowers upon arrival at their hotel during the International Convention will be provided to all Region 21 International competitors (quartets and chorus directors) and to any out-going Region 21 International Champion Chorus Director or Quartet.
- B. A small individual gift will be presented to each Region 21 chorus member competing in the International Competition during their chorus rehearsal prior to their competition.
- C. Letters of congratulations will be sent to the Region 21 chorus director(s) or quartet(s) who make the finals and/or become the International Champion.
- D. A Regional Rally will be held for each competing chorus, at which the gifts will be delivered. Quartets with Region 21 members will be invited to attend the Regional Rally. The Marketing Coordinator will be responsible for creating a flyer to be sent out to the region, inviting all Region 21 members to attend.
- E. A Young Singers Foundation (YSF) auction gift will be donated in accordance with YSF guidelines and the regional budget.

**II. New Sweet Adelines**

- A. As a "gift of welcome" from the Region, new Sweet Adelines (not transfers or returning members) will receive a credit for their first year of regional dues.
- B. New Sweet Adelines will be offered a complimentary AET to an educational event within twelve months of their "join" date (not including Spring Convention).
- C. Chapters will be encouraged to offer 3 months without chapter dues

**III. Newly-Chartered Choruses**

- A. A "Baby Shower" will be held during the Saturday evening show at Spring Convention. Chapters will be invited to present a card and/or gift to the Director and President of any new chapter. The new choruses will be invited to perform on the show by the RCSC.
- B. A gift from Region 21 for the newly-chartered choruses (examples: SAI Gift Card to be used for the purchase of musical arrangement or supplies from SAI, a purchased arrangement, or donated coaching) will be presented at the "Baby Shower." This gift should not exceed \$100.

#### **IV. RMT Member Gifts**

- A. Incoming
  1. Official Regional Management Team pins from SAI will be presented by the Team Coordinator at the Spring Convention to incoming RMT members.
  2. Region name badges, business cards, and regional stationery, if applicable, will be presented to incoming RMT members by the Communications Coordinator.
- B. Outgoing
  1. The current Team Coordinator will purchase gifts for the outgoing Team Members in accordance with the budget, but not to exceed \$50 each.
  2. When the Team Coordinator is one of the outgoing Team Members, it is the responsibility of the remaining Team members to assign the task to someone else.

#### **V. Spring Convention and Competition**

- A. Gifts at Spring Convention are the responsibility of the RCSC and may not exceed the amount budgeted without prior authorization of the RMT.
- B. Gifts may or may not be purchased for the following:
  1. Official Panel
  2. Outgoing Regional Quartet Champions
  3. Active International Quartet Champions
  4. Others recommended by the RCSC and approved by the RMT
- C. Gifts for the RCSC are the responsibility of the Team Coordinator.

#### **VI. Summer Seminar**

- A. Love Gifts
  1. Love Gifts shall be presented to all International-bound competing quartets and choruses (see [Schedule of Fees, Expenditures, and Reimbursements](#)). This includes Rising Star, Harmony Classic, and Chorus and Quartet Competitions.
  2. The Team Coordinator shall remind all Region 21 choruses that Love Gifts will be collected and presented at Summer Seminar.
  3. The Regional Finance Coordinator shall provide Love Gift checks to the Regional Team Coordinator.
  4. The Regional Team Coordinator shall prepare cards and gift bags for the Love Gifts.
- B. Volunteer Recognition "In Appreciation" Gifts
  1. Regional volunteers will be recognized by RMT members with thank you notes and/or other gifts selected by the RMT.
  2. The RMT will select the gift, which will be designed and purchased by the Marketing Coordinator and held by the Team Coordinator for distribution at Summer Seminar.

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## ***GOLDEN WEST MAGAZINE***

*Golden West Magazine* (GWM) is the official publication of Sweet Adelines International Golden West Region 21. GWM is published three times a year for distribution at Summer Seminar, MusicFest (Fall) and Spring Convention. It serves as the newsletter required by the regional bylaws.

**I. Media Kit**

- A. The media kit with deadlines and technical specifications for all issues is revised annually by the GWM Editor.
- B. Advertising rates and an insertion order form are published as part of the media kit.

**II. GWM Editor Funding**

- A. Regional Educational Events: complimentary AET, half room, per-diem, and travel for all functions in which she or her designee works.
- B. International Convention & Competition: half room for 4 days and nights (5 if Region 21 has a Harmony Classic contestant), AET, per diem, but not travel.
- C. Regional Convention & Competition: 3 nights, complimentary AET, per diem, and travel.

**III. Income**

- A. Advertising rates are set by the GWM Editor with approval of the RMT.
- B. Payment for advertisements must be received by the material submission deadline.
- C. GWM Editor is responsible for invoicing and payment collection for all advertisements.
- D. Invoicing for ads may be handled by the Finance Coordinator as needed.

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## **INTERNATIONAL NOMINATIONS**

**I. Sweet Adelines International Music Educator Award / NAFME**

- A. Annually, the SAI International Board of Directors (IBOD) requests that Regional Management Team members and the YWIH Coordinators submit recommendations for the Sweet Adelines International Music Educator Award. Typically, at its June meeting, the IBOD will select the recipients of these prestigious awards, which will be presented at the next International Convention.
- B. Qualifications for the award recipient are as follows:
  - 1. Recipient must be a music educator
  - 2. Recipient must be a member of the National Association for Music Education (NAfME), Canadian Music Educators Association (CMEA), or European Music Education Association (EMEA) as described in the call for nominations.
  - 3. Recipient must be a member of Sweet Adelines International
  - 4. In addition, through her talent and dedication, the recipient must have made outstanding contributions to the furtherance of music education in public and/or private schools by promoting the barbershop style as an American art form.
- C. The responsibility to gather input and submit the nominee from Region 21's Management Team shall reside with the Education Coordinator.

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## **INVESTMENT POLICY**

The purpose of an investment policy is to identify the types of investments suitable for protecting the reserve funds of the region. Reserve funds represent accumulated surpluses and are to provide funds for operating expenses, unforeseen future contingencies, and capital expenditures.



**I. Investment Objectives**

The objectives of the investment policy are to maximize interest and dividend returns on accumulated cash reserves while, at the same time, attaining a proper and responsible balance among the factors of safety, liquidity, and yield.

**II. Reserve Funds**

For the purpose of clarity, the following definitions will be used to identify the types of funds held by the region:

- A. Operating Funds: Those funds expected to be spent in the normal course of business during the current budget cycle. Contingent upon cash flow needs, a portion of these funds may be invested in interest-bearing accounts.
- B. Short-Term Reserve Fund: Short-term is defined as from one to three years. A portion of these funds are held to meet expenses from unanticipated activities required of the region to fulfill its purpose. The Regional Management Team based on recommendations provided annually by the Finance Coordinator, sets the percentage amount to be used for these purposes.
- C. Capital Expenditure Fund: This fund is to be used for future capital expenditures. The amount of reserves allocated for these purposes will be determined annually by the Regional Management Team upon recommendation by the Finance Coordinator. These funds may be invested either in short-term or long-term reserve fund portfolios depending upon anticipated use of the funds.
- D. Long-Term Reserve Fund: Those funds in excess of operating funds, short-term funds, and the capital expenditure fund designed to maximize returns without exposure to undue risk and provide financial stability and cash flow.

**III. Investment Guidelines**

- A. The Finance Coordinator shall be authorized to invest the region's surplus funds. The services of a registered investment firm or advisor may be sought to manage portions of the region's funds. The following procedure shall be followed to engage a new or replace a current registered investment firm or advisor:
  - 1. The Finance Coordinator recommends the hiring or replacing of an investment consultant to the Regional Management Team.
  - 2. The Regional Management Team may request an interview with the recommended consultant or representative of the recommended firm.
- B. Operating and surplus funds may be invested as follows:
  - 1. Operating and Short-Term Funds
    - a) Federally insured checking and savings accounts not to exceed \$100,000 each, including interest, at commercial banks or savings and loan institutions.
    - b) Federally insured certificates of deposit not to exceed \$100,000 each, including interest at commercial banks or savings and loan institutions.
    - c) Money market funds and mutual funds that invest in government-backed securities.
    - d) Direct obligations of the U.S. government, its agencies, and instrumentalities, which include treasury bills and notes.
    - e) Equity holdings, including mutual funds, may be selected from the New York Stock Exchange, American Stock Exchange, and NASDAQ market. The equity portion of the portfolio will be maintained at a risk level roughly equivalent to that of the equity market as a whole, with the

objective of exceeding its results as represented by the S&P 500, net of fees and commission.

- f) Maturity and/or return to principal scheduled to maintain a consistent cash flow to meet financial obligations in a timely manner.
- g) Generally, short-term funds may not be purchased at a premium.

2. Long-Term Funds:

- a) Long-term funds may be invested in instruments as defined in the first four items under Operating and Short-Term Funds;
- b) To maximize total return on long-term funds, a portion of these funds may be used to purchase corporate bonds; the amount allocated to purchase corporate bonds will be reviewed annually by the Finance Coordinator;
- c) The guidelines for purchasing corporate bonds are:
  - (1) High grade corporate bonds (rated AAA,AA, or A by Standard & Poor's or Moody's rating services)
  - (2) Each corporate bond may not represent more than five percent of total funds allocated for these investments;
- d) The maximum maturity of corporate bonds may not be more than 10 years;
- e) The Regional Management Team may restrict investments based on social and ethical criteria.

**IV. Restrictions**

No investments other than those defined in this policy may be made without approval of the Regional Management Team. These restrictions include, but are not limited to:

- A. Foreign securities are prohibited
- B. No private placements or mortgages may be purchased
- C. Only dollar-denominated securities may be purchased

**V. Reporting Procedures**

- A. The Finance Coordinator will provide an investment report quarterly.
- B. Annually (or more often, if deemed necessary), the Finance Coordinator will review performance and portfolio content of all investments and recommend to the Regional Management Team any changes in strategy.

**VI. Changes to Policy**

Investment policy and guidelines will be reviewed annually by the Finance Coordinator and any recommendations for revision will be presented to the Regional Management Team for approval.

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## Logo

**I. Logo Usage**

- A. The Golden West Region 21 logo shall not be modified or integrated with another symbol.
- B. If a Region 21 member, quartet, or chorus wishes to use the Golden West Region 21 logo on its stationery or other items with its own quartet or chorus symbol, the two insignia should be separated by sufficient space that they do not appear to be a composite symbol.

- C. Members of Region 21 may use the regional logo, but permission must be obtained from the Marketing Coordinator if the items on which the logo appears are offered for sale.

**II. Requesting permission to use the logo for sale**

When a chapter, quartet, or member of the region desires to sell an item personalized with the Golden West Region 21 logo, permission must be requested from the Marketing Coordinator. Permission for a sales item may be granted, provided that the item is not considered as competitive with items sold by the region, and provided the quality of the item reflects the desired image of Region 21. The request should include the following information:

- A. An actual sample or commercial artist's completed sketch
- B. The use for which the item is intended
- C. The quantity of the item planned to be purchased and sold
- D. The expected sales price
- E. Promotional plans

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## **SALES TABLES**

**I. Eligibility for Sales Table (see also individual event policies)**

- A. Sales tables shall be offered at regional events to:
  - 1. Region 21 choruses and quartets who either won or are wild cards in Region 21 and are competing in the Sweet Adeline International Competition in the fall of the same or following year
  - 2. Region 21 International Quartet Champions
  - 3. Club 21
  - 4. Reigning Region 21 International Champion Chorus
  - 5. Quartets eligible for returning to International competition by placement in the top 15, including those quartets who won in another region but include a member from Region 21
  - 6. YSF, organized by the Regional Liaison
- B. Staffing must be provided by the group utilizing the table.
- C. Only one 50/50 raffle may be held at each event. See specific event for eligibility.
- D. The Regional Finance Coordinator shall send letters of invitation to those eligible for a sales table at least two months prior to the event.

**II. Size and Location**

- A. Tables will be 6-8 feet in length or the equivalent.
- B. Tables will be located in a high traffic position. Every effort will be taken to place the tables near the boutique area if applicable, but it is acknowledged that every facility is different.

**III. Staffing and Finances**

- A. Tables must be staffed by the sellers.
- B. All proceeds from the sales shall belong to the sellers.

# SPECIAL FUNDS

## I. Young Women in Harmony (YWIH) Fund

- A. The YWIH Fund shall be maintained for the purpose of funding YWIH regional activities and the YWIH Coordinator.

## II. Billy McCann Small Chorus Fund

- A. The purpose of this fund is to provide financial assistance for continuing education to small choruses throughout the region.
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# PROGRAMS AND EVENTS

## Arrangers Development Program (ADP)

### I. Program Responsibilities

- A. Curriculum. The ADP curriculum shall be developed by the ADP chair with input from the Education Coordinator.
- B. Faculty. The ADP Coordinator shall arrange for event faculty in consultation with and approval of the Education Coordinator.
- C. Venue. The event venue shall be selected by the ADP Coordinator with approval from the Education Coordinator. Venue contracts in the name of Region 21 shall be signed by the Finance Coordinator.
- D. Publicity. The ADP publicity shall be designed or approved by the Marketing Coordinator.
- E. Frequency. The ADP program shall include one retreat annually plus inclusion in the Summer Seminar weekend.
- F. Other Events. The ADP Coordinator may staff a display at the Summer Regional Seminar and other events as pre-approved by the Education Coordinator.
- G. Mentoring. The ADP Coordinator may facilitate the mentoring of arrangers by regional ADP faculty.

### II. Finances

- A. Budget.
  - 1. The annual budget for the ADP Program shall be developed at the Regional budget and planning meeting, with input from the ADP Chair and Education Coordinator.
  - 2. Fees for retreat will be established at the Regional budget and planning meeting.
  - 3. An event income and expense estimate shall be prepared by the ADP Chair and submitted to the Education Coordinator.
  - 4. The ADP Chair shall track all event expenses.
- B. Mentoring Fees. A fee may be charged for mentorship to cover ADP faculty expenses and administrative costs. The ADP Coordinator will set the fee schedule and benefits with approval of the Education Coordinator.
- C. Registration Fees. The ADP Committee Chair shall collect all fees. Fees are transferable, but not refundable.

- D. Complimentary AET registration to ADP Workshops shall be offered to:
    - 1. ADP Faculty working the event
    - 2. Regional Management Team working the event
    - 3. ADP Coordinator
    - 4. Front Line Directors
    - 5. GWM Editor
  - E. ADP Coordinator expenses shall be paid for Summer Seminar (see Summer Seminar below) when there is an ADP workshop as part of the event.
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## **Directors and Musical Leaders Workshop**

### **I. Program Responsibilities**

- A. Faculty. The Education Coordinator shall contract the faculty for this event in consultation with the Directors Coordinator.
- B. Curriculum. The Directors Workshop curriculum shall be developed by the Education Coordinator in consultation with the Directors Coordinator.
- C. Bulletin. The Directors Workshop bulletin and registration information shall be published on the Region 21 website at least 60 days prior to the event, and shall include the following information:
  - 1. Price of Workshop (note “transferable but not refundable”)
  - 2. Date and Location
  - 3. Hotel registration information and deadline
- D. Facility. The Events Coordinator is responsible for the facility contract and for all arrangements on site.
- E. Publicity. The Marketing Coordinator is responsible for all publicity for the Directors Workshop.

### **II. Finances**

- A. Fee Amounts.
  - 1. All Workshop fees will be established at the Regional budget and planning meeting.
  - 2. Fees are transferable but not refundable.
- B. Fee Collection. The Finance Coordinator shall collect all Workshop fees, including but not limited to: AET fees.
- C. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- D. Complimentary AET registrations to the Directors and Musical Leaders Workshop shall be offered to:
  - 1. Workshop Faculty
  - 2. Regional Management Team working the event
  - 3. GWM Editor
  - 4. Regional Registration Chair or designee
  - 5. Front Line Directors
- E. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium. [See Attachment 1 for current fee amounts.](#)

- F. Event Faculty Contract. A contract shall be signed with the invited guest faculty and she shall be funded per the contract.
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## **Leadership Workshop**

### **I. Program Responsibilities**

- A. Faculty. The faculty shall be contracted by the Education Coordinator.
- B. Curriculum. The Leadership Workshop curriculum shall be developed by the Education Coordinator with input from the RMT.
- C. Bulletin. The Leadership Workshop bulletin and registration information shall be published on the Region 21 website at least 60 days prior to the event, and shall include the following information:
1. Price of Seminar (note “transferable but not refundable”)
  2. Date and location
  3. Hotel registration information and deadline
- D. Facility. The Events Coordinator is responsible for the facility contract and for all arrangements on site.
- E. Publicity. The Marketing Coordinator is responsible for all publicity for the Leadership Workshop.

### **II. Finances**

- A. Fee Amounts.
1. All Workshop fees will be established at the Regional budget and planning meeting.
  2. Fees are transferable but not refundable.
- B. Fee Collection. The Finance Coordinator shall collect all Workshop fees, including but not limited to AET fees.
- C. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- D. Complimentary AET registrations to Leadership Workshops shall be offered to:
1. Faculty
  2. Regional Management Team working the event
  3. GWM Editor
  4. Regional Registration Chair or designee
  5. Front Line Directors
- E. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium.
- F. Event Faculty Contract. A contract shall be signed with the invited guest faculty and she shall be funded per the contract.
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## **MusicFest (One Day Workshops) CA - AZ - NM - HI**

### **I. Program Responsibilities**

- A. Faculty. The faculty shall be contracted by the Education Coordinator.

- B. Curriculum. The MusicFest curriculum shall be developed by the Education Coordinator with input from the RMT.
- C. Bulletin. The MusicFest bulletin and registration information shall be published on the Region 21 website at least 60 days prior to the event, and shall include the following information:
  - 1. Price of Seminar (note “transferable but not refundable”)
  - 2. Date and location
  - 3. Hotel registration information and deadline
- D. Publicity. The Marketing Coordinator is responsible for all publicity for MusicFest.
- E. Facility. A local chorus will be identified for each event. Responsibilities of the local chorus will include:
  - 1. Locating a facility and arranging for its use on the dates required,
  - 2. Assisting with room set-up, tear down and clean up,
  - 3. Assisting with lunch arrangements if lunch is to be on-site,
  - 4. Providing other assistance as required.

## II. Finances

- A. Fee Amounts.
  - 1. All MusicFest fees will be established at the Regional budget and planning meeting.
  - 2. Fees are transferable but not refundable.
- B. Fee Collection. The Finance Coordinator shall collect all Workshop fees, including but not limited to: AET fees.
- C. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- D. Complimentary AET registrations to MusicFest shall be offered to:
  - 1. Faculty
  - 2. Designated members of the local chorus, as identified by the Education Coordinator, if applicable
  - 3. Regional Management Team working the event
  - 4. GWM Editor
  - 5. Regional Registration Chair or designee
  - 6. Front Line Directors
- E. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium.

## **MusicFest (Weekend Workshop)**

### I. Program Responsibilities

- A. Faculty. The faculty shall be contracted by the Education Coordinator.
- B. Curriculum. The MusicFest curriculum shall be developed by the Education Coordinator with input from the RMT. Traditionally, weekend-long MusicFest workshops focus on Small and Midsize chorus education.
- C. Bulletin. The MusicFest Workshop bulletin and registration information shall be published on the Region 21 website at least 60 days prior to the event, and shall include the following information:

1. Price of Seminar (note “transferable but not refundable”)
  2. Date and location
  3. Hotel registration information and deadline
- D. Facility. The Events Coordinator is responsible for the facility contract and for all arrangements on site.
- E. Publicity. The Marketing Coordinator is responsible for all publicity for the MusicFest Workshop.

## II. **Finances**

- A. Fee Amounts.
1. All Workshop fees will be established at the Regional budget and planning meeting.
  2. Fees are transferable but not refundable.
- B. Fee Collection. The Finance Coordinator shall collect all Workshop fees, including but not limited to AET fees.
- C. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- D. Complimentary AET registrations to MusicFest Workshops shall be offered to:
1. Faculty
  2. Regional Management Team working the event
  3. GWM Editor
  4. Regional Registration Chair or designee
  5. Front Line Directors
- E. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium.
- F. Event Faculty Contract. A contract shall be signed with the invited guest faculty and she shall be funded per the contract.

## **MusicFest (Make Your Own MusicFest)**

Make Your Own MusicFest (MYOM) is a program where, instead of members traveling to an educational event, the educational event is brought to a chorus. In years where we offer MYOM, there will be no Fall educational event. Instead, a chorus may make their own MusicFest specifically tailored to their chorus' educational needs. Every chorus can choose to participate. Choruses will receive a stipend to cover the faculty fee and the faculty's travel expenses.

### I. **Program Responsibilities**

- A. Faculty. Each chorus must use Region 21 faculty approved by the Education Coordinator. Choruses schedule directly with the Region 21 faculty.
- B. Curriculum. Each chorus must plan its own educational event.
1. Choruses must inform the Education Coordinator of their intent to participate in the program by September 1.
  2. Choruses must present their MYOM plans to the Education Coordinator for approval in advance of the event.
  3. MYOM is not intended to replace or supplement chorus coaching. It is an educational event.



- C. Participation. Education must be designed for the entire chorus to participate. Additionally, all sessions are open to observers from other choruses in the region. Prospective chapters are not eligible to receive funding for their own MYOM event but are invited to participate in other chorus' MYOM events.
- D. Scheduling. Event does not have to occur in the Fall (the timing of a "traditional" MusicFest) but must take place during the fiscal year.
- E. Publicity. The sponsoring chorus is responsible for all publicity for their Make Your Own MusicFest Workshop. All MYOM events must be submitted to be listed on the regional calendar. Minimum publicity should include:
  - 1. Price of MYOM event, if applicable
  - 2. Date, time, and location
  - 3. Other logistical information to facilitate attendance (e.g. parking)
  - 4. Faculty and educational topic(s) to be covered
  - 5. Any restrictions (e.g. no video recording, no social media, no food, etc.)

## II. Finances

- A. Fees.
  - 1. Any Workshop fees will be established and collected by the sponsoring chorus.
  - 2. Fees must be approved by the Education Coordinator.
- B. Expenses. All expenses are paid directly by the chorus. Some of those expenses can be reimbursed.
  - 1. Transportation is reimbursed through International Funded Visits (IFVs).
    - a) If the cost of travel is greater than \$600, pre-approval by the Education Coordinator is required.
    - b) All flights must be booked through Sweet Adelines International's designated travel agent, Journey House.
    - c) Mileage will be reimbursed.
    - d) Train travel and other travel incidentals (e.g. parking) is not covered.
  - 2. The Regional stipend will be established at the Regional budget and planning meeting.
    - a) Stipend is non-transferable and does not rollover into future years if unused.
    - b) If a chorus uses an educator for a duration longer than the regional stipend allows, the chorus is responsible for paying any additional costs beyond the stipend amount.
  - 3. Food, lodging, or other expenses are funded by the chorus.
- C. Expense Reimbursement. All expenses are paid directly by the chorus, then are reimbursed by the region. For reimbursement, the chorus must, within two weeks, fulfill the following requirements:
  - 1. IFV forms are completed and submitted to the Education or Membership Coordinator.
    - a) Choruses will be reimbursed once monies have been reimbursed from Sweet Adelines International.
    - b) EXCEPTION: If air travel is used, this must be booked through Journey House Travel per the IFV policy. In this case, there is no chorus outlay of funds. International is billed directly for air travel by Journey House.
  - 2. Chorus completes a post-event feedback survey.
  - 3. Chorus submit a short article (with photo) to post on the regional website.

- D. Event Faculty Contract. Each chorus is responsible for and obligated by any contracts signed for a MYOM event.
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## **Quartet Workshop**

Region 21 is fortunate to have Club 21, the organization of past quartet champions dedicated to promoting quartet singing, communication, and education in Region 21, as a partner in quartet education. Club 21 independently conducts one-day workshops in California and Arizona. Periodically, Region 21 and Club 21 partner to conduct a weekend-long quartet workshop with guest faculty (usually an international champion quartet).

### **I. Program Responsibilities**

- A. Faculty. The guest faculty shall be contracted by the Education Coordinator.
- B. Curriculum. The Quartet Workshop curriculum shall be developed by the Education Coordinator with input from the RMT and Club 21.
- C. Bulletin. The Quartet Workshop bulletin and registration information shall be published on the Region 21 website at least 60 days prior to the event, and shall include the following information:
  - 1. Price of Seminar (note “transferable but not refundable”)
  - 2. Date and location
  - 3. Hotel registration information and deadline
- D. Facility. The Events Coordinator is responsible for the facility contract and for all arrangements on site.
- E. Publicity. The Marketing Coordinator is responsible for all publicity for the Quartet Workshop.

### **II. Finances**

- A. Fee Amounts.
  - 1. All Workshop fees will be established at the Regional budget and planning meeting.
  - 2. Fees are transferable but not refundable.
- B. Fee Collection. The Finance Coordinator shall collect all Workshop fees, including but not limited to AET fees.
- C. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- D. Complimentary AET registrations to Quartet Workshops shall be offered to:
  - 1. Faculty
  - 2. Regional Management Team working the event
  - 3. GWM Editor
  - 4. Regional Registration Chair or designee
  - 5. Front Line Directors
- E. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium.
- F. Event Faculty Contract. A contract shall be signed with the invited guest faculty and she/they shall be funded per the contract.

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## Spring Convention and Competition

### I. Program Responsibilities

- A. The Events Coordinator is responsible for all activities and business relating to the Convention and Competition.
- B. Regional Convention Steering Committee
  - 1. The members of the Regional Convention Steering Committee (RCSC) shall be members of the region appointed by the Events Coordinator with the approval of the Regional Management Team.
  - 2. The Spring Convention and Competition shall be planned by the RCSC according to the Guidelines for Regional Conventions published by Sweet Adelines International.
- C. Bulletin
  - 1. The RCSC is responsible for creating the Spring Convention and Competition bulletins, with review by the RMT prior to publication.
  - 2. Online bulletin and registration information shall be available at least 60 days prior to the event.
- D. Printed Program
  - 1. The Spring Convention program shall be produced by the RCSC, with review by the RMT prior to publication.
  - 2. The RCSC is responsible for the program content and production. Production includes design, graphic artist work, getting bids and placing orders for the program. A volunteer may be offered a comped AET and/or one night's hotel cost in exchange for program design and production work.
- E. Marketing Coordinator
  - 1. The Marketing Coordinator is responsible for all publicity for the Spring Convention and Competition with a target date of November 1<sup>st</sup> for all content information needed.
  - 2. The Marketing Coordinator is responsible for designing and ordering all Regional Sales Items (e.g. Charms, Pins, and Lanyards), if applicable.
- F. The Team Coordinator is responsible for:
  - 1. Introducing the RMT to the audience
  - 2. Presenting the Hall of Fame Award
  - 3. Thanking the RCSC for their service

### II. Assistance Chorus and Registration Desk

- A. Invitation. The Chorus that won the previous Regional Competition shall be invited to be the Assistance Chorus with responsibilities as stated in the Guidelines for Regional Conventions published by Sweet Adelines International. This chorus shall also be responsible for the Boutique and may keep the profit from the Boutique.
- B. Fee. The Assistance Chorus shall receive an amount to be determined at the Regional budget and planning meeting.
- C. Responsibilities of the Assistance Chorus include, but are not limited to the following items:
  - 1. Assisting the appropriate Regional Committee Chairs, specifically the Regional Convention Steering Committee (RCSC), Chair of the Regional Convention (CRC) and RMT in accordance with regional standing rules and policy.

2. Providing staff for the convention registration desk;
  3. Appointing an SET chair
  4. Providing assistance with sales of All Event Ticket (AET), Single Event Ticket (SET), and regional ways and means sales areas;
  5. Escorting competitors to the competition facility;
  6. Acting as guides for traffic patterns, ticket takers, ushers, door watchers and backstage assistants at the competition site;
  7. Providing staff for various stops in the traffic pattern (e.g., warm-up room, hotel departure check-in, photography, stage entrance);
  8. Supervising the unloading, assembling, disassembling and loading of risers and shell;
  9. Providing van drivers as needed by the OPL for transporting the official panel;
  10. Providing van drivers as needed by the CRC for transporting the official photographer;
  11. Providing 3-5 additional members to be utilized on an as needed basis;
  12. Providing a detailed post convention report to the CRC.
- D. AET's are not waived for the Assistance Chorus.
- E. AET and SET Sales on Site
1. All "start-up-cash" for the registration desk (AETs, SETs) will be provided by the Regional Finance Coordinator (FC).
  2. A separate labeled money bag will be provided for AETs and for SETs
  3. A Late Fee is to be added to each AET sold on site.
  4. The Assistance Chapter will count the SETs for each event and record the number.
  5. SETs may be sold at the door to the competition as well as at the registration desk; therefore, two people are needed to handle SETs.
- F. Regional Item Sales (e.g. Charms, Pins and Lanyards)
1. The registration desk is responsible for the sale of regional items.
  2. A separate labeled money bag will be provided by the FC with start-up cash.
  3. A sign indicating prices will be provided by the FC.
  4. Reconciliation will be by inventory of items before and after by the FC.
- G. Safe Deposit Box
1. A safe deposit box will be opened at the headquarters hotel with the Assistance Chorus Registration Chair and the Regional FC as authorized signers, as needed.
  2. All funds collected will be reconciled (detailed accounting of ticket sales, by quantity per event) and deposited during the event by the Assistance Chorus Registration Chair.
  3. The safe deposit key will be returned to the FC after the registration desk has closed.
  4. All funds and documentation will be removed from the safe deposit box by the FC at the event's close.

### III. Awards

- A. Awards authorized by Sweet Adelines International shall be presented as listed in the Guidelines for Regional Conventions.
- B. Regional awards shall be presented as described in the Regional Standing Rules and this document (above).
- C. The Regional Convention Steering Committee shall determine award presenters.

#### **IV. Mic Testers**

- A. Mic testers for the Quartet Competition shall be selected by the Regional Convention Steering Committee.

#### **V. Finances**

*See also additional financial responsibilities under Assistance Chorus.*

- A. Complimentary All Events Tickets (AET) to Spring Competition shall be offered to:
  1. Regional Convention Steering Committee members
  2. Regional Convention team members recommended by the RCSC and approved by the RMT. Including but not limited to the following roles:
    - a) Program Graphic Artist
    - b) Stage Manager
    - c) Awards Chair
    - d) Webcasters
    - e) Emcees
    - f) Registrar
  3. Judges and Panel Secretary (Official Panel members)
  4. Trial Scorers
  5. Current International Board Members in attendance
  6. Current International Quartet Champions
  7. GWM Editor
  8. Growth Award: top five (5) choruses receive one AET
  9. Participation Award: top five (5) choruses receive one AET
  10. Community Outreach Award: top 3 choruses receive one AET
- B. Fee Amounts.
  1. All Spring Convention fees will be established at the Regional budget and planning meeting.
  2. Fees are transferable but not refundable.
- C. Fee Collection. The Finance Coordinator shall collect all Spring Convention fees, including but not limited to: AET fees, SET fees, Facility Usage Fees, payments for extra rehearsal rooms and/or hospitality rooms.
- D. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- E. Regional Competition Fee Reconciliation. The Finance Coordinator in partnership with the RCSC shall reconcile all non-registration fees, including but not limited to: Facility Usage Fee and Room Rental Fees. Finance Coordinator is responsible for invoicing and collecting outstanding fees.
- F. Tip Money. The Regional Finance Coordinator (FC) shall provide tip money for use by the Competition Coordinator, the Events Coordinator, and the Official Panel Liaison on site.
- G. ASCAP/BMI for the Convention and Webcast shall be paid in accordance with Sweet Adelines International policy.
- H. RCSC Expenses. Expenses for the RCSC including the Events Coordinator shall be paid by the Region.
- I. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium.
- J. Judge's Expenses.
  1. Lodging expenses shall be paid by the Region for the Judges.

2. The Judges travel expenses will be invoiced by SAI in late June and shall be booked in the next fiscal year under “Judges – travel (SAI)”.
- K. Video Recording Refund. One-half of the Video Recording Refund from SAI will be received in March/April and shall be booked in the current fiscal year. The remainder of the refund will be received in June or July and shall be booked in the next fiscal year.
- L. Photo Rebate. The photo rebate from the official photographer will be received in June or July and shall be booked in the next fiscal year, if applicable.
- M. Invoice Approval. All invoices shall be reviewed and approved by the Events Coordinator prior to payment.
- N. Young Women In Harmony Fund Donation Solicitation.
  1. Events Coordinator must obtain the permission of the Panel Chair to conduct a “Pass the Hat” during the competition session.
  2. YWIH Coordinator is responsible for coordinating the may hold a “Pass the Hat” during this event with information given to the Competition Coordinator by the Education Coordinator for the emcee cue cards.

#### **VI. Gifts**

- A. Gifts may be purchased for the official panel at the discretion of the RCSC.
- B. Amenities for outgoing Regional Quartet Champions may be purchased by a member of the RCSC or her designee.
- C. Amenities for current International Champion Quartets may be purchased by a member of the RCSC or her designee.

#### **VII. Sales Tables and 50/50 Raffles**

- A. Please refer to the [Sales Table](#) section for a list of participants.
- B. 50/50 raffle opportunities will be offered in the following order:
  1. Current Wild Card Chorus
  2. Assistance Chorus
  3. Region 21

#### **VIII. VIP and Preferred Contest Seating**

- A. The RCSC shall determine the location and number of seats to be reserved for VIP seating and for Preferred seating.
- B. VIPs are eligible for a seat for themselves and for one guest (unless otherwise specified) and are non-transferable.
- C. Preferred seats do not have guest privileges and are non-transferable
- D. Those eligible for VIP seating are current:
  1. International Faculty Members
  2. International Board of Directors
  3. International Past Presidents
  4. International Quartet Champions (current and past)
  5. Rising Star Champions
  6. International Judging Program Members
  7. Regional Management Team (RMT) Members from all Regions of SAI
  8. Regional Convention Steering Committee (RCSC) team members
  9. Front Line Region 21 Chorus Directors
  10. Region 21 Quartet Champions
  11. Quartets scoring in the top 15 at previous International Convention
  12. Regional Hall of Fame recipients

13. Any RMT-designated special guest not listed above, e.g., local media, city officials
- E. Those eligible for Preferred seating are current:
1. Double Quartet Champions
  2. 50+ year members of Sweet Adelines
  3. Summer Participation Award Chorus: selected by random draw from the top five choruses with the highest percentage of membership attendance at Summer Seminar.

## Summer Seminar

### I. Program Responsibilities

- A. Summer Seminar Competition Coordinator. Given that Summer Seminar now encompasses two contests (Double Quartet and Stars of the West), the Events Coordinator shall appoint a Competition Coordinator.
- B. Faculty. The faculty shall be determined and contracted by the Education Coordinator.
- C. Curriculum. The Summer Seminar curriculum shall be developed by the Education Coordinator with input from the Regional Management Team (RMT).
- D. Bulletin. The Summer Seminar bulletin and registration information shall be published on the Region 21 website at least 60 days prior to the event, and shall include the following information:
  1. Price of All Events Tickets (AET) (note “transferable but not refundable”)
  2. Price of Saturday Night Showcase Tickets
  3. Late fee policy
  4. Hotel registration information and deadline
  5. Double Quartet and Stars of the West Contest information
- E. Facility. The Events Coordinator is responsible for the facility contract and all arrangements on site.
- F. Publicity. The Marketing Coordinator is responsible for all publicity (both internal and external) for the Summer Seminar.
- G. Printed Program.
  1. The Summer Seminar program shall be produced by the Events Coordinator, in collaboration with the Marketing Coordinator and the Education Coordinator.
  2. The Event Coordinator is responsible for the program content and production. Production includes design, graphic artist work, getting bids and placing orders for the program. Program design and production work performed by a volunteer may be offered a comped AET and/or one night’s hotel cost. (For example, if Rising Star is being hosted and a “Spring-like” program is desired.)
- H. Double Quartet. A Double Quartet contest shall be held during the Summer Seminar.
  1. The Events Coordinator shall select and invite the judges, in consultation with the Education Coordinator.
  2. The Events Coordinator shall select the emcee for the event.
- I. International Competitor Showcase. An International Competitor Showcase may or may not be held, depending on Quartet and Chorus availability. The following competitors shall be invited to perform on the Showcase:
  1. The Region 21 Chorus Champions and any Region 21 Wild Card Chorus going to the Sweet Adeline International Competition in the Fall of the current year.

2. The Region 21 Quartet Champions and any International-bound Wild Card Quartets with at least one member from Region 21.
3. The reigning Sweet Adeline International Chorus Champions and/or Quartet Champions – when they are from Region 21.
4. Members of performing chorus(es) who have not purchased an AET may stand in the back of the room for the other performances.

## II. **Assistance Chorus and Registration Desk**

- A. **Invitation.** Approximately four months in advance of the seminar, the Events Coordinator shall invite Region 21 International competitors or Region 21 chapters (in the order below) to be the Assistance Chorus for the Summer Seminar.
  1. Current Wild Card Chorus
  2. Region 21 Harmony Classic Competitors ( Division A or AA category)
  3. Other Region 21 chapters
- B. **Responsibilities.** The Assistance Chorus is responsible for the registration desk, contest pattern staffing, Boutique, and the placement of Love Gift Bags.
- C. **Boutique Profits.** Profits from the Boutique belong to the Assistance Chorus.
- D. The Assistance Chorus is NOT eligible for the Summer Seminar attendance award.
- E. **AET and Saturday Night Showcase ticket sales on site**
  1. All “start-up-cash” for the registration desk (SETs, Saturday Night Showcase tickets) will be provided by the Regional Finance Coordinator (FC).
  2. A separate labeled money bag will be provided for AETs and for Saturday Night Showcase tickets
  3. A Late Fee is to be added to each AET sold on site.
  4. Assistance Chorus is responsible for counting and recording Saturday Night Showcase ticket sales
  5. Saturday Night Showcase tickets may be sold at the door to the competition.
- F. **Regional Item Sales** (e.g. Charms, Pins and Lanyards)
  1. The registration desk is responsible for the sale of regional items, if applicable.
  2. A separate labeled money bag will be provided by the FC with start-up cash.
  3. A sign indicating prices will be provided by the FC.
  4. Reconciliation will be by inventory before and after by the FC.
- G. **Safe Deposit Box**
  1. A safe deposit box will be opened at the headquarters hotel with the Assistance Chorus Registration Chair and the Regional FC as authorized signers, if applicable.
  2. All funds collected will be reconciled (detailed accounting of ticket sales, by quantity per event) and deposited during the event by the Assistance Chorus Registration Chair.
  3. The safe deposit key will be returned to the FC after the registration desk has closed.
  4. All funds and documentation will be removed from the safe deposit box by the FC at the event’s close.

## III. **Current Regional Champion Quartet / Finances**

- A. **Role at Summer Seminar.** It is the desire of the RMT and the Region as a whole to get to know our new Regional Champion Quartet, and to learn from them. As such, the following role is offered to the Regional Champion Quartet at the Summer Seminar following their win at Spring Regional.



1. The quartet will be asked to prepare and teach at least one class, as well as serve as a demo quartet for the faculty.
  2. The quartet will be asked to sing on the International Showcase on Saturday night.
  3. The quartet shall be given a Sales Table in the boutique.
- B. Funding. When they participate as Regional Faculty (described above) the current regional champion quartet shall be funded to Summer Seminar in the following manner:
1. Comped AETs
  2. Two rooms for two nights if three or more members are in full attendance.
  3. In-region travel shall be funded.
  4. There shall be no faculty honorarium paid, due to the full funding to the event.

#### IV. Finances

*See additional Finance responsibilities under Assistance Chorus and Current Regional Champion Quartet.*

- A. Fee Amounts.
1. All fees for Summer Seminar will be established at the Regional budget and planning meeting.
  2. Fees are transferable but not refundable.
- B. Fee Collection. The Finance Coordinator shall collect all Summer Seminar fees, including but not limited to: AET fees, Saturday Night Showcase ticket fees.
- C. Registration Fee Reconciliation. The Regional Registration Chair shall reconcile member registrations against records of AET fees received from choruses and individual members.
- D. Complimentary AETs to Summer Seminar shall be offered to:
1. All current RMT members
  2. Regional Faculty teaching at Summer Seminar
    - a) Faculty must teach at least one complete class, not just facilitate physical or vocal warm-ups.
    - b) Stars of the West Judges shall be considered Regional Faculty for the purposes of a comped AET.
  3. Summer Seminar Competition Coordinator
  4. Committee Chairs (e.g. DCP Coordinator) to attend and approved by the RMT
  5. Current Regional Quartet Champions (when they participate as Regional Faculty)
  6. GWM Editor
  7. ADP Coordinator (when an ADP workshop is offered)
  8. Registration Chair or designee
  9. Front Line Directors
- E. Regional Faculty.
1. Faculty Honorarium. An honorarium shall be paid each Regional Faculty member. If a faculty member is funded in some other way, she shall waive the honorarium.
  2. When serving as Regional Faculty, the current Regional Champion Quartet shall be funded per the section above.
- F. Event Faculty Contract. A contract shall be signed with the invited guest faculty and she shall be funded per the contract.
- G. ASCAP/BMI shall be filed and paid per International instructions.
- H. ADP Chair. The chair of the Arrangers Development Program shall be funded, if an ADP Workshop is offered, for ½ room for two nights and travel.

**V. Regional Coaching Assistance / Chapter Love Gifts**

- A. Coaching Assistance / Love Gifts shall be presented to all International bound competing quartets and choruses at the completion of their International Competitor Showcase performance.
- B. Prior to the event, the Team Coordinator shall remind all Region 21 choruses that Love Gifts will be collected and presented at Summer Seminar.
- C. The Regional Finance Coordinator shall determine the appropriate payee and provide Love Gift checks to the Regional Team Coordinator.
- D. The Regional Team Coordinator shall prepare cards and gift bags for the Chapter Love Gifts.
- E. Club 21 will have an opportunity to make a statement regarding their Love Gift presentations to regional quartets.

**VI. Sales Tables and 50/50 Raffles**

- A. Please refer to the [Sales Table](#) section for a list of participants.
- B. 50/50 raffle opportunity will be conducted by Region 21.

**VII. Regional Town Hall Meeting**

- A. Per the Region 21 Standing Rules, the annual meeting of the regional membership will take place at Summer Seminar.
- B. The Team Coordinator is responsible for the agenda of the Regional Town Hall Meeting.
- C. The Regional Town Hall Meeting shall include, but is not limited to:
  - 1. A summary of the State of the Region Report
  - 2. Regional volunteer recognition
  - 3. Presentation of Regional Awards
  - 4. Opportunity for member feedback to the RMT

**VIII. Regional Awards**

- A. Please refer to the [Regional Awards](#) section for the list of awards presented at Summer Seminar.
- B. Presentation of awards will take place during the regional town hall meeting.

**IX. Double Quartet Competition Rules**

- A. The Double Quartet Competition shall be held under the supervision of the Summer Seminar Competition Coordinator (CC) and the Events Coordinator (EvC).
- B. The Double Quartet Competition shall be for the purpose of encouraging quartet participation, providing an opportunity to experience competition, and providing opportunities to show creativity in performing. Registered quartet members are encouraged to mentor future quartet members.
- C. Any Double Quartet shall be eligible to compete provided that:
  - 1. All of its members are in good standing with their chapter or Chapter-At-Large, Region 21 or their home region, and Sweet Adelines International.
  - 2. No more than two (2) of its members are from outside Region 21.
  - 3. At least three (3) of its members are non-registered quartet members.
  - 4. All of its members have paid the registration fee for the seminar.
- D. It shall be permissible for members to compete in a second Double Quartet providing proper notification of double participation is indicated at the time of entry so that necessary adjustments in the "Draw for Order of Appearance" can be made. However, no more than three (3) members of a Double Quartet may compete in the same second Double Quartet.

- E. Double Quartets winning any awards shall be eligible to compete the following year.
- F. Double Quartets shall submit entries to the CC no later than the entry deadline date.
- G. Drawing for the order of appearance shall be held at the briefing; the results of the draw shall be posted upon completion of the draw.
- H. Selection of the judges shall be the responsibility of the EvC and CC, with approval of the EC.
- I. Awards will be presented in the following categories (if there are fewer than 4 contestants, awards presented are at the discretion of the EvC and CC with consultation with the judging panel):
  - 1. 1<sup>st</sup> Place
  - 2. 2<sup>nd</sup> Place
  - 3. 3<sup>rd</sup> Place
  - 4. Golden Banana Award (Comedy)
- J. Scoring shall be according to Sweet Adelines International's rules of competition.

**X. Stars of the West Quartet Contest Rules**

- A. The Stars of the West Competition shall be held under the supervision of the Competition Coordinator (CC) and the Events Coordinator (EvC).
- B. Contest Rules. Stars of the West will be conducted following the procedures of the Rising Star contest, as described on the SAI website: [Rising Star Rules & Regulations](#)
- C. Eligibility to compete.
  - 1. Any youth quartet may participate as long as each participant is 25 years or younger.
  - 2. Participants must register in advance for the contest and Summer Seminar.
  - 3. No chorus affiliation required.
  - 4. No SAI affiliation required.
  - 5. Female only quartet.
  - 6. Previous winners are eligible to compete in the next year.
- D. Songs. Competitors shall prepare two contestable barbershop songs, to be performed in seven minutes.
- E. Judges will be certified SAI judges, when possible.
- F. Judging criteria will be the same as the SAI Rising Star Contest, and will use the Rising Star scoring system.
  - 1. [Rising Star Scoring Level descriptors](#)
  - 2. [Rising Star Contest Scoresheets](#)
- G. Awards
  - 1. There will be medals and prizes for the three highest-scoring quartets.
  - 2. These benefits are non-transferable, but it is acknowledged that the quartet may have personnel changes.
  - 3. First place quartet shall receive:
    - a) Four (4) comped AETs for the next Spring Contest
    - b) An invitation to sing at the Spring Contest, on the Saturday Night Showcase
    - c) VIP seating
    - d) Lodging funding: one room night, one room
  - 4. Second place quartet shall receive four (4) AETs to Spring Contest
  - 5. Third place quartet shall receive half-price AETs to Spring Contest

# Schedule for Fees, Expenditures, and Reimbursement

## I. Regional Annual Assessments

- A. Chapter Members – \$30
- B. Chapter-at-Large Members (CAL) – \$40
- C. Chapter to CAL Transfer Members within Region 21 – \$10
- D. Youth Members – \$15.00
- E. Youth CAL Members – \$20.00
- F. New Sweet Adelines do not pay the regional assessment in their first year.

## II. Fees for Events

- A. Arrangers Development Program Retreat – \$85
- B. Musical Leadership Workshop – \$50
- C. MusicFest
  1. Weekend events – \$50
  2. One day events – \$35
  3. Hawaii Discount (when not held in Hawaii) – 75% (pays 25% of AET fee)
  4. Youth one day events – ½ of the AET for the event
  5. Late Fee – \$10
  6. Make Your Own MusicFest chorus stipend – \$300
- D. Regional Convention
  1. AETs – \$85
  2. Youth AETs – \$42.50 (½ the AET price)
  3. Youth SETs – \$20
  4. SET – \$45
  5. AET Late Fee – \$30
  6. Transportation Fee – \$25
  7. Transportation Late Fee – \$10
  8. Webcast – \$35
  9. Facility Fee
    - a) A facility fee is charged to chorus and quartet competitors and the hostess chapter, when they choose to not stay at the hotel. This fee contributes to the cost of hotel facilities, which are otherwise covered by the hotel room block.
    - b) Guideline is to calculate the facility fee at “just over” half of the cost of one room night, including tax and fees (e.g. if the room rate plus tax and fees is \$159, then the facility fee would be \$90)
- E. Summer Seminar / Typical event pricing: (when hotel contracts allow for an event dinner, additional dinner costs may apply and will not be discounted)
  1. AETs – \$60
  2. Youth AETs – \$30
  3. Hawaii Discount (when not held in Hawaii) – 75% (pays 25% of AET)
  4. Texas & New Mexico Discount (when held in California) – 75% (pays 25% of AET fee)
  5. Stars of the West Quartets that register together to compete – Comped

6. Saturday Night Showcase (Double Quartet, International Showcase, and Stars of the West) – \$15
  7. Late Fee – \$30 (does not apply to Stars of the West quartet competitor registration)
- F. Summer Seminar / Special SAI Rising Star pricing (from 2015 for future reference)
1. In Region AETs – \$75 plus \$20 dinner event for total of \$95
  2. Out of Region AETs – \$85 plus \$20 dinner event for total of \$105
  3. In Region Youth AETs – \$42.50 + \$20
  4. Out of Region Youth AETs – \$52.50 + \$20
  5. SETs Rising Star – \$30
  6. In Region Youth SETs – \$20
  7. SETs International Showcase / Double Quartet – \$10
  8. Late Fee – \$30
- G. Quartet Workshop typical event pricing: (when hotel contracts allow for an event dinner, additional dinner costs may apply and will not be discounted)
1. AET – \$100
  2. Show ticket only – \$15
- H. Quartet Workshop / All-inclusive pricing (from 2017 for future reference, price included Saturday lunch and dinner, breakfasts and happy hours were included in the hotel price)
1. Early Bird Quartet: \$500 (Regular Price: \$600)
  2. Early Bird Youth Quartet: \$250 (Regular Price: \$300)
  3. Early Bird Individual: \$125 (Regular Price \$150)
  4. Early Bird Youth Individual: \$62.50

### III. Gifts

#### A. CHORUS

1. Chorus Coaching Assistance for competing choruses – \$750
  - a) Includes regional champion chorus, wild card chorus and/or Harmony Classic competitors going to International Competition
  - b) Presented at Summer Seminar – before they compete at International
2. Love Gifts for competing choruses at International – \$20 per member
  - a) Includes regional champion chorus, wild card chorus and/or Harmony Classic competitors going to International Competition
  - b) Presented after the International competition, based on the number of members on stage as reported by Sweet Adelines International

#### B. QUARTET

1. Competing Quartets at International (presented at Summer Seminar)
  - a) Current Regional Champion Quartet – \$1,000
  - b) Current Regional Wild Card quartet – \$400
  - c) Any Region 21 quartet eligible to return to Int'l by placing in the top 15 – \$400
  - d) Any other Region 21 quartet member(s) competing at International – \$100 each
2. Rising Star YWIH Quartet Contestant (presented before the Rising Star Contest, no later than Summer Seminar)
  - a) Competing YWIH Quartet members who reside within Region 21's geographical borders – \$100
  - b) Outgoing champion YWIH Quartet members who reside within Region 21's geographical borders – \$100

- (1) The main intention of this Love Gift is to assist the quartet in fundraising, noting that SAI does not fund the Rising Star Champion Quartet to the contest in their outgoing year.

**IV. Regional Convention Chorus Assistance Chapter**

- A. The Chorus acting as Chorus Assistance Chapter at the Regional Convention and Competition shall receive \$2000.

**V. Per Diem**

- A. Per Diem reimbursement for the RMT shall be \$35 per day.
- B. If certain meals are included with the event, other meals will be reimbursed at the following rate: Breakfast-\$7, Lunch-\$10, Dinner-\$18.

**VI. Event Faculty Fees and Regional Faculty Honorariums**

- A. Event Faculty fees are per contract.
- B. Regional Event Faculty who serve the full event, shall receive a fee as determined by the RMT. Historically, this has been \$300 per event. (e.g. Directors who serve as Color Chorus Directors at Summer Seminar.)
- C. Regional Faculty shall receive \$75 honorarium for one class and \$25 for each different class taught at the same seminar.
- D. In-region Judges who serve Stars of the West will receive a comped AET and a \$75 stipend (same rate as Regional Faculty honorarium).