



# **Guide for Regional Quartet Champions**

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# Sequoia 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.

As reigning Regional Quartet Champions you belong to the Region! You are our 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 (WC) 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 Executive Committee (REC) on issues relating to quartets. As the Regional Quartet Champions, you are now members of the WC! Dues are \$20 annually, but as the champions your dues are waived.

We wish you a year full of wonderful experiences and memories. If you have any questions or need help with any aspect of your exciting championship year, please feel free to contact any WC member. We will also assign you a WC contact so you can get questions answered promptly.

### Regional Champion Honors

#### **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 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 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 WC 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! You also are the custodian of the traveling Regional Quartet Champion trophy for the next year. Have it engraved with your quartet name and year you won, following the format on the trophy plate. Be sure it is engraved and not laser printed, as engraving holds up better and will match previous entries. The WC will reimburse you for this expense - simply get the receipt to the WC Treasurer.

### **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. Payment for the brunch is up to you (the Region will not cover this expense). If you choose not to eat, your table will be waiting for you after the meal. You will 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.

### **VIP Seating**

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

## **Your Regional Responsibilities**

Region 11 members are eager to see 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

### **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.” 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 REC know, and ask them to extend your greetings to the region in your absence.

#### **Summer Sizzler / Winners’ Circle Show**

Your first chance to support the Region as Champions is at Summer Sizzler. You’ll have a chance to perform both of your International packages on Saturday’s annual WC Show, and you’ll be showered with love (and money) from Region 11 choruses. 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. In addition, you will have breakfast (sponsored by the WC) with the novice quartet contest winners on Saturday morning. They will be eager to ask questions of you about quartetting!

#### **Fall Festival**

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 REC 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 draw to a close. 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. WC will reimburse you for the purchase and engraving. They should be displayed at the Quartet Kick-off Reception Thursday night, and they will be presented to the new champions at the WC Quartet Champion Reception on Friday night.

#### **Thursday Night Quartet Reception**

You will be the official hostesses for this annual WC-sponsored event. Detailed information on the planning of this event will be given to you. You may display the traveling Quartet Champion trophy and the Sizzle Award trophy (if applicable) at the Thursday night Quartet Kick-off Reception. These trophy(ies) should be transported

to the convention center and placed backstage on Friday morning.

### **Winners' Circle Rehearsal**

There is a short rehearsal held around noon on the Friday of contest weekend. See the program for official schedule. You should be prepared to sing the WC songs with the chorus.

### **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 warmup 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 thank your supporters. At the conclusion of your performance, the WC performance will be announced, and you will step back into the chorus.

### **Winners' Circle Performance**

You will be welcomed into the WC 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. The Events Coordinator typically asks if you will sing.

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.

## **Financial Information**

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

A check from Region 11 will be presented to you 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 WC will be presented to you 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

### Correspondence

One of your many obligations will be the writing of thank you notes. You may choose one quartet member for this task, or at peak times, some quartets prefer to divide this task in order to get thank you notes sent out promptly. Whenever possible, thank you notes should be hand written and snail mailed, but in some cases, a thoughtful email to a coach or a show chair is probably enough.

Maintain a separate file for each confirmed show you are performing on. 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.

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** Check your flights now so you know how much to budget for

travel.

- ◆ **Registration** You may need to register for the International Convention. Registrations became available the previous International Convention. Be sure to 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 three (3) 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. 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. You are under a magnifying glass now; attention to visual detail is worth some extra consideration.
- ◆ **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 upfront 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 a couple of 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, babysitting, tips, etc. Be fair.

It should not be necessary to itemize these expenses in your quote 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 you can offer some alternatives.

### **Your Chorus' Show**

An internationally competing quartet is one of a chorus' 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. 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. Consult International's *Competition Handbook* for full and definitive information.

## **Closing Remarks**

We, the members of the Region 11 Winners' Circle, fondly recall having this champion experience fin our quartets. 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, and many fond memories along the way. We are so proud to have you representing us all year long!

In Harmony,  
Region 11 Winners' Circle