

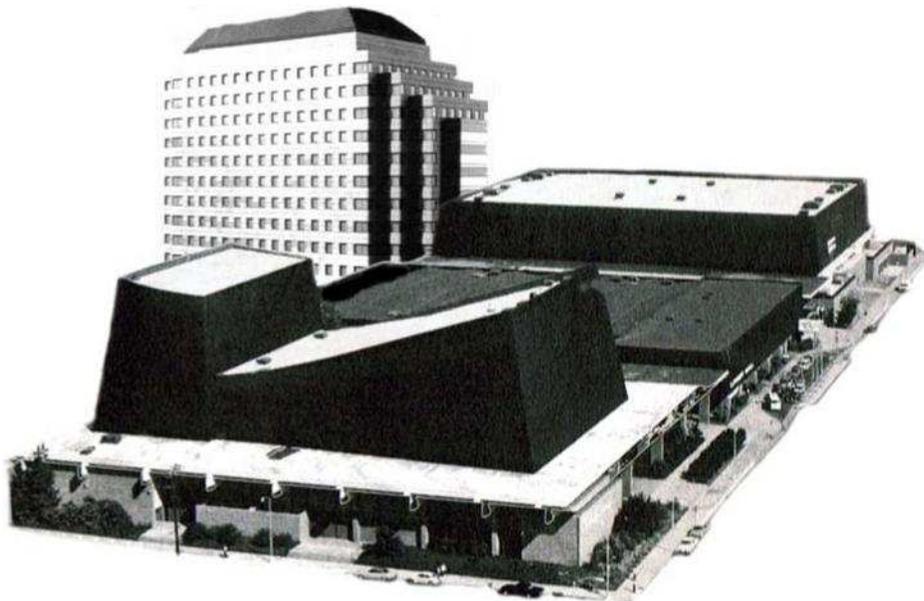


**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, Inc.**

**FAR WESTERN DISTRICT**

**2010 FALL**

**FAR WESTERN DISTRICT  
CONVENTION REGULATIONS  
MANUAL**



**REVISED MARCH 01, 2010**

**Fritz Grunenwald/Dick Girvin  
FWD Convention Manual Administrators**

# 2010 FALL CONVENTION MANUAL CONTENTS

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## **PART E FALL CONVENTION BID PACKAGE**

**This part of the manual is only available on the Convention Manual CD and FWD Web Page in Word & Excel format.**

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**-End of Manual Contents -**

## PREFACE

The FWD Board of Directors in 1997 resolved that beginning in 1999, all conventions/contests will be run by a district management team with selected chapters being offered a fixed fee for providing personnel and services.

In addition, it was agreed that a series of "permanent" venues in the several geographic areas to be identified and steps be made to obtain long term multi-year contracts with the obvious stabilizing effects.

These events, as run by the district management team, will be in adherence to the rules/procedures currently in practice and the manual has been revised to include the special language needed to assure proper conduct and implementation of the policies and practices embodied herein.

It should be noted that chapters that wish to bid to conduct conventions/contest are welcomed and encouraged to do so and their bid(s) will be reviewed in the light of the standing rules/procedures of this document.

In brief, the normal approach will be "district run conventions" and the exceptions will be "chapter-run" events as they are proposed and are accepted by the FWD Board of Directors.

### FWD FALL CONVENTION REGULATIONS MANUAL REVISION RECORD

Revision	Date	Authority	Date
Rev. 0 Combined	March 1996	FWD Board	Board Meeting 03/96
Rev. 1 Combined	January 1998	FWD Board	Board Meeting 10/97
Rev. 2 Combined	June 1998	FWD Board	Board Meeting 06/98
Rev. 3 Combined	October 1998	FWD Board	Board Meeting 10/98
Rev. 4 Combined	January 2000	FWD Board	Board Meeting 03/99
Rev. 5 Combined	January 2001	FWD Board	Board Meeting 03/01
Rev. 6 Combined	January 2002	FWD Board	Board Meeting 10/02
Rev. 7 Combined	January 2004	FWD Board	Board Meeting 03/04
Rev. 8 Combined	January 2005	FWD Board	Board Meeting 03/05
Rev. 9 Combined	January 2006	FWD Board	Board Meeting 03/06
Rev. 10 Combined	January 2008	FWD Board	Board Meeting 03/08
Rev. 11 Fall	March 2010	FWD Board	Board Meeting 03/10

# PART A

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# GLOSSARY OF TERMS

Definitions of terms used in this manual are as follows:

**ACA** - Associate Contest Administrator

**AFWDC** - Association of Far Western District Champions (quartet).

**CA** -Contest Administrator is the Chairman of the Judging Panel. He is in complete charge of the contest until the announcements have been made of the final standings of the competitors.

**CEC - Chairman of the Events Committee**

The District Chairman in charge of all FWD events including contests, conventions, seminars, etc.

**College Quartet Contest**

The contest held at any of the five Divisions and the district Spring Conventions, to select a College Quartet Champion (and Medalist Quartets). The winners may represent FWD in the succeeding International College Quartet Contest.

**CES - Contest Evaluation Sessions:** The Contestant Evaluation Sessions are held as determined by the Chairman of the C&J Committee (DRCJ) and the Contest Administrator immediately following contests to provide contestants special evaluation by the scoring judges.

**CC - Chapter Counselors.** Senior consultants for chapter support as needed. Reporting to the Division Vice Presidents of their respective divisions.

**CS - Convention Secretary**

**CRC - Convention Registration Chairman**

**CSM - Convention Stage Manager**

**DRCJ - District Representative Contest & Judging**

The District Chairman in charge of all Contest and Judging activities.

**DEP - Divisional Events Planer** - The District Events Chairman shall annually appoint a Division Event Planner (DEP) for each Division to approve venues and supervise/support conventions and contests that are held in the Division. The DEP will be part of the Division VP's management team and may act for the District Events Chairman (when requested) to find or approve venues for meetings and functions held in the division.

**DET - District Events Team** - The permanent FWD team charged with the conduct of District events and those divisional contests for which no chapter sponsor has been approved. This team contains highly trained, specialists that perform in their specific capacity to either conduct or advise chapter hosts on how to conduct a divisional contest. Key personnel for the Events Team include: Executive General Manager (**ETEGM**), Spring General Manager (**SGM**), Fall General Manager (**FGM**) and consultants. Other important Events Team personnel include but are not limited to Accounting Manager, Meetings Manager, Monitor Manager and Registrations Manager,

**District** - General reference to the FWD, one of 16 geographical subdivisions of chapters in the BARBERSHOP HARMONY SOCIETY, Inc. (BHS).

**District Plateau Awards** - Awards to be presented to those district choruses achieving the highest scores in each of three plateau levels: The plateaus are based on scores previously achieved and adjusted annually.

**Division** - A geographically designed locale within the boundaries of the FWD, each with assigned chapters. At present, there are five Divisions: Div. 1 **SW**: Southern California West (South West), Div. 2 **SE**: Southern California East (South East/SoNev/SoUtah), Div. 3 **NW**: Northern California West/Hawaii (North West/HI), Div. 4 **NE**: Northern California East/Northern Nevada (North East/NoNev), and Div 5 Arizona Division: Arizona.

**Division Contest** - A contest held in each Division to qualify quartets and choruses that will represent the Division at the Fall District Contest. These contests are held in April and May according to the calendar, prepared by the District (Exhibit AE-01).

**DP - District President.**

**DPD - District Production Director** The District Production Director is responsible for the coordination, planning and execution of the on-stage portions of the convention/contest activities.

**DTS - Designated Target Score**

The score, which qualifies a quartet/chorus, to compete at the next level contest. The District Board for District contests and the SCJC Committee, for the International preliminary contests, establish these "target scores".

**Fall District Contest** - A contest to select a District Quartet Champion. A District Chorus Champion that will compete at the succeeding International Chorus Contest. Additional Choruses may be chosen to advance to the International Chorus Contest by Society Board Policy. This contest is normally held on the second weekend in October. This contest is also referred to as the Fall District Contest. The District Chorus representative that succeeds in winning the International Chorus Contest is not eligible to compete in the District for three years.

**FWD** - The Far Western District Association of Chapters BARBERSHOP HARMONY SOCIETY Inc. (BHS).

**GCC or GCM** - General Convention Chairman The representative of the Host Chapter or General Convention Manager Events Management Team, responsible to the Chairman of the Events Committee (CEC) for the conduct of the convention.

**High School Quartet Contest** - A special quartet contest for male high school students held at the Spring District Convention/Contest to select an FWD High School Quartet Champion and Medallist Quartets.

**Ineligible Members** - Society members to be eligible to compete with the chorus or quartet must meet eligibility rules as found in the current Society C&J Rules. Art I.

**Ineligible Quartets** - No previous District, International Champion or Senior Quartet is allowed to compete for the championship, which it holds. Nor more than two members of the same District, International Champion or Senior Quartet may compete in a new quartet even though they compete with a different quartet name.

**International Preliminary Quartet Contest** -The Contest to qualify by the score established by the International C&J Committee, those quartets that will represent the FWD in the succeeding International Quartet Contest. This is an International Contest conducted by the FWD. It is normally held on the third weekend in March. It is also known as the Spring District Contest or the "International Prelims."

**Novice Quartet** - A quartet containing no more than two members who have sung in a FWD Fall District Contest.

**Senior Quartet Contest** - The contests are held at the five divisional contests. The five highest scoring Senior Quartets (all members must be at least 55 years of age at the time of the International Senior Quartet Contest and the total for the quartet must equal or exceed 240) from the divisional contests will advance to the Fall Senior finals. At the Fall contest, these five senior quartets compete for the District Senior Championship. The highest scoring Senior Quartet in the Fall Contest will be funded as described in the FWD SOP 8.3.2.4 and will have the honor of representing the FWD at the succeeding International Senior Finals (Midwinter convention site.)

**Super Senior Quartet Contest** – The contests are held as part of the five divisional contests. The highest scoring Super Senior Quartet (all members must be at least 65 years of age and the total ages of the quartet members must equal or exceed 280 at the time of the contest). is identified as the *District Super Senior Quartet Champion* and will be invited to sing in the Fall Show of Champions.

**-End of Glossary of Terms-**



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, INC.**

**FAR WESTERN DISTRICT**

**PART A – SECTION 1**

**GENERAL INFORMATION**

**ALL FWD**

**CONVENTIONS/CONTESTS**

**1.1 General To All FWD Convention/Contests**

The proper conduct of any FWD Convention/Contest is an extremely complex activity involving large numbers of highly trained men with special preparation in their respective disciplines. The **overall** FWD Convention Manual is, therefore, necessarily a well detailed and a very large document. For this reason the overall manual has been broken into separate manuals pertaining to each individual type convention. Host chapters, however, will only require the manual that involves their individual hosting activity i.e., specific Divisional Convention/Contest, Spring/Divisional International Prelims, or Fall Convention/Contest.

**1.1.1. FWD Divisional Convention/Contests Manual:** contains duties necessary to conduct all Convention/Contests and those unique instructions, job descriptions/time lines, forms, exhibits and samples pertaining **only to the FWD Divisional Convention/Contests.**

**1.1.2. FWD Spring/Divisional (Int. Prelims, Etc.) Conventions/Contests Manual:** contains duties necessary to conduct all Convention/Contests and those unique instructions, job descriptions/time lines, forms, exhibits and samples pertaining **only to the FWD Spring/Divisional Convention/Contests.**

**1.1.3. FWD Fall Convention/Contests Manual:** contains duties necessary to conduct all Convention/Contests and those unique instructions, job descriptions/time lines, forms, exhibits and samples pertaining **only to the Fall Convention/Contests.**

The aggregate of these parts comprise the established regulations for Far Western District Spring, Divisional and Fall Convention/Contests and where applicable, constitutes an agreement between the chapter that has been officially awarded the host opportunity and the FWD Board of Directors. These regulations identify the responsibilities and requirements of both parties to assure a successful event.

**1.2. Foreword**

Each manual of Convention Regulations is included by reference and thus are a part of the Far Western District's Statement of Policy (SOP). The manuals cover all aspects of district and divisional conventions including the associated contests, meetings and activities scheduled for the district Spring/Divisional and Fall Conventions as well as Divisional activities. Each is covered in a separate part containing all of the forms, exhibits and samples needed for the respective Convention/Contest.

These manuals identify the procedures necessary to conduct successful conventions and contests. A complete and thorough understanding of these procedures will facilitate the conduct of the events starting with the bidding process, resulting in a contract and agreement between host chapters and the Far Western District and the successful accomplishment of the activity. These regulations are applicable to all official contests and conventions listed above.

Further, these manuals point out the work, which must be done by host chapters when awarded a convention. Should additional information be needed or deviations from the protocol provided, the Events Committee Chairman (CEC) should be contacted. Assisting the Events Chairman are the Divisional Events Planners (DEP's) who are appointed by and report to the Chairman of the Events Committee (CEC) who is responsible to the FWD Board of Directors to insure a smooth, successful convention and has the authority to sign contracts, modify requirements and to obligate the district in such matters.

These regulations cover the fundamentals necessary to plan, bid for and execute a successful convention. But in the long run, it is the desire and the extra touches of hospitality provided by the host chapter that make a successful convention an outstanding convention for the host chapter as well as each registrant and participant.

These documents are available on CD-ROM PDF formatted and (MS-Word and Excel formatted) to Convention/Contest conduct personnel (i.e., Convention Managers) from the FWD Convention Manual Administrator (Fritz Grunenwald) or District Chairman of the Events Committee. Note: Also available on the **FWD Web Page** ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)).

All FWD Convention Chairmen are required to have a copy of the Manual pertaining to the specific Convention/Contest they are assigned to.

In addition, by district policy, all **FWD General Convention Chairman must have completed the special course offered at district schools**, (or otherwise provided by the Chairman of the Events Committee) within the past two years prior to their assigned convention.

### **1.3. Philosophy**

Before proceeding with the details and fundamentals of convention planning, it is beneficial to review the philosophy of the Far Western District with respect to conventions. The basic goals for a successful convention are:

- *To provide for the comfort and enjoyment of all attendees, including contestants, judges, dignitaries (elected or appointed), visiting VIPs, the families of all the above;*
- *To provide a profitable financial return for the Far Western District and the hosting chapter;*
- *To provide the District and the chapter the best and widest media coverage;*
- *To encourage participation by all district membership;*
- *To strive for the best and largest attended convention to date.*

When one accepts this basic philosophy it should not be difficult to follow the step-by-step procedures outlined in the appropriate parts of each manual and have a greater understanding of the big picture. If everyone performs their assigned tasks, the convention will be a success for the host chapter as well as the district. The secret to success is communication (internal and external) and marketing.

## **1.4 Key Personnel**

The key personnel that are involved in the preparation and conduct of conventions are listed below, and should be copied in on all convention correspondence.

**a. District President (DP)**

The FWD President is responsible to the district membership producing a successful convention and contest.

**b. Chairman of the Events Committee (CEC)**

The function of the CEC is to lend guidance and assistance to the FWD Events Team, and the Host Chapter. Divisional Events Planners (DEP) may act in behalf of the FWD Chairman of the Events Committee (CEC) to insure a smooth running and financially successful event.

**c. Divisional Events Planning Manager (DEP)**

The District Events Chairman appoints a Division Event Planner (DEP) for each Division to approve venues and supervise/support conventions and contests that are held in the Division.

**d. General Convention Chairman (GCC)**

The General Convention Chairman is appointed and is responsible to the Chairman of the Events Committee (CEC) to ensure a successful and profitable convention.

**e. District Representative Contest and Judging (DRCJ)**

District Representative Contest and Judging (DRCJ) represents the Society Contest and Judging Committee and is responsible for the district contestant registration details, judging panel details, approval of theater sound/lighting and evaluation sessions.

**f. Contest Administrator (CA)**

The Contest Administrator is responsible for the orderly management and operation of the contest sessions of the convention. The Society C&J Committee assigns him.

**g. Convention Secretary (CS)**

The Convention Secretary is part of the host team for the specific convention/contest. He takes minutes, handles correspondence, and provides a repository for all documentation generated for the event.

**h. District Production Director (DPD) or Convention Stage Manager (CSM)**

The District Production Director or Convention Stage Manager is responsible for the coordination, planning and execution of the on-stage portions of the Convention/Contest activities.

**i. Convention Registration Chairman (CRC)**

The Convention Registration Chairman is responsible to the General Convention Chairman for processing all individual, quartet and chorus registrations and name badges.

**-End of General To All-**



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, INC.**

**FAR WESTERN DISTRICT**

**PART A - SECTION 2**

**GENERAL INFORMATION**

**FALL ONLY**

**CONVENTIONS/CONTESTS**

**2.1. FALL Conventions**

The Far Western District FALL convention/contests are held annually in October. The FALL Convention/Contests include a number of contests, meetings and specials events.

**2.1.1. FALL Convention Roles**

There are a number of major roles for the successful operation of all FWD FALL Convention/Contests. In addition to the general information, specific additional information regarding the FALL Conventions will be provided here.

**2.1.2. General Convention Chairman**

Because the job of the General Convention Chairman is the key position in the FALL Convention/ Contests, additional descriptive material is provided in this section. The General Convention Chairman is responsible to the Chairman of the Events Committee (CEC) for a successful convention and follows the Convention Regulations, which reflect District Policy.

He prepares and submits the Contest Bid and updates the budget, in conjunction with the Finance Chairman, and is responsible for all expenditures. He must see that all timetables are adhered to and the results reported in a timely manner.

He must approve and sign all reports and insure that the final report is submitted within the time limit prescribed by these regulations and the District Standing Operating Procedures (SOP). He schedules timely meetings for the entire committee (general), and as needed with specialized committees. A published schedule of date, location and time for each general meeting will be furnished each committee member, Chairman of the Events Committee (CEC) and District President.

**FALL CONVENTION GENERAL INFORMATION**

<b>ACTIVITY</b>	<b>ACTION</b>
Bid Form:	Form 100F
When To Bid:	3 Years Prior
Bid Submitted To:	Chairman of the Events Committee (CEC)
Bid Approved	Chairman of the Events Committee (CEC)
Split Chapter/District:	30% Chapter - 70% District Minimum
District Events Team Run	Chapter For-Hire (Flat Fee)
Registration Fees:	Adult All Event Early Bird - \$40.00/\$50.00 Late/On Site Youth All Events (under 26) Early Bird - \$20.00/\$30.00 Late/On Site Non-member Child (12 and under) Free (Members this young use Youth rates) On Site Charge - Single Event \$30.00 Each - Sold On Site Only All competitors must have All Events Registration for their age group.
Auditorium	3000 Seats Minimum
Hotel Rooms	750 minimum
Meeting Rooms	FWD Board Thursday evening FWD Board Friday morning FWD Hall Of Fame Luncheon HOD Friday afternoon Others as required.
Draw for the quartet/chorus	(Done at June District Board Meeting)
Draw College	At Site

**Table 3-1**

**2.1.3. FALL Convention Job Descriptions**

The detailed duties, responsibilities and time-lines of the Convention/Contest Committees are provided in (Part B, Section 1 & 2). Those Tasks and Timelines are designed to be copied and given to the assigned personnel.

**The following listings are in alphabetical order.**

**2.1.4. Awards**

A number of important awards are made during the weekend of the Fall Convention. They are classified into two sections: (1) Competition Awards and Non-Competition Awards. Table 3.2 provides a summary of these awards.

**2.1.4.1. Competition Awards**

The awards presented at the Fall Convention are for: the Far Western District Champion Quartet, Senior Quartet Champions and Medalists, Super Senior Quartet, District Chorus Champions and the FWD Chorus Plateau champions. Plateau Awards will be made to the choruses representing chapters in accordance with the plateau program approved by the HOD October 2009.

A Novice Award is awarded the highest scoring novice quartet (see definition in the Glossary of Terms in Section 1.0). A "**Most Improved Chorus**" award is given to the chorus whose score most exceeds the score attained at the previous year at the division contest.

**FALL CONVENTION/CONTESTS COMPETITION AWARDS**

<b>FALL Competition Awards</b>	<b>Type/ Traveling Trophy/Misc.</b>	<b>Type/ Plaque</b>	<b>Type/ Certificate/Etc.</b>
District Chorus Champions	Traveling Trophy	1-Plaque	Advance to Int. Contest)
Plateau A Chorus Champion		1-Plaque	
Plateau AA Chorus Champion		1-Plaque	
Plateau AAA Chorus Champion		1-Plaque	
Most Improved Chorus		1-Plaque	
District Quartet Champion	Traveling Trophy	4-Plaque	(Provided by AFWDC)
District Senior Quartet Champion		4-Plaques	
District Senior Quartet Representative	(Advance to Int. Contest)		Intl Travel Funds
District Super Senior Quartet Champ.		4-Plaques	
<b>TOTALS</b>	<b>2</b>	<b>17</b>	

Table 3.2

**2.1.4.2 Non-Competition Awards**

Non-Competition Awards include: Contest and Judging Awards (i.e. “Emeritus” awards), Convention Dedicattee, other district awards as necessary. Specific awards are provided as indicated in the table. The presentation is made where shown by the presiding officer.

**FALL CONVENTION/CONTESTS NON COMPETITIVE AWARD**

<b>Non-Competition Awards</b>	<b>Where Awarded</b>	<b>Type/ Plaque</b>	<b>Type/ Certificate/Misc.</b>
Achievement Awards	House Of Delegates		Certificates
C&J Award (where applicable)	House Of Delegates	1-Plaque	
Convention Dedications	Show Of Champions	1-Plaque	
<b>TOTALS</b>		<b>2 Plaques</b>	

Table 3.2

**2.1.5. Bidding Procedures**

A chapter bidding to host a FALL Convention/Contests shall follow the instructions provided in the FALL Bid Package available in (Part E, section 1 and 2 only available on the Convention Manual CD and FWD Web Page in Word & Excel format.) of this document and also may be obtained from the Chairman of the Events Committee (CEC). Bids for all FWD FALL Conventions, shall be made on Form AF-100-F (see Part D Section 1) and all bids must be accompanied by a preliminary budget on Form AF-101-F (see Part D Section 1 available on the Convention Manual CD and FWD Web Page in Word & Excel format.)

**2.1.5.1. To Whom and When Bids Must Be Submitted**

Bids for the FALL Convention/Contests are submitted to the Chairman of the Events Committee on or before January 1, three years prior to the year for which the bid is being submitted. If no bids are received by 1 year in advance, the **District Events Team (DET)** will run the FALL Convention/Contests.

Prior approval of the proposed auditorium to be used for the contest venue is required by the District Representative Contest & Judging or his appointed representative following a site inspection. Bids for all conventions and contests must conform to the pre-approved dates as listed in the FWD 15 Year Calendar

(See Exhibit AE-01-F). Bids will be awarded only to incorporated, chartered chapters in good standing.

#### **2.1.5.2. Profit Split Chapter/District**

The District's share of the net profit from the Fall Convention shall be no less than **70%** seventy per cent.

#### **2.1.6. Contest Entries**

Annually the District Representative Contest & Judging (DRCJ) will publish a document via e-mail and on the district web site inviting quartets and choruses to participate in the Spring/Divisional, Fall and Division contests for that calendar year, informing them of locations, dates and times. Official entry blanks, (See Exhibit AE-07-F) CJ-20, CJ-21 and CJ-22, and forms for Senior, College and High School Quartets will be on the Society website (<https://secure.spebsqsa.org/members/menu.asp>) and/or the *FWD Web Site* ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)). Contestants are requested to enter contest 28 days prior to the event. This action permits the DRCJ and others to properly plan the event with regard to judging panel size, etc.

Contest entry blanks and information may normally be secured from the *FWD Web Site* ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)). They will be mailed to quartets, chorus directors or chapter presidents only by special request to the DRCJ.

The District Representative Contest & Judging (DRCJ) will request that copies of the CJ-20 form be provided by the host chapter to those potential contestants not yet registered with the Society Office. (Additional copies of these forms are authorized.) Completing a Society entry form or entering via e-mail using the forms found on the Society <https://secure.spebsqsa.org/members/menu.asp> and/or *FWD Web Site* ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)), and returning it to the District Representative Contest & Judging (DRCJ) permits the quartet or chorus if approved, to enter contests held in the District during that calendar year, Stringent penalties are currently in force requiring contestants to provide verification of the legality of the music arrangements being use in contest. Special forms are normally available on the Society website to assist in this process.

The District Representative Contest & Judging (DRCJ) has the responsibility of verifying the eligibility of each applicant prior to each contest. All entry forms must be returned to the (DRCJ) or the designated chairman by the date specified. The District Representative Contest & Judging (DRCJ) or the designated chairman will forward copies of the entry forms or the significant data to the respective GCM.

##### **2.1.6.1. Order of Appearance.**

The FWD Board of Directors at its June meeting will conduct the drawing for order of appearance for choruses as well as quartets, however, will not be announced until after the date of the International Convention in July. The entry forms (CJ-20) for all contestants must be completed and in the hands of the District Representative Contest & Judging (DRCJ) no later than 28 days prior to the contest.

#### **2.1.7. Dedication**

It has been the practice of the Far Western District to dedicate conventions to outstanding persons of the District. The FWD Awards Committee a number of years in advance of the convention/contests determines these dedications. Posthumous dedications are sometimes made. Where possible the person honored by the FWD is provided for himself and one guest, registration and room accommodations at the headquarters hotel as a convention expense. A suitable plaque is presented during the Saturday night Show of Champions.

#### **2.1.8. Disabilities**

Special arrangements are to be made to accommodate disabled Barbershoppers, their families and patrons at the convention/contest sessions. A special wheelchair section and ramps will be provided at all convention/contest sessions in keeping with current American Disability Association's (ADA) guidelines. Some type of transportation (golf cart, etc.) should be made available to contestants with walking problems to get from dressing rooms to stage and back

Hotel accommodations for the disabled will be provided in accordance with the ADA guidelines.

**2.1.9. Events.**

The events scheduled for the FALL Convention/Contests include: competition, meetings and special activities. Table 3.3 summarizes these events. These events will be listed on the convention schedule.

**FALL CONVENTION/CONTESTS EVENTS**

FALL Competition	Meetings	Special Activities	
International Chorus Prelims	Board Of Directors	Show Of Champions	Sing-With-Champs
Chorus 4 Plateaus	House Of Delegates	Afterglow(s)	Trips
Most Improved Chorus	PROBE	Hospitality Suites	Community Performance(s)
FWD Quartet Championships	Hall of Fame Luncheon	Golf Tournament	As Needed/Requested
FWD Sr. Quartet Contest	Chorus Directors Guild	Ladies Hospitality	
	YIH		
	AH=Sow		
	Convention Team Postmortem		
	As Needed/Requested		

Table 3.3

**2.1.9.1. Board Of Directors Meeting**

The Board of Directors meeting room shall accommodate no fewer than 62 persons, including guests. Ten places must be set conference style and the remaining may be theater style. There must be ice water and glasses. Coffee, soft drinks and tea will be provided for the Thursday afternoon sessions.

(See Exhibit AE-03-F for full details).

**2.1.9.2. House of Delegates Meeting**

The House of Delegates meets on Friday afternoon to conduct the business of the District. The meeting room for the House of Delegates should accommodate at least 150 persons. (See Exhibit AE-05-F for full details).

**2.1.9.3. Contest Evaluations Sessions**

The Contestant Evaluation Sessions (CES) shall be held as determined by the District Representative Contest & Judging (DRCJ) and the Contest Administrator. Other rooms will be reserved as specified by the Events GCC’s schedule of events.

**2.1.9.4. Special Events**

The Events Team Special Events Chairman is responsible for working with the locally provided Special Events Chairman in the planning of additional activities to entertain visitors during the weekend when contest sessions are not being presented. These usually take the form of golf tournaments, tours to interesting places in the area, shopping trips, ladies hospitality activities, etc. These events are not mandatory but tend to leave a good feeling about the Host City in the minds of the visitors. Events that require a payment of some sort should be kept to a minimum. A golf tournament may require an entry fee, which must pay for the prizes and use of the facility.

**2.1.9.5. Youth In Harmony (YIH)**

If a Youth In Harmony (YIH) Room is planned, make sure that it is not located where alcohol is available and is adult chaperoned.

**2.1.9.6. Afterglow**

The afterglow room should be ready on Saturday evening - 10:30 p.m. to 1:30 a.m. Seating should be arranged in theater style for 500 plus and at least two no-host bars outside the performing area.

**2.1.10. Facilities**

There are a number of facilities that are required to conduct a Convention/Contests to maximize the function

and the fellowship activities. These facilities include the auditorium, meeting rooms and spaces and housing.

#### **2.1.10-1. Auditorium**

The auditorium for the Fall Contest should have at least 3000 seats, numbered to accommodate reserved seating. The auditorium approval for the Fall contest is the responsibility of the Chairman of the Events Committee and the Chairman of the C&J Committee. Flat floor facilities are acceptable, but not desirable.

#### **2.1.10.2. Auditorium House Committee**

This committee is responsible for badge checkers, door closers, ushers, distribution of programs and the arrangements in the judging area. This Committee is in charge of the entire building "in front of the footlights". (See Exhibit AE-06-F & AE-11-F).

Audience access doors must be able to be closed during contest performances. Door monitors and ushers may be wives of members or members of neighboring chapters if allowed by the auditorium.

#### **2.1.10.3. Auditorium Stage Committee**

This committee is in charge of the building "behind the footlights." (See the Detailed Technical Theater Concerns in Part C Section 1,2, & 3).

For the Fall Convention, a Technical Information Package (including scale drawings of the auditorium showing detailed dimensions of the stage, backstage areas, front-of-house lighting positions, inventories of lighting equipment, sound equipment and draperies) should be sent to the District Production Director two months prior to the convention. Once approved, it is the responsibility of this committee to prepare a detailed diagram of the stage and risers, which should be mailed to each contestant one month prior to the convention.

#### **2.1.11. Finance**

The chapter shall be responsible for the submission and approval of a preliminary budget (Form AF-100-F), to be submitted with the bid. A revised budget (Form AF-102-F) must be submitted one year in advance of said convention, to the Chairman of the Events Committee (CEC) and the District Treasurer for the District board meeting preceding the convention. The preliminary budget shall be sufficiently detailed to show all expected receipts and disbursements. The revised budget will show **any changes** that have occurred since the preliminary budget was submitted.

After the CEC has approved a budget, the General Convention Chairman **shall not exceed** the amounts budgeted without approval of the Chairman of the Events Committee (CEC) or District President.

Separate banking records, or special ledger accounts within the chapter accounting system, shall be established for the duration of the convention, apart from normal chapter finances (See Exhibit Samples AS-05-F, AS-13-F & AS-17-F).

**NOTE:** Within **forty-five days** of the completion of the convention the **General Convention Chairman** must submit to the District Treasurer, with copies to the FWD Board of Directors and the Chairman of the Events Committee, a fully detailed statement of income and expenses, Form AF-103x-F. This statement must be accompanied by a check made payable to the Far Western District, covering the District's share. If this is not accomplished, a penalty is levied in which the District's share shall increase by one percent and the chapters share decrease by one percent for each week the report is late.

The Finance Chairman should preserve all financial records of the convention for a period of **ten years**. It is highly recommended that the Finance Manager work closely with the Registration Chairman.

**2.1.12. Hosting**

The Host Chairman should contact each chorus and quartet by mail as soon as the draw has been finalized, introducing himself and providing them with all the information they will need. Information should include, but not be limited to, the time at which each chorus or quartet must be at the contest site, directions for getting there (map if necessary) and any other pertinent information. When the contestants arrive at the convention hotel/auditorium, they should check in at the “Contestants Table” for directions and any changes in the schedule, etc. The Host Chairman’s committee must see that each contestant gets to the auditorium, dressing room and warm up room on time. The Host Chairman may assign local chapter hosts to each competitor and he should prepare for each host, the name, address and telephone number of the contact man of his assigned contestant, plus the order of appearance, flow chart, map, etc.

**2.1.13. Housing**

A contract will not be entered into with any hotel limiting the number of hotels that may be advertised for housing. Hotels and motels should agree to reserve a minimum 750 rooms for a Fall Convention. the convention. The rates of the hotel rooms should be reasonable and established by contract. Hotels used will give a firm commitment on room costs one year before advertised for housing. Acquiring this commitment in writing is mandatory according to District Policy. The rates of the hotel rooms should be reasonable.

**FALL CONVENTION/CONTESTS HOTEL ROOMS NEEDED (50 approx.)**

<b>FALL CONVENTION Sleeping Rooms Needed</b>	<b>Free/ Complimentary</b>	<b>Convention Expense</b>	<b>District Expense</b>	<b>User's Expense</b>
District President	1 Master Suite			
General Convention Manager	1 Parlor Suite			
Contest Administrator	1 Parlor Suite			
Chairman of the Events Committee	1 Room			
Judges		10 Rooms		
Society Representative		1 Room		
District Production Director/Audio-Video Manager		2 Room		
Dedicattee		1 Room		
Events Team Key Managers		6 Room		
Current District Quartet Champs.		2 Rooms		
Board Of Directors			11 Rooms	
District Committee Chairman (invited)			5 Rooms	
Past District Presidents				12 Rooms
<b>Total Rooms 54</b>	<b>4</b>	<b>22</b>	<b>16</b>	<b>12</b>

**Table 2..6**

**2.1.14. Insurance**

The Society provides liability insurance for all Society events. It is limited to \$5 million dollars and the General Convention Chairman will furnish a certificate of insurance to the auditorium for its protection. The procedure is to write or phone the Society Office at least 90 days before the convention, giving the auditorium's corporate or legal name and request they be issued a certificate of insurance. There is no charge for this and it will be accomplished for every convention, contest and contest afterglow held in the FWD.

The General Convention Chairman may obtain Cancellation/Catastrophe insurance. The procedure is to phone the Society Office at least 90 days before the convention and they will put you in contact with the current insurance company handling this type of insurance. This coverage is to protect the budgeted income to the District in the event of a catastrophe, requiring the cancellation of the convention and contests. The cost of this insurance is a convention expense and application should be made at least 90 days before the convention.

### **2.1.15. Judges Services**

The Judges Services Chairman is responsible for overseeing the arrangements for the visiting panel of judges. It is the responsibility of the District Representative Contest & Judging (DRCJ) to provide the Judges Services Chairman with a list of Judges. He will provide the necessary information on the number of judges and candidates that will be in the judging area. He will also be responsible for providing and approving expense vouchers for the judges to the General Convention Chairman in accordance with the provisions of the International C&J Handbook (See Exhibit AE-07-F).

The assigned Contest Administrator will provide to the Judges Services Chairman a list of supplies needed by the Judges and candidates at the contest in writing, at least 60 days before the contest.

The Judges Services Chairman of this committee is responsible for coordinating with the Contest Administrator and Auditorium House Chairman for the needs in the Judging area (as outlined in the Contest and Judging Handbook) and for printing the Scoring Summary after the contests. He is responsible for providing transportation for the judges to and from the airport and between the hotel and the auditorium.

There must be a room (preferably backstage) to which the judges can retire during intermissions. It should be provided with coffee and cold drinks. A buffet lunch for the judges, to be eaten in this room, may be requested, saving considerable time between the morning and afternoon contest sessions. The cost of this luncheon will be at convention expense, however, the individual expense form (CJ-22) will be adjusted accordingly. This should be coordinated with the Contest Administrator.

### **2.1.16. Licensing**

ASCAP/BMI/SESAC licenses are required only for performances to which the general public is invited. If all events are covered by registration, license is not required. If required, however, it is the responsibility of the General Convention Chairman, to arrange for this license with the District Secretary in accordance with Society regulations. The license cost is a convention expense.

### **2.1.17. Masters Of Ceremonies**

The General Convention Chairman nominates (with recommendations from the Events MC Manager) Masters of Ceremonies (MC's) to the Events MC Chairman at least two months prior to the contest for approval. For district conventions/contests the MC nominee's names must appear on the approved MC list provided by the District MC Committee Chairman. A different MC should be appointed for each contest session to provide experience for the greatest number of MC's. MC's should be members of the Society or acceptable to the Events MC Manager. They will be briefed by the Contest Administrator, on how to introduce contestants and what obligatory announcements must be made regarding tape recordings, flash pictures, closing of doors, etc.

### **2.1.18. Medical**

Qualified medical personnel in the person of a Medical Doctor (MD) or Registered Nurse (RN) are to be assigned either in the auditorium or on call during each convention/contest session. If this is not possible, the information for obtaining medical help should be available in the event of an emergency. Most communities have a 911 emergency service, and therefore, the location of the nearest telephone should be determined. (Cell phones may be used to call 911).

### **2.1.19. Photography**

Photography of the choruses and quartets at the Fall Convention is required, however, this service will not be a Convention/Contest expense. The General Convention Chairman arranges for the photographer to provide this service at no cost to the District. The host chapter will furnish a set of risers for use by the photographer and provide an area where the photographs will be taken.

### **2.1.20. Printing/Graphics**

The Printing/Graphics Committee Chairman shall be responsible for printing badges, programs, registration forms, housing forms and flyers. The printing committee shall be responsible for printing programs, registration forms, housing forms and flyers.

Programs are needed for contests. Covers are sometimes available, at no charge, from the local Convention Bureau with a city or area theme. The program should contain a listing of the judging panel (including practice panel) and the MC for each contest session.

The Quartet contestants should be listed with the name of the quartet, chapter(s) represented, members names in the order of tenor, lead, baritone and bass; two blank lines to be provided for the songs they sing.

A page can be left in the back of the program with ten numbered blank lines to list the quartet finalists, announced at the end of the preliminary session.

The Chorus contestants should be listed by Chorus name, director's name, Chorus location & city, and Plateau type with room for their two songs (See Sample AS-14-F).

The printing and distribution of Official Scoring Summaries is the responsibility of the Judges Services Chairman Committee after release of the original by the Contest Administrator.

#### **2.1.20.1. Signage**

The Printing/Graphics Committee also has the responsibility for producing signs that are needed at various locations throughout the Venue (See Samples AS-15-F).

### **2.1.21. Publicity and Public Relations**

The Advertising/PR Chairman and members of his committee should prepare articles for *WESTUNES* and see that registration forms and housing forms will appear in at least one issue preceding the convention and on the *FWD Web Site* ([www.spebsqsfwd.org](http://www.spebsqsfwd.org)). The district quarterly magazine, *WESTUNES* should be utilized whenever possible. There is no charge to the convention for ads in *WESTUNES*.

They should contact the local news media to determine the form and content of items acceptable for release and the time frame in which they work. These materials should be produced on a timely basis and with the input of the Events Marketing/PR Chairman and District Chairman for Music and Performance.

### **2.1.22. Recording**

Sections of the archival video may be provided to each competitor at convention expense. Financial arrangements and licensing agreements for the distribution of videotape **copies** of said performances will be made between the contestants and the production company upon the approval of the Chairman of the Events Committee. The masters, if created, will become district property and be retained by the District Secretary as part of the District archives and may be made available to the District Representative Contest & Judging. No cost will be borne by the convention for this service. Stringent Federal rules govern performances to the public and must be clearly understood and followed. All other recordings are illegal and will be confiscated unless authorized by the Chairman of the Events Committee. Audio cassette performance recordings will be given to each contestant at each session of the quartet and chorus contest in the Fall contests.

### **2.1.23. Recreational Vehicles**

The RV (Recreational Vehicle) Chairman shall be responsible for obtaining parking facilities for those individuals who wish to attend the convention while staying in their recreational vehicles. Frequently, hotels are willing to allow the outer edges of their parking lots for this purpose. A fee is normally charged for this parking, which may be used to pay for security if it is deemed necessary. The manager shall prepare publicity to be published in *WESTUNES* and on the *FWD Web Site* ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)) regarding RV Parking and shall be prepared to assign specific parking places based on the size of the vehicle involved.

### **2.1.24. Registration**

This committee under the Registration Chairman will arrange for registration facilities, (See Exhibit AE-09-F) in conjunction with the General Convention Chairman, in the headquarters hotel or Auditorium as required throughout the following hours:

**Thursday: 7 p.m. to 9 p.m.**

**Friday 9 a.m. to 11 p.m.**

**Saturday 9 a.m. to 8 p.m.**

The specific duties of the registration committee include: Obtain computer generated badges and holders, registration forms and other supplies necessary to register choruses, quartets and individuals.

1. Process the registration of all individuals, quartets, and choruses attending the convention. District policy states that all persons attending the convention must be registered. The registration package includes a name badge and reserved seat identification for all contest sessions and the Show of Champions. Admission to the afterglow (if used) is by name badge. Food and beverage service may be provided on a no-host basis at no charge to the convention.
2. Provide complimentary pre-registrations for the following:
  - a. Each member of the Official Judging Panel.
  - b. Each candidate or practice judge who has been invited by the District Representative Contest & Judging (DRCJ) to score all practice sessions.
  - c. All assigned Masters of Ceremonies.
  - d. All guests representing the Society Office.
  - e. *WESTUNES* photographer or his representative.
  - f. The Convention Dedicattee (if used)
  - g. Other guests designated by the General Convention Chairman.
3. To facilitate the handling of pre-registration, this committee will:
  - a. Prepare publicity and registration forms for publication in *WESTUNES* to appear in three issues preceding the Convention and on the *FWD Web Site* ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)).
  - b. Process returned registration forms in the order received, making note of the date received. Prepare name badges. NOTE: In some instances the local convention bureau will type the name badges.
  - c. File information on each registrant, recording name, and method of payment; check number etc., chapter affiliation, auditorium seat assigned. Accurate records shall be maintained and shall be in the possession of the Registration Chairman at the convention in the event a problem arises.
  - d. Encourage competing choruses to pre-order as a block so they might be seated together.
  - e. Provide ribbon streamers for Judges. These are available from the Society Office and must be ordered at least 30 days in advance.

- f. Provide judges' registration packets to the Contest Administrator by the Convention General Chairman in advance. The CA will be responsible for their dissemination to the panel. All other name badges must be picked up at the registration area at the headquarters hotel.
- g. Maintain a close working relationship with the Finance Chairman and forward all registration revenue on a continuing and timely basis

4. The following items should be available at the registration area:

- a. Computer(s), printers or typewriter(s) (large type) and typist.
- b. Adequate personnel to handle registrations.
- c. Registration forms and name badges.
- d. Cash box containing adequate change.
- e. Completed pre-registration name badges.
- f. Tickets for special events, dinners, and bus transportation if necessary, etc.
- g. Schedules of events and maps showing location of events in the hotel.
- h. List of restaurants, shopping centers, etc.
- i. Telephone (optional) and/location of the nearest public telephone.
- j. First Aid Kit.

#### **2.1.24.1 Registration - Cost**

The cost of a registration for FALL Conventions shall be **\$40.00**, 30 days before the convention start date. A late charge of **\$10.00** will be assessed each registrant after that date. The cost of a registration for youth under 26 shall be one half the adult registration fees. Registrations are **transferable** but **not refundable**.

#### **2.1.24.2. Reserved Seating**

Seats for all sessions of the FALL contests and Show Of Champions will be reserved. The information from Exhibit AE-11-F will be strictly followed.

#### **2.1.24.3. Patron Registration.**

The pre-registration procedures for **patrons and contestants** are generally carried in the district quarterly magazine *WESTUNES*, various competitor direct mailings, and on the **FWD Web Site** ([www.spebsqsfwd.org](http://www.spebsqsfwd.org)). It should be recognized that all participants of a Convention/Contest must take special actions. The FWD Statement Of Policy clearly identifies the several levels of registration, the individuals that are exempt from cost for registration and costs for each. In short, a contestant must also **register** to attend the convention as well as additionally **enter** to compete (two separate forms posted to two different recipients). Contact man of the quartet or chorus generally handles the latter. But registration for the convention alone does not carry with it registration for competition and vice versa. Special arrangements are provided for selling of individual registrations to the general public, if seating is available, prior to the start of the event, Note, however, **all contestants must hold a Full Registration**.

#### **2.1.25. Schedule, Overall**

The contests are conducted in accordance with the current C&J Rules, which specify tasks and responsibilities of the Contest Administrator and other contest personnel.

##### **2.1.25.1. General Schedule.**

The detailed schedules for the FALL Convention/Contests will be found in (Part D, Section 2). This part of the manual is only available on the Convention Manual CD and FWD Web Page in Word & Excel format.. Typical of these are: AF-200-F Schedule of Events and AF-201 & 202-F Schedule for Competition/Show. The FWD Fifteen Year calendar (District/FALL dates) can be found in (Part B, Section 3).

### **2.1.26. Security**

Special arrangements must be made for security in the auditorium, parking lots, RV Parking and housing locales. Hotels normally provide the latter; however, arranging for security at the other sites is the responsibility of the Convention/Contest Security Committee. This committee will arrange for police and fire protection as necessary.

### **2.1.27. Transportation**

This committee is necessary if there is a need for patron transportation between the headquarters hotel(s) and the contest site. The cost for bus rental and the number of buses required are part of the convention bid and that expense is figured into the budget. A bus pass may be sold by the Special Events Committee at the Registration Desk, in the form of a ticket or a sticker, to be affixed to the registrant's convention badge.

The Judges Services Coordinator will provide for transportation for the judging panel wherever required.

**-End of Divisional General Info -**



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, INC.**

**FAR WESTERN DISTRICT**

**PART B - SECTION 1**  
**FALL**  
**CONVENTIONS/CONTESTS**  
**TASKS/JOBS/TIMELINES**

**GENERAL**  
**CHAIRMAN**



**GENERAL CONVENTION CHAIRMAN (GCC)  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTION AND TIMELINES**

**Duties and Responsibilities:**

Because the job of the General Convention Chairman is the key position in all of the FWD Convention/Contests, additional descriptive material is provided in this section. The General Convention Chairman is responsible to the FWD President through the Chairman of the Events Committee for a successful convention. The General Convention Chairman works with the Chairman of the Events Committee and follows the Convention Regulations, which reflect District Policy.

He prepares and submits the Contest Bid and updates the budgets, in conjunction with the Finance Manager, and is responsible for all expenditures. He must see that all timetables are adhered to and results reported in a timely manner.

He must approve and sign all reports and ensure that the final report is submitted within the time limit prescribed by these regulations and the District Statement Of Policy (SOP). He schedules timely meetings for the entire committee (general), and as needed with specialized committees. A published schedule of date, location and time for each general meeting will be furnished each Committee Chairman, District President, and Chairman of the Events Committee.

He arranges for VIP preferential housing at the headquarters hotel and seating for all contest sessions through the Events Housing Manager. VIP's are defined as FWD Board members, judging panel, past district presidents, AFWDC members, FWD committee chairmen, members of the House of Delegates, Hall of Fame members, FWD chapter coaches, FWD judges, Events managers and invited guests (International Representative etc.) as identified by the Chairman of the Events Committee.

The General Convention Chairman has the final responsibility on behalf of the chapter for insuring a successful convention. He must delegate authority and is responsible for all committee activities.

**Note: Administrative FORMS (Excel)  
Are only available on the Convention Manual CD  
and FWD Web Site ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)).**



**FALL CONVENTION OPERATIONAL SCHEDULE**

The FALL Convention/Contests timeline schedule has been created over many years of FWD Convention/Contests. It should serve as a guide to the General Convention Chairman charged with the successful implementation of his respective duties. The schedules are provided in checklist form. The checklist covers the pre-contest period from more than two years in advance to the actual date.

**Task Timeline GENERAL CONVENTION CHAIRMAN**

Task	Target Date	Completed Date	Person Assigned
<b>MORE THAN THREE (3) YEARS IN ADVANCE)</b>			
‘ Obtain Bid Package witch includes bid forms from CEC (Form AF-100-F).			
‘ Appoint General Convention Chairman (GCC).			
‘ Secure letter of agreement for hotel and meeting rooms.			
‘ Secure letter of agreement for auditorium.			
‘ Prepare preliminary budget (Form AF-101x-F).			
‘ Present bid to CEC.			
‘ Copy CEC, DVP and DP on all correspondence.			
<b>AFTER RECEIVING THE BID</b>			
‘ Contract for auditorium.			
‘ Contract for hotel and meeting room(s) if needed..			
‘ Notify the Convention Bureau and/or hotels that you have receive the bid.			
<b>ONE YEAR IN ADVANCE</b>			
‘ The General Convention Chairman and the Finance Chairman prepare a Revised Budget (Form AF-102x-F) for submission to the CEC for the subsequent FWD Board of Directors meeting.			
‘ Contract with hotels for confirmation of price of rooms.			
‘ Contract with transportation company (if needed).			
‘ Appoint Committee Chairmen and provide them with a copy of the Convention Regulations pertaining to each of their duties.			
‘ Copy CEC, DVP, and DP on all correspondence.			

**Task Timeline**

**GENERAL CHAIRMAN**

<b>Task</b>	<b>Target Date</b>	<b>Completed Date</b>	<b>Person Assigned</b>
<b>EIGHT MONTHS IN ADVANCE</b>			
' The Graphics committee must meet with the GCC or CEC to lay out its plans for printing flyer/registration forms, programs, forms, etc.			
' Send proofs of all items to be printed to CEC for approval.			
' Registrations flyer/forms printed for distribution.			
' Prepare registration flyer/form for Westunes and FWD Web Page.			
<b>SIX MONTHS IN ADVANCE</b>			
' Hold General planning meeting with entire committee.			
' Special Events committee should make arrangements for any event scheduled including golf tournament at local golf course (if you are having one).			
' Publicity and Public Relations Committee should prepare an article for WESTUNES.			
' Begin computer program for Registrations.			
<b>THREE (3) MONTHS IN ADVANCE</b>			
' The GCC shall arrange with the Society for the Certificate of Liability insurance for both the contest and the afterglow.			
' The PR Committee should start local publicity. This committee should also present the chapter presidents and secretary with convention information.			
' The Registration Committee should procure name badge blanks and holders from the Convention Bureau if available or from local office supply dealers.			
' The DRCJ sends a list of the judges and candidate judges who will be in the judging area to the GCC. The Contest Administrator will send a list of the supplies that will be needed.			
' The General Convention Chairman sends to the DRCJ Form CJ-21: "Information For Computing Expense Allowance Required For Official Panel Members" (Exhibit AE-07) This information is needed by the DRCJ to determine the actual costs and expense of the judging panel on Form CJ-22 (Exhibit AE-07).			

**Task Timeline**

**GENERAL CHAIRMAN**

Task	Target Date	Completed Date	Person Assigned
<b>TWO (2) MONTHS IN ADVANCE</b>			
‘ Conduct a Convention Committee meeting including CEC.			
‘ The Auditorium Stage Committee should secure the shells (if being used) for the chorus contest and monitor speakers for the quartet contests.			
‘ The GCC should be advised of staging information so that the competitors can be informed and quality production will result. Make arrangements for any additional stage-related equipment and/or labor.			
‘ GCC or Awards Chairman will contact and coordinate with the FWD Events Awards Mgr. To obtain convention competition awards and traveling trophies.			
‘ The GCC must report to the CEC the status of registrations and expenses to budget. All competing choruses not reported registered at this time should be contacted by email or telephone.			
‘ The GCC must submit the names of the Masters of Ceremonies to FWD Events MC Mgr. (Advise using names from approved MC list but not required).			
<b>ONE (1) MONTH IN ADVANCE</b>			
‘ FWD BOD conducts draw for Choruses and Quartets at June meeting.			
‘ General Convention Committee Meeting with the CEC.			
‘ The Auditorium House Committee should make arrangements for badge checkers, and/or door monitors.			
‘ Quartets and Choruses should be assigned a host and the Host Chairman sends via email, Convention Packet with information about where the competitors should be times and how to get there.			
‘ GCC/Awards Chairman should have all traveling trophies and awards on hand as previously identified by the FWD Events Awards Mgr.			
‘ The Registration Chairman should double-check all registrations, against printed name badges.			
‘ The DRCJ sends the GCC completed CJ-22 Forms for each judge on the official panel. These will contain housing and other information regarding the judging panel.			
‘ The GCC and Finance Chairman finalized expense from CJ-22 Forms and sends each judge his per-diem check for room/meals/travel expenses.			

**Task Timeline**

**GENERAL CHAIRMAN**

<b>Task</b>	<b>Target Date</b>	<b>Completed Date</b>	<b>Person Assigned</b>
<b>TWO (2) WEEKS IN ADVANCE</b>			
‘ Host Chairman should have made contact with all Quartet and Chorus and followed up as necessary.			
‘ All arrangements should have been made with TV, Radio, for coverage of special events by quartets, etc.			
‘ Transportation needs confirmed.			
<b>TEN (10) DAYS IN ADVANCE</b>			
‘ Print Program.			
‘ Registration Committee updates all materials, prepares name badges, etc.			
‘ Hosts Chairman makes final contact with Quartets/Choruses.			
‘ Awards and Traveling Trophy’s are all secured.			
‘ House Committee obtains all materials asked for by the Contest Administrator.			
<b>FRIDAY AND DAY OF CONVENTION</b>			
‘ Judges Service Chairman/committee members pick up Contest Administrator and all judges at airport.			
‘ Check all accommodations of judges.			
‘ Escort Contest Administrator to Auditorium for walk-through.			
‘ House Crew available for set-up of Judging area.			
‘ GCC delivers badges, programs, etc. to all Judges in judge’s room.			
‘ Introduce all MC’s to Contest Administrator.			
‘ Introduce mike-testing quartet to Contest Administrator for mike-test.			
‘ Registration Booth is set up and manned, and everything is running smoothly.			
<b>WITHIN ONE (1) MONTH AFTER CONVENTION</b>			
‘ Pay all outstanding bills.			
‘ Finalize accounting and prepare the Final Statement, Form AF-103x-D.			
‘ Hold follow-up meeting with entire Convention Committee.			
‘ Send Final Statement (no later than 45 days) to FWD Treasurer (along with check) with copies of statement to CEC, DEP, DP and District Board.			
‘ Send thank you letters to CA, Committee Chairmen, Hotel, Auditorium, Etc.			



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, INC.**

**FAR WESTERN DISTRICT**

**PART B - SECTION 2**  
**FALL**  
**CONVENTIONS/CONTESTS**  
**JOBS/TIMELINES**  
**COMMITTEE**  
**CHAIRMEN**

**JTE-03-F**



**AFTERGLOW COMMITTEE CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

The duty of the Afterglow Chairman is to make all arrangements for the smooth running of the Saturday evening Afterglow (if one is planned) at the Convention Headquarters hotel or elsewhere.

Make all arrangements for seating, stage or stage area, mikes, lighting etc. Secure an emcee and layout the entire program for the event.

Make sure that the entire event is self-supporting and is no charge to either District or Chapter.

**Task Timeline**

**AFTERGLOW COMMITTEE**

<b>Task</b>	<b>To be done</b>	<b>Completed</b>
‘ Secure room at hotel or elsewhere with GCC and Hotel Mgmt.	One year in advance of convention	
‘ Arrange for beverages and food service if food is to be offered.	Three months prior to convention	
‘ Obtain tickets if charging for food.	Two months prior to convention	
‘ Set up committee for help at door, food etc.	Six months prior to convention	
‘ Contact Qt’s. about performing and procedures.	Day of convention	
‘ Arrange payment for food and beverages.	Sunday of convention	

**JTE-04-F**



**AUDITORIUM ‘HOUSE’ COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

This committee is responsible for everything taking place in the building in front of the stage at the auditorium. The Chairman of this committee is responsible for badge checkers, door monitors and the arrangements in the judging area.

Badge checkers may be wives/friends of members or members of neighboring chapters if allowed by the auditorium.

Arrange tables and adequate facilities immediately in front of the stage for judges and candidate judges in accordance with (Exhibit AE-06-D). The tables need only be 18" deep. Review with the Contest Administrator for concurrence and any additional needs in the Judging area.

**Task Timeline**

**AUDITORIUM HOUSE COMMITTEE**

<b>Task</b>	<b>To be done</b>	<b>Completed</b>
‘ Arrange for badge checkers, door monitors and ushers.	Three months prior to convention	
‘ Meeting of all helpers for run-through of procedures.	One week prior to convention	
‘ Meeting of all helpers.	Sat. morning prior to start of contest	
‘ Set-up judges area.	Saturday morning	



**AUDITORIUM “STAGE” COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
(INCLUDES THE SECURITY SUB-COMMITTEE)  
JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

The manager of this committee is in charge of the building "behind the footlights". This includes the stage, lighting, sound, curtains, dressing rooms, etc. He will need several good helpers backstage to pre-set the stage. The use of two-way radio hand sets for communications has proven to be extremely beneficial in the smooth handling of backstage traffic. He should work closely with the District Production Director and Monitor/Movement Manager.

The District Production Director/Stage Manager normally is the person that calls all lighting, audio, curtain and on-stage movement cues to the control booth for a smooth transition from one presentation to another.

This committee is responsible for procuring and setting up suitable choral shells (if being used) for use by the choruses and up to eleven sections of four step risers for the choruses. The determination of how many riser sections is made by the DRCJ after communication with each competing chorus representative. Shells are not required for quartets; monitor speakers must be used instead.

No one will be allowed backstage without specific approval of the General Convention Manager or the Production Director. Personnel should be appointed to keep backstage traffic to a minimum. Effort should be made to conform to the stage, curtain and riser configuration specified by the Society Office and used in International Competition.

The Security Committee will arrange for police/security and fire protection as necessary. It is advisable that a physician or registered nurse be on the premises. This person could be a member attending the convention. His/her seat number and availability should be ascertained. If this is not possible, the information for emergency medical help should be available in the event of emergency. The nearest telephone or cell phone should be secured.

The Auditorium Stage Manager assigns dressing room, warm-up rooms etc., makes all arrangements with the Monitor/Movement Manager for the proper flow of contestants from dressing rooms, to warm-up rooms, to backstage, to on-stage, to off-stage, to photographer, to dressing rooms.

**Task Timeline Next Page**

### AUDITORIUM STAGE TASK TIMELINE

Task Timeline

(Includes the Security Sub-committee Timeline)

Task	To be done	Completed
‘ Appoint Stage Manager	One year prior to convention	
‘ Obtain location and usability of choral shells (if used).	Six months prior to convention	
‘ Get commitment from chapters for use of risers on stage, warm-up rooms, photo area etc	Six months prior to convention	
‘ Contact FWD District Production Director or Audio Coordinator if desired as a consultant.	Three months prior to convention	
‘ Find location of rental of radio communications.	Three months prior to convention	
‘ Walk through of all workers.	Week of convention or Sat. morning	
‘ Rent radio communications devices.	Friday of convention week	
‘ Pre-set stage with risers and shells.	Friday morning	
‘ Breakdown of risers and shells.	Saturday evening after show.	
‘ Return of all rental and borrowed equipment.	Monday after convention	



**AWARDS COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

The General Convention Chairman or a person appointed by him is in charge of securing all pertinent traveling trophies and corresponding with the FWD Awards Chairman who will furnish all other awards. The awards will be secured from the FWD Events Awards Manager and placed backstage for presentation to recipients. An inventory of awards and trophies will be given to the GCC or Stage Manager, backstage.

**FALL CONVENTION/CONTESTS COMPETITION AWARDS**

<b>FALL Competition Awards</b>	<b>Type/ Traveling Trophy/Misc.</b>	<b>Type/ Plaque</b>	<b>Type/ Certificate/Etc.</b>
District Chorus Champions	Traveling Trophy	1-Plaque	Advance to Int. Contest)
Plateau A Chorus Champion		1-Plaque	
Plateau AA Chorus Champion		1-Plaque	
Plateau AAA Chorus Champion		1-Plaque	
Most Improved Chorus		1-Plaque	
District Quartet Champion	Traveling Trophy	4-Plaque	(Provided by AFWDC)
District Senior Quartet Champion		4-Plaques	
District Senior Quartet Representative	(Advance to Int. Contest)		Intl Travel Funds
District Super Senior Quartet Champ.		4-Plaques	
<b>TOTALS</b>	2	17	

Table 2.2

Task Timeline

**AWARDS COMMITTEE TIMELINE**

<b>Task</b>	<b>To be done</b>	<b>Completed</b>
‘ Correspond with FWD Events Awards Mgr.	Three months prior to convention	
‘ Locate and make arrangements for return of all traveling trophies.	Three months prior to convention.	
‘ If Events Awards Manager is unable to obtain awards, you must order all awards as per Events Manager's instructions. All plaques will be made of oak color backing with burnished surface containing the following in sequence: District Logo, Division, recipient, e.g. (Division Chorus Champion), location of contest and year.	Three months prior to convention.	
‘ Secure all traveling trophies.	Week of convention	
‘ Written inventory of awards and trophies.	Saturday morning	



**FINANCE COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

The Finance Chairman prepares a budget Form AF-101x-F, in conjunction with the General Convention Chairman, for convention income and expenses, which is submitted with the original bid form. He is responsible for the accurate accounting of all receipts and expenditures. He is also responsible for preparing a revised budget Form AF-102x-F for submission to the CEC for the board meeting prior to the convention.

*Separate banking records, or ledger account, apart from normal chapter finances, shall be established for the duration of the convention,*

Send checks of final accounting Form CJ-22 (AE-07-F) to each Judge thirty days prior to the contest for expenses, including meals, accommodations and travel.

NOTE: The General Convention Chairman must submit to the District Treasurer, with copies to the CEC, DEP, FWD President and the FWD Board of Directors, a fully detailed statement of income and expenses, Form AF-103x-F. Within **forty-five days** of the completion of the convention, this statement must be accompanied by a check made payable to the Far Western District, covering the District's share. If this is not accomplished, a penalty is levied in which the District's share shall increase by one percent for each week the report is late.

The host chapter should preserve all financial records of the convention for a period of **ten years**. It is highly recommended that the Finance Chairman work closely with the Registration Manager.

**Task Timeline**

**FINANCE COMMITTEE TIMELINE**

Task	To be done	Completed
' Prepare preliminary budget form AF-101x-F.	At least two years prior to Conv.	
' Set up separate Convention Accounting Records.	One year prior to convention	
' Prepare revised budget, form AF-102x-F, with GCM.	One month prior to Fall Conv.	
' Make out and mail checks to judges.	Thirty days before convention	
' Pay hotel bills.	Sunday of convention	
' Finalize and pay any auditorium bills.	Within one week of convention	
' Provide Final Statement AF-103x-F & Check.	Less than 45 days after convention	
' Preserve all records and receipts.	Ten years after conventions	



**GRAPHICS/PRINTING COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The Graphics Chairman must be efficient with computer graphics and may appoint others with similar talent to assist in these tasks. His committee is responsible for gathering all the information need for designing (following Convention Manual guidelines) and printing of the convention registration badges, registration forms, flyers, program, signage any other graphically designed items needed by the convention. Printing of the program is too large a project and he must make arrangements with a local printer for reproduction. Printing of the Contest Score Sheets is the responsibility of the Judges Services Chairman. The Graphics Chairman works closely with all the committee chairmen that need assistance with graphics and printing.

The layout samples for the Flyer/Registration, Badges and Program can be found in Adm. Samples (AS-01-F through AS-16-F) One program is used for the entire convention, broken down into Four (4) sections as follows:

Part 1. Pertinent information regarding the convention: general schedule of events, welcome message, list of judging panel, committee managers, etc.

Part 2. Quartet contest information:

- a. MC's Name
- b. Mike-testing quartet
- c. Name of each competing quartet
- d. Chapter(s) represented
- e. Members names in order of: Tenor, Lead, Baritone and Bass
- f. Two blank lines for songs they will sing

Part 3. Chorus contest information

- a. MC's name
- b. Mike-testing chorus
- c. Chorus Name
- d. Director(s) name(s)
- e. Chapter name and location (city/state)
- f. Plateau and Division
- g. Two blank lines for songs they will sing

*Part 4. Show of Champions information:*

- a. MC's name
- d. 3rd and 2nd place quartets
- e. Quartet Champions
- f. Chorus Champions
- g. Final group songs

**Task Timeline next page**

**Task Timeline**

**GRAPHICS/PRINTING COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' Prepare registration forms, registration badges, flyer/ad, etc.	(8) Months prior to convention	
' Get all information from the GCC and DRCJ.	(8) Months prior to convention	
' Send proofs of registration forms, and flyers to CEC for approval.	(7) Months prior to convention	
' Print registration forms, housing forms, and flyers.	(6) Months prior to convention	
' Pre-Print Badges with background information if desired.	(3) Months prior to convention.	
' Layout Program for proofing.	(2) Months prior to convention	
' Prepare and Print all Signage for Convention.	(2) Weeks prior to convention	
' Finalize layout and print Program.(after receipt of draw list).	(2) Weeks prior to convention	



**HOST QUARTET/CHORUS COMMITTEE CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

If the Convention Host Chairman wishes, a host chapter member will be assigned to each competitor as a host. The Host Chairman must contact each of the chorus and quartets by mail or email as soon as the draw has been finalized; no later than ten days before the contest. He will introduce himself and the assigned host name and provide them with all the information they will need. Information (Packet) should include, but not be limited to, location of the sign-in table, layout of the convention facilities, the time at which each chorus or quartet must be at the contest site, directions for getting there (map if necessary) and any other pertinent information. He must see that they get to the auditorium, dressing room and warm up room on time.

When the contestants or chorus contact arrives at the convention site, they should check in at the sign-in table where they will obtain all pertinent information and at that time may be assigned a designated host who will stay in constant contact with his contestants until they have completed competition. The host should escort his contestants through all of these steps.

The Chairman of this committee should prepare for each host, the name, address and telephone number of the contact man of his assigned contestant, plus the order of appearance, flow chart, map, etc.

**Task Timeline**

**HOSTING COMMITTEE TIMELINE**

<b>Task</b>	<b>To be done</b>	<b>Completed</b>
Chairman obtains list of contestants from DRCJ.	As available	
Chairman may assigns host to each contestant.	Upon receipt of list	
Send introduction letter along with all pertinent information to contestant.	One month prior to convention	
Keep in contact with contestant..	As deemed necessary	
Send packet of information to each contact person.	At least 2 weeks prior to convention	
Final contact with contestant, where to meet etc.	Week prior to convention	
Set up Sign-In Table for contestants and chorus mgrs.	Day of convention.	
Meet quartet contestants and chorus managers at sign-in table. Introduce host or Movement Chairman with	Competitor arrival day	
Escort contestant through contest etc.	Entire weekend, as needed	



**HOUSING COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTIONS AND TIMELINE**

**Duties and Responsibilities:**

The chairman of this committee is responsible for maintaining control of room assignments, ensuring that VIP's are assigned to rooms in the headquarters hotel as directed by the CEC. If more than one hotel is used, he appoints an individual to be the host chapter's representative to each hotel, serving as a liaison in the event there are problems with room assignments. The CEC will furnish a copy of the rooms that will be booked in advance and paid for by the district. All other VIP blocked rooms will be released 90 days prior to the start of the convention if not booked.

He serves as the Society's and District's good will representative to the hotel staff and works closely with the hotel manager and night mangers to eliminate any possible misunderstanding regarding the late night singing by convention attendees.

A pre-convention meeting must be held with the CEC, GCM, Housing Manager, and all hotel staff within the week prior to the convention. A checklist should include confirming check-in and check-out times, peek meal times, for extra service help, physical separation of our convention registrants from general guest of the hotel. Preplan your identification (badge or I.D. card) so that you are recognizable to key staff people.

The Housing Manager works very closely with the CEC (Chairman of the Events Committee) as many of the jobs that need to be done in advance are originated and assigned by him.

**FALL CONVENTION/CONTESTS HOTEL ROOMS NEEDED (50 approx.)**

<b>FALL CONVENTION Sleeping Rooms Needed</b>	<b>Free/ Complimentary</b>	<b>Convention Expense</b>	<b>District Expense</b>	<b>User's Expense</b>
District President	1 Master Suite			
General Convention Manager	1 Parlor Suite			
Contest Administrator	1 Parlor Suite			
Chairman of the Events Committee	1 Room			
Judges		10 Rooms		
Society Representative		1 Room		
District Production Director/Audio-Video Manager		2 Room		
Dedicatee		1 Room		
Events Team Key Managers		6 Room		
Current District Quartet Champs.		2 Rooms		
Board Of Directors			11 Rooms	
District Committee Chairman (invited)			5 Rooms	
Past District Presidents				12 Rooms
<b>Total Rooms 54</b>	<b>4</b>	<b>22</b>	<b>16</b>	<b>12</b>

Table 2..6

**Task Timeline Next Page**

**Task Timeline**

**HOUSING COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' Prepare Housing Form for Graphics Chairman.	(6) Six months prior to convention	
' Book rooms for Judging Panel, Convention Committee Chairmen, Etc.	(6) As received but not later than Six months prior to convention	
' Book Room for Afterglow at Hotel if one is planned.	(6) Six months prior to convention.	
' Make arrangements for RV Parking at Headquarters Hotel or close RV Park.	(6) Six months prior to convention.	
' Make list of signage for hotel.	(4) Four months prior to convention	
' Set up final GCC meeting with hotel staff.	Week of convention	
' Send letter of thanks to Hotel.	Within one week following convention	



**JUDGES SERVICES COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The Judges Services Chairman of this committee is responsible for coordinating with the Contest Administrator and Auditorium House Chairman for the needs in the Judging area (as outlined in the Contest and Judging Handbook) and for Printing the Scoring Summary after each contest. He is responsible for providing transportation for the judges to and from the airport and between the hotel and the auditorium. It is advisable to contact the FWD Events Judges Services Manager to make sure all avenues are covered before the convention starts.

There must be a room backstage or close by to which the judges can gather and retire during intermissions. It should be provided with coffee, tea, and cold drinks. It is permissible to cater a buffet lunch for the judges, to be eaten in this room, saving considerable time between the morning and afternoon contest sessions. This should be coordinated with the Contest Administrator.

Coordinate with the House Chairman to have people available to move tables and help with the set-up of the Judging area (Exhibit AE-06-F) Friday evening or Saturday morning. Tables, chairs, lectern with light, two (2) long extension cords, at least two separate power lines and paper are needed at all contests (items are in traveling storage container, check for availability). Bottled water, pencils, mints/etc. for each judges' area are required. Contest Administrator will furnish a list of items and layout of judge's area.

DRCJ will furnish a list of judges and the Contest Administrator to the General Convention Chairman. The GCC will contact the Contest Administrator for his instructions for set-up etc. and pass the information on the Judges Services Chairman.

The Judges Services Chairman or his assigned designee must be available to the Contest administrator at all times during the convention. He must take final Score Sheet Masters for printing after each contest session. After printing is completed, distribute copies at the auditorium, hotel and dressing area. He must furnish the CA with copies for his files upon his return.

**Task Timeline Next Page**

**Task Timeline**

**JUDGES SERVICES COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
‘ Contact Contest administrator for instructions.	Three months prior to convention	
‘ Locate printer for printing score sheets.	Three months prior to convention	
‘ Locate Convention Traveling Storage Container and make arrangements for delivery to contest site.	Three months prior to convention	
‘ Coordinate transportation pick-up of judges.	Two months prior to convention for airport- to- hotel, hotel-to- auditorium, etc.	
‘ If printing score sheets yourself, get paper.	Week of convention 8 1/2 x 11 three (3) colors	
‘ Set-up judges area with help from House Committee.	Saturday morning	
‘ Bring ream of white 8 1/2 x 11 paper and two dozen #2 pencils for CA.	Day of contest	
‘ Set up refreshment table in judges' room backstage.	Saturday afternoon and evening	
‘ Cater lunch for judges in backstage room (if planned).	Saturday afternoon (coordinate with CA)	
‘ Pick up final score sheet masters from CA. Take to printer and deliver for distribution throughout auditorium, afterglow and hotels.	After each contest	
‘ Transport judges from hotel to airport.	Sunday of convention	



**MEETINGS COMMITTEE CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The Meeting Managers responsibilities are to work with the Convention General Manager in succoring all the meeting rooms in advance of the convention at the Headquarters Hotel. He must meet with the Hotel Catering Manager with all the requirements for each meeting room, in example, start and end time, number of attendees, layout of room, food./drink requirements, person in charge of each room, etc. Exhibits for District board meeting and House of Delegates meeting layouts should be given to person in charge of room set-up.

He must work closely with the District Secretary to make sure that any late minute changes in times or the catering manager will meet layout requirement.

**FALL CONVENTION/CONTEST MEETINGS**

FALL Meetings	Days	Seating	Setup
FWD Board	Thursday 2:00 p.m.	Conference style (10 only) Guests (50) theater style See Exhibit N	Coffee Water/Tea Soft Drinks
House of Delegates	Friday 2-5 p.m.	See Part 5.0. Exhibit C Guests: (50) theater style at back of room. Room should accommodate 150	Water
Chapter Coaches	As scheduled	Conference style	Water
Contest Evaluations	DVP C&J Schedule	As arranged by the CA	Coffee/Water/Tea
Youth Activities	As Arranged	50 Theatre Style	Water
PROBE	As Arranged	25 Theatre Style	Water
Chorus Dir. Guild	As scheduled	Conference Style	Coffee/Water/Tea
AH=Sow	As arranged	As arranged	Water
High School Glow	As Scheduled	As arranged by DVP Youth	Water Station
Ladies Hospitality	As Scheduled	25 As Arranged	Coffee/Water/Tea
Events Postmortem	Sunday 10:00 a.m.	25 Conference Style	Coffee/Water/Tea

**Task Timeline Next Page**

**Task Timeline**

**MEETINGS COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' Meetings Manager appoints committee.	One year prior to convention.	
' Secures all rooms needed for meetings.	One year prior to convention.	
' Checks on any extra rooms or dropped meetings.	Six months prior to convention.	
' Meets with Hotel Catering Mgr.	Week of convention.	
' Makes final changes or additions.	Week of convention.	
' Helps with set up of Board meeting room	Thursday afternoon.	
' Helps with set up of HOD. meeting room	Friday morning.	
' Checks on all remaining meeting rooms.	Friday through Sunday.	
' Attend Events wrap-up meeting.	Sunday morning.	
' Checks Hotel bills for meeting room charges.	Sunday morning.	





**PHOTOGRAPHY/AUDIO/VIDEO COMMITTEE CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The Chairman and his committee are to help set up the area for photography of contestants and assist the photographer with all his needs. Get application forms, costs etc. from photographer and, if possible, send to contestants in advance. Keep in contact after convention to see that proofs are sent to contestants in a timely manner.

The Recording Committee will produce performance CD recordings that will be given to each contestant, at convention expense, at each session of the quartet and chorus contest. CD's will be delivered to the contest administrator after each session to be distributed to the contestants. No copies may be made from these recordings.

Segments of the archival video are provided to the contestants at no cost to the convention. Video production of the contests must be approved by the CEC and, if provided, will be at no cost to the convention. If video production will take place, location of cameras cannot be in the judging area. The contest administrator/stage manager must approve the location for video cameras. The video Production Company must obtain all reproduction rights, licenses and permission and pay all fees. Proof of reproduction rights must be given to the GCC in advance. Costs of video DVD's are not acceptable as a convention expense and all licensing, distribution, etc., will be the obligation by the Production Company. A minimal costs may be recovered from the competitors choosing to purchase the tapes. No reproduction of videotapes is permitted without express permission of the video production company.

**Task Timeline                      PHOTOGRAPHY/AUDIO/VIDEO COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' General Convention Chairman appoints Committee.	Six months prior to convention	
' General Convention Chairman hires a photographer.	Six months to a year before Conv.	
' He appoints a CD machine operator if required.	Six months to a year before Conv.	
' Purchase audio CD's for quartet/chorus performances.	Week of convention	
' Committee helps set up photo area risers if required.	Saturday morning	
' Deliver CD's to Contest Administrator.	Immediately after each contest	

**JTE-15-F**



**PUBLICITY/PUBLIC RELATIONS COMMITTEE CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

This Chairman and members of this committee should prepare articles for the district quarterly magazine, *WESTUNES* and see that registration forms and housing forms appear in at least one issue preceding the convention. There is no charge to the convention for ads in *WESTUNES*. In addition, the committee is responsible for preparing Registration Forms for FWD Web Page .

They should contact the news media to determine the form and content of items acceptable for release and the time frame in which to work. These materials should be produced on a timely basis and with the input of the CEC.

**Task Timeline                      PUBLICITY AND PUBLIC RELATIONS COMMITTEE TIMELINE**

Task	To Be Done	Completed
‘ People to contact for Publicity: <ul style="list-style-type: none"> <li>a. TV/CABLE stations</li> <li>b. Newspapers large and small</li> <li>c. Radio stations both AM and especially FM</li> <li>d. Magazines</li> <li>e. Business Bulletins (members)</li> <li>f. Senior Newspapers and Magazines</li> <li>g. Local retail businesses</li> <li>h. Mall Associations</li> <li>i. High Schools and Colleges in the area</li> <li>j. Organizations and clubs</li> <li>k. Churches/Synagogues etc.</li> </ul>	One year up to day of convention	
‘ Write press releases and articles.	One year up to day of convention	

**JTE-16-F**



**REGISTRATION COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

This committee will arrange for registration facilities (registration area layout Exhibit AE-09-F), in conjunction with the General Convention Manager in the headquarters hotel or auditorium, as required, throughout the following hours:

**Thursday 7 a.m. to 9 p.m.**

**Friday 9 a.m. to 11 p.m.**

**Saturday 9 a.m. to 8 p.m.**

The Registration Manager will procure computer-generated badges, registration forms and other supplies needed to register choruses, quartets and individuals attending the convention.

Process the registration of all individuals, quartets and choruses attending the convention. Everyone attending the convention must be registered, including individuals purchasing specific events registrations only.

*The full registration package includes the following:*

Name badge

- a. Admission to all contests and Show Of Champions
- b. Admission to the afterglow, (if one is provided). by name badge. Food and beverage service if provided, will require an additional charge.

*File information on each individuals registration, recording:*

- a. Date received
- b. Name
- c. Method of payment
- d. Check number etc.
- e. Chapter affiliation
- f. Type of registration
- g. Voice part.

Accurate records shall be maintained and shall be in the possession of the Registration Manager at the convention in the event a problem arises.

The Contest Administrator will be responsible for the judges registration packets and will coordinate this with the General Convention Manager.

All registrations must be picked up in person and at the Registration Desk.

**ALL REGISTRATIONS** including single events must be accompanied by a registration form and may be purchased in the Registration area designated for that purpose. All late registrations (within 30 days of convention) will be charged a late fee. No refunds are provided, however exchanges are permitted.

All competing members must purchase a **FULL REGISTRATION**.

Maintain a close working relationship with the Finance Manager and forward all registration funds to the Finance Manager on a continuing and timely basis.

A committee member must be appointed to contact all Disabled people responding as such on the registration form. He must make sure that all special needs are provided for prior to the convention.

Provide complimentary pre-registrations for the following:

- a. Each member of the Official Judging Panel
- b. Each candidate or practice-scoring judge who has been invited by the DRCJ to score ALL contest sessions.
- c. All assigned Masters of Ceremonies
- d. Convention Dedicattee and spouse.
- e. All guest representing the Society Office
- f. *WESTUNES* photographer or his representative (2 total).
- g. Other guests approved by the CEC or DP.

With the help of the Graphics and PR Mgr's prepare an advertisement and publicity for the *WESTUNES* magazine including registration forms and hotel registration forms. These advertisements to appear in five issues preceding the convention. (Exhibit I). Prepare registration forms for FWD Web Page.

The following items should be available at the Registration area at the convention:

- a. Computer or Typewriter (large type)
- b. Adequate personnel to handle registrations
- c. Registration forms and badges.
- d. Cash box containing adequate change.
- f. Computer readout of pre-registrations.
- g. Everyone must sign for registration packets.
- h. Tickets for special events, dinners, bus, etc.
- i. Extra schedule of events, list of hospitality rooms, maps showing location of events, etc.
- j. Telephone or cell available.
- k. First Aid Kit

**Task Timeline**

**REGISTRATION COMMITTEE TIMELINE**

Task	To Be Done	Completed
' Prepare advertisement for <i>WESTUNES</i> .	Six months prior to convention	
' Prepare Registration Form for FWD Web Page.	Six months prior to convention.	
' Late charge starts for all registrations.	Thirty days prior to convention	
' Committee meeting to run through plans.	Week before convention	
' Give GCC Badges, Programs, Etc. for judges.	Day of the convention	
' Set up registration facilities in headquarters hotel or auditorium.	Thursday 7 p.m. to 11 p.m. Friday 9 a.m. to 11 p.m. Saturday 9 a.m. to 8 p.m.	
' Individuals must pick up their own registration badges.	Saturday at registration area.	



**JTE-18-F**



**CONVENTION SECRETARY/COMMUNICATIONS CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The Convention Secretary keeps the minutes of all meetings and acts as a repository for convention records and correspondence. He writes in conjunction with the General Convention Chairman and submits all required reports.

Makes sure that he receives a copy of any correspondence, contracts, etc. from anyone concerned with the convention and keeps in accessible files.

He sends copies of all meeting notes, correspondence and reports to the appropriate people such as District President, CEC, etc.

Submits reports on all activities and correspondence sent and received at each General Convention Meeting.

**Task Timeline                      SECRETARY, COMMUNICATIONS TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' Attends all meetings and keeps minutes of meeting.	From acceptance of bid to after Convention	
' Keeps records and maintains correspondence.	Entire existence of Convention Committee	
' Submits reports to Convention Committees.	Each General Convention Committee meeting	
' Submits reports to District personnel.	Within one week of meeting	



**SIGNAGE COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The General Chairman may appoint a Signage person, who will work closely with all committees and make signs for any occasions where needed especially at Registration Area, Parking, Auditorium, etc. Use a computer to generate signs to save money. Signs will be needed for the following:

- a. Registration area, box identification etc.
- b. Large overhead signs for prices, instructions, hosts etc.
- c. Direction to all events
- d. Individual quartet and chorus names
- e. Parking directions
- f. Billboard directions for public
- g. Non-singing areas of hotel

**Task Timeline Next Page**

**SIGNS NEEDED**

<b>Task</b>	<b>Completed</b>
Some of The following signs are needed because of District Policy of having registration badges with you at all times. Others are just plain courtesy on your part as host. Check with GCC to see if he has any special signs that may be needed.	
‘ <b>REGISTRATION AREA (A-D, E-H etc.)</b> - One for each station, check with registration person on how many people he will be using.	
‘ <b>SIGN-IN TABLE FOR QUARTETS AND CHAPTER REPS.</b> - A table should be set up by the contestant dressing area where quartets and chapter reps. should sign-in and get information where dressing area is, time sheets etc.	
‘ <b>QUARTET AND CHORUS DRESSING AREA</b> - One sign for each competing quartet and chorus to be located on door or in area to dress.	
‘ <b>JUDGES ROOM</b> - One sign to be put on judges room door.	
‘ <b>NO SEATING BEYOND THIS AREA</b> (where applicable) - One or two signs for blocked off area behind judges pit (one row of seats) or first row.	
‘ <b>NO TALKING BEYOND THIS POINT</b> - Make up at least 2 of these signs for outside and inside of stage door.	
‘ <b>WARM-UP ROOM</b>	
‘ <b>READY ROOM</b>	
‘ <b>ALL CONTESTANTS MUST HAVE REGISTRATION BADGES WITH THEM AT ALL TIMES.</b> Make up at least 2 of these signs for the dressing area.	
‘ <b>PLEASE SHOW REGISTRATION BADGE BEFORE ENTERING STAGE.</b> - Make up one sign for outside of entrance to stage.	
‘ <b>NO ONE WILL BE ALLOWED IN AUDITORIUM WITHOUT REGISTRATION BADGE</b> – Make up one sign for lobby area or for each entrance door into auditorium.	
‘ <b>QUARTET AND CHORUS CONTACT SIGN-IN TABLE</b> - Make up one sign for lobby area and one for dress room area.	

**Task Timeline**

**SIGNAGE COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
‘ Check with hotel on where and how signs can be used. Coordinate with GCC.	Six months prior to convention	
‘ Get list of signs needed from each committee Chairman.	Three months prior to convention	
‘ Prepare all signs.	One month prior to convention	
‘ Distribute signs for placement.	Day of convention	



**SPECIAL EVENTS COMMITTEE CHAIRMAN  
 (FWD FALL CONVENTIONS)  
 JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

The Special Events Chairman works closely with the FWD Convention Activities Chairman and is responsible for planning additional activities to entertain visitors when contest sessions are not being presented. These usually take the form of a golf tournaments, tours to interesting places in the area, ladies hospitality activities, special Barbershop Seminars, etc. These events are not mandatory but tend to leave a nice feeling about your city in the minds of the visitors.

Events that require a payment of some sort should be kept to a minimum. A tournament may require an entry fee, which pays for the prizes and use of the facility. There will be no cost to the convention for any special event.

Check with quartets and choruses coming to conventions to see if they would be available to do PR at local hospitals, rest homes, malls, schools, etc.

If the host chapter wishes to sell merchandise such as patches, shirts, cups etc., there shall be no cost to the convention. Approval for sale of articles must be obtained from CEC in advance.

**Task Timeline**

**SPECIALS EVENTS COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' Set up tours, etc.	One year in advance of convention	
' Work with Publicity Chairman for PR.	Six months prior to convention	
' Check with GCC or DEP on rooms for Ladies Hospitality, etc.	Six months prior to convention	
' Set up schedule for quartet/chorus appearances.	Six months prior to convention	
' Contact TV and Radio Stations on appearances.	One month prior to convention	

**JTE-21-F**



**TRANSPORTATION COMMITTEE CHAIRMAN  
(FWD FALL CONVENTIONS)  
JOB DESCRIPTION AND TIMELINE**

**Duties and Responsibilities:**

This committee is necessary if there is need for transportation between the headquarters hotel(s) and the contest site. The cost for bus rental and the number of buses required are part of the convention bid and that expense is figured into the budget. The Special Events Committee at the Registration Desk in the form of a ticket or a sticker to be affixed to the registrant's convention badge may sell a bus pass.

This Transportation Manager is responsible to see that buses are available at the headquarters hotel to transport the registrants to the contest site on a rotating basis. The number of buses should be kept to a minimum. The Chairman shall be available to see that this task is conducted in a reasonable manner from the hotel, and likewise, from the contest site back to the hotel after the completion of the contest session.

Check on all available bus service in the area for the best prices. Try and get the cost of bus time to just the hours that the busses will be needed.

**Task Timeline**

**TRANSPORTATION COMMITTEE TIMELINE**

<b>Task</b>	<b>To Be Done</b>	<b>Completed</b>
' Contact bus services for rates etc.	Three years in advance for Bid	
' Sign contracts for bus use at convention.	Six months prior to convention	
' Set up schedule and supervise all busses.	Day of convention	



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, Inc.**

**FAR WESTERN DISTRICT**

**PART B - SECTION 3**  
**FALL**  
**CONVENTIONS/CONTESTS**  
**ADMINISTRATIVE**  
**EXHIBITS**

AE-01-F rev Apr 10, 2013



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**FIFTEEN-YEAR CALENDAR 2013-2027  
FWD DISTRICT FALL CONVENTION/CONTESTS**

YEAR	FWD FALL CONVENTION DATES 2 <sup>ND</sup> WEEKEND OCT	CONV. LOCATION (T) Tentative	CLOSE HOLIDAY ROSH HASHANAH	CLOSE HOLIDAY YOM KIPPUR	CLOSE CONV. SAI-INT	REMARKS
2013	October 10-13	Bakersfield	September 04-06	September 13-14	November 05-09 (HI)	
2014	October 09-12	Fresno	September 24-26	October 03-04	November 04-08 (MD)	
2015	October 15-18		September 13-15	September 22-23	October 06-10 (NV)	
2016	October 13-16		October 03-05	October 12-13	October 18-22 (NV)	
2017	October 19-22		September 21-23	September 30-October 01	October 10-14 (NV)	
2018	October 11-14		September 09-11	September 18-19		
2019	October 10-13		September 29-October 01	October 08-09		
2020	October 08-11		September 18-20	September 27-28		
2021	October 14-17		September 06-08	September 15-16		
2022	October 13-16		September 25-27	October 04-05		
2023	October 12-15		September 16-17	October 25-26		
2024	October 17-20		October 03-04	October 12-13		
2025	October 9-12		September 23-24	October 02-03		
2026	October 8-11		September 12-13	September 21-22		
2027	October 14-17		October 02-03	October 11-12		

**AE-02-F**



**2010**  
**BID MANUAL**  
**FALL CONVENTION/CONTESTS**

**FORWARD**

This Manual has been prepared to assist FWD chapters and convention bureaus in evaluating:

1. The ability of a chapter, chapters, and its members to organize, manage and successfully host a FWD FALL Convention.
2. The availability of adequate, desirable and affordable facilities in the prospective host city.

An inquiry to host a FWD Barbershop Harmony Society FALL Convention may originate from a chapter, a group of chapters, or by a city that is interested in hosting this convention but which does not have a local chapter. The FWD Events Committee could act, as the host committee in the event there is not a chapter in the host city. The bid must be submitted on the official bid form provided by the **CEC** (District Chairman of the Events Committee) or FWD Convention Manual Administrator Fritz Grunenwald at [ConvManual@aol.com](mailto:ConvManual@aol.com)  
NOTE: Soon to be also available on the FWD Web Site: ([www.spebsqsfwd.org](http://www.spebsqsfwd.org)).

In seeking out desirable FWD FALL locations, the FWD Chairman of the Events Committee contacts, or is sometimes contacted by, convention bureaus and/or hotels. Such inquiries are reviewed for basic convention requirement. If applicable, they are then discussed with a local FWD Society chapter for consideration.

FWD Barbershop Harmony Society conventions rely heavily on local volunteers to handle many details of planning and the overall convention operation. Chapters interested in bidding for a FWD FALL Convention should first obtain a pledge of support from the chapter members.

Included in the following pages is information pertaining to basic convention requirements, recommended procedures and organizational guidelines. Also included is a copy of the official FWD FALL Convention bid and budget forms. This material should answer most of your questions. However, if you need additional information, feel free to contact your current DEP (Division Events Planner), Division VP or FWD Chairman of the Events Committee.

**John Jones**  
2010 FWD Chairman of the Events Committee



## **RECOMMENDED STEPS FOR A CHAPTER CONSIDERING A BARBERSHOP HARMONY SOCIETY FWD FALL CONVENTION BID**

1. Review carefully and thoroughly the Manual of Requirements (extra CD copies are available on request from FWD Convention Manual Administrator Fritz Grunenwald at: [ConvManual@aol.com](mailto:ConvManual@aol.com).  
NOTE: Soon to be also available on the FWD Web Site: [www.spebsqsfwd.org](http://www.spebsqsfwd.org).
2. Discuss the basic requirements at the chapter Board of Directors meeting:
  - a. Do the chapter members enthusiastically support the idea of hosting a FWD FALL Convention?
  - b. Does your city have adequate existing facilities and attractions as required and outlined in the Manual of Requirements?  
(Auditorium, convention bureau, hotel rooms, parking facilities, special interest activities, etc.)
  - c. Are these facilities available on the specified dates?
3. If the chapter Board of Directors votes favorably on extending a convention bid, an acting General Chairman should be designated to coordinate arrangements, through the convention bureau, for the specified dates to be *tentatively* reserved at the hotels and the auditorium.
4. Next, the President, or someone appointed by him, should be requested to present this matter to the chapter membership at a regular (or perhaps a specially called meeting of the entire chapter membership for this specific purpose) chapter meeting.
5. Host chapters are expected to investigate and assist in arranging for those events that will create a unique convention experience for the attendees.

### **SUBMITTING THE BID**

If the decision is to proceed with the bid, complete the Official Bid Form, in triplicate, and the other required supporting documents, sending one complete set to the CEC (FWD Chairman of the Events Committee), your DVP (FWD Division VP) and retain the other for your records.

### **SITE SELECTION PROCESS**

Once the FWD Chairman of the Events Committee receives the bid, a site visit is scheduled by the local DEP (Division Events Planner) FWD Production Director and Division VP. This generally is a one-day visit to the city where a thorough inspection of all of the proposed facilities is conducted. He then prepares a list of any specific concerns he may have and sends it to the applicable bidding city/chapter for resolution.

Upon resolution of all concerns the CEC (Chairman of the Events Committee) presents the bid to the FWD Board Of Directors and then the HOD for approval of who will be awarded the FALL Convention. He then will inform the winning bidder.

**The selection criteria the inspection committee will use as the basis of its recommendation are:**

1. Accessibility- air service, travel considerations.
2. Affordability- proposed hotel rates, transportation to and from the city, cost of meals, local transportation, etc.
3. Attractiveness- attractive destination; attractions, tours, vacation desirability, reputation of the city.
- 4 Facilities- proposed contest venue, functionality of hotels for our needs, moving attendees between hotels and contest venue.

**CONVENTION MANAGEMENT**

The organization of the FWD FALL conventions is controlled by the FWD Chairman of the Events Committee, subject to the authority of the District Board of Directors on policy matters.

Convention plans made by the local General Chairman and his committee are to be reviewed by the local DEP. The direct supervision of the FALL Convention is the responsibility of the FWD CEC (Chairman of the Events Committee). The Convention Steering Committee should be comprised of the following people:

General Chairman  
Assistant Manager  
Secretary Treasurer One (1) or two (2)  
committee coordinators  
Local DEP

This committee formulates the overall plan for the convention and establishes policy within the framework as set forth by the FWD CEC (Chairman of the Events Committee). In general terms, the CEC is responsible for the operation of the convention and the General Chairman is responsible for the supervision of the committees and their assigned duties.

**FINANCES**

The host chapter(s) receives the following share of convention income or flat fee:

1. (30% maximum) of the net proceeds or \$800 which ever is higher. (Chapter Run –2010)
2. (\$500) flat fee. (FWD Events Team Run –2010)

The FWD shall retain all other convention revenue, from all other sources, unless prior approval by the CEC is given. All budgeted and approved expenses of the convention, including publicity, steering committee expenses, registration materials, staff travel and expenses, etc. are paid through the Convention Finance Chairman.

Budgeted items that are considered amenities (those not essential to the operation of the convention) and proposed by the host chapter(s) are the sole responsibility of the host chapter(s). Examples would be gifts for Judges and/or their wives; committee uniforms; hospitality rooms; special services such as limo service from the airport for selected dignitaries, etc. The cost of these items, if paid for by the FWD, will be deducted from the host's share at the time of the budget reconciliation.

## STEERING COMMITTEE PERSONNEL

Following is a list of steering committee personnel normally required and a summary of the general qualifications and duties involved:

**General Chairman** Must be an organizer, a topnotch leader, well liked, highly respected and devoted to the FWD/Society. Secretarial help and unlimited use of telephone facilities are essential. Must be available on very short notice to handle convention business.

It is the responsibility of the General Chairman to select qualified committee chairmen to assist him with the convention planning and operations. Personal follow up on contracts with local officials, hotels, the convention bureau, etc., is required. He must not be afraid to replace a committee chairman who is not doing his job.

**Assistant Chairman** The Assistant Chairman must have the same qualifications as the General Chairman. This man must be in a position to relieve the General Chairman by assuming supervision of details and should be intimately acquainted with all convention arrangements in order to assume the responsibilities of the General Chairman should it become necessary. He may also be responsible for special assignments given to him by the General Chairman.

**Secretary** Keeps minutes of Steering Committee meetings and general meetings. Maintains committee convention records and correspondence on the local level

**Finance Chairman** Acts as the financial officer of the convention on the local level. Prepares the initial Convention **Preliminary Budget Form AF-101x-F** and subsequent **Revised Budget Form AF-102x-F** when due, to the CEC. Pays vouchers and invoices submitted by committee chairmen (after approval by the General Chairman). Amounts not specifically identified in the budget and all items **over \$100** must be approved by the CEC. Advances may be made to the host chapter so that no chapter funds are used for convention expenses.

Reimbursements of out-of-pocket convention related expenses, are made to committee chairmen by the Finance Chairman on presentation of receipts and paid invoices, which have been approved for payment by the General Chairman.

The Finance Chairman receives all monies collected by the host chapter or its designees, from the public registration sales and sales of special event registrations. A final accounting of all transactions handled by the Finance Chairman, (income and expense **Form FA-103x-F**) is to be sent to the **FWD Treasurer (along with check)** and copy of the form to the CEC, Local Division VP and FWD President **within 45 days** following the close of the convention.

The host chapter(s) and the FWD Events Committee share a solemn obligation to meet or exceed the estimated profit figure as indicated in the approved convention budget.

The Society office provides liability and property damage insurance coverage for the convention at no cost to the chapter.

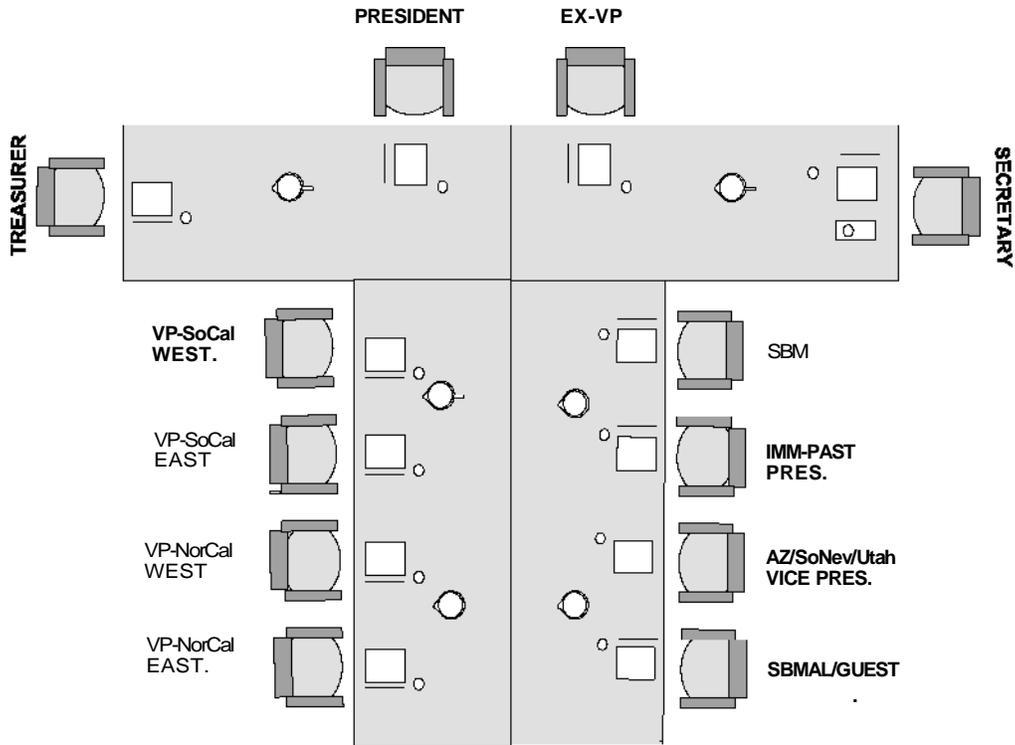
### **Fundamental Requirement of the Host Chapter**

1. Provide adequate volunteer personnel (from one or more chapters). A minimum of 20 active members is required full time during the convention.
2. Provide an adequate number of volunteers (from one or more chapters) to fill the principal committee assignments of the convention
3. Actively support the convention effort through member participation and promotion.

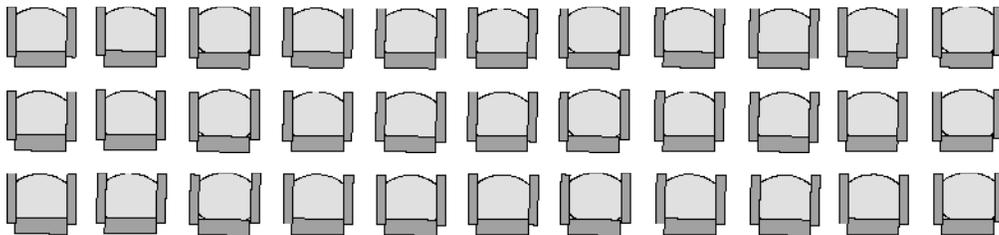
**-End of Bid Manual-**

**AE-03-F**

**BARBERSHOP HARMONY SOCIETY  
 FWD SPRING/SUMMER/FALL MEETINGS  
 BOARD OF DIRECTORS MEETING SEATING PLAN**



**GUESTS SEATING AREA**



1. Thursday afternoon 2:00 p.m.  
Friday morning 8:30-12 noon (if required)
2. All tables should be draped.
3. Water and glasses on table
4. Refreshment table in back (both days)  
Water, Coffee, Tea, Soft Drinks, no ash trays
5. Seating-Board, Conference Style (12 only)
6. Seating-Guests, Theater Style (50) in rear

**AE-04-F**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**SCHEDULE OF PAYMENTS  
FOR CHAPTER HOST**

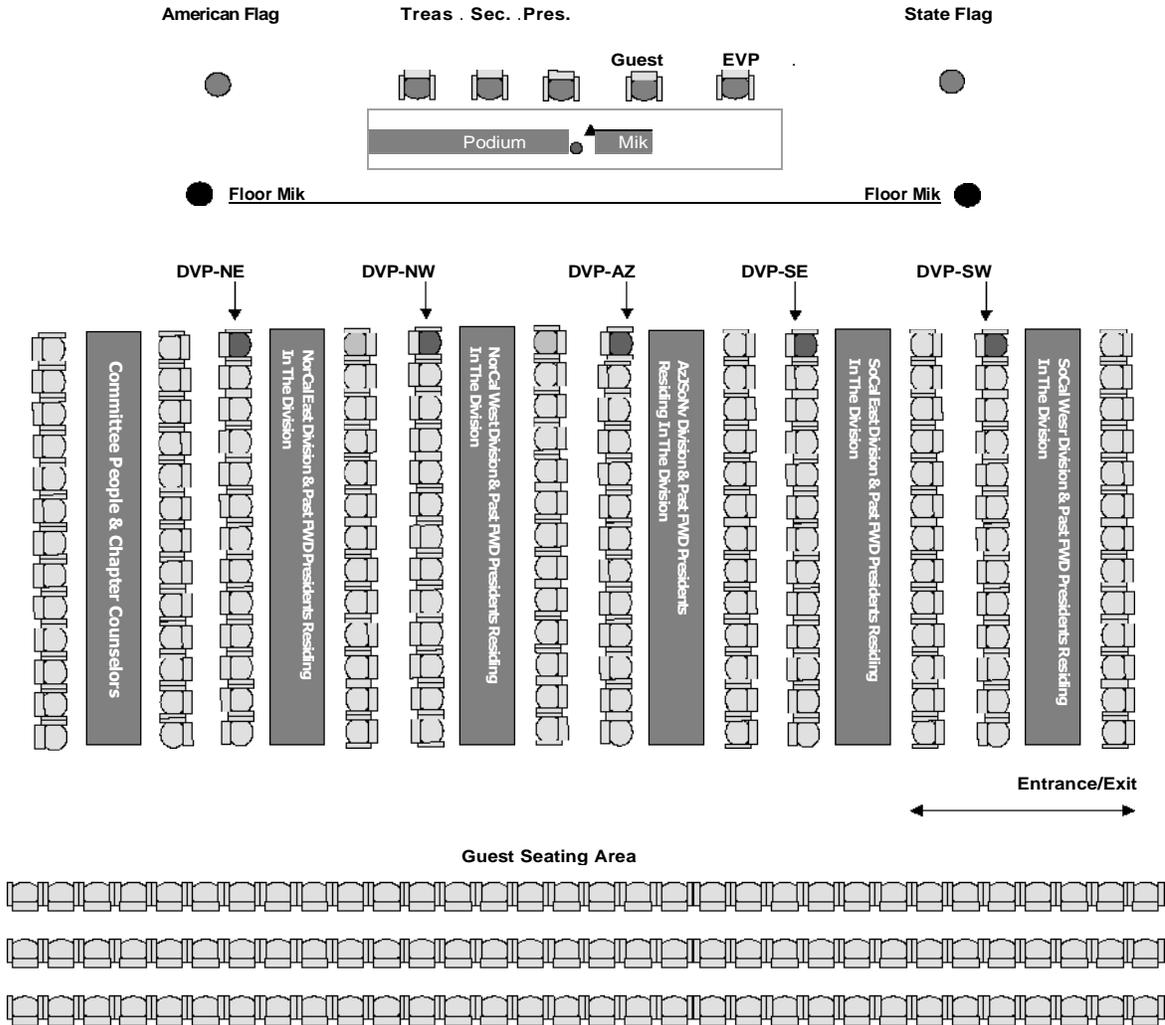
**FOR-HIRE PAY FOR WORK**

<b>FWD Spring/Div.</b>	<b>\$1,500.00</b>
<b>FWD Fall</b>	<b>\$4,500.00</b>
<b>SW Div.</b>	<b>\$ 500.00</b>
<b>SE Div.</b>	<b>\$ 500.00</b>
<b>NW Div.</b>	<b>\$ 500.00</b>
<b>NE Div.</b>	<b>\$ 500.00</b>
<b>ARIZONA Div.</b>	<b>\$ 500.00</b>

**FWD Board Meeting June 10, 2006. Motion 4. To modify the current policy to provide that the chapters hosting divisional conventions be guaranteed \$800 against the 50/50 split and that the “chapter for hire” to be paid \$500. (MSP)**

**AE-05-F**

**BARBERSHOP HARMONY SOCIETY  
 FWD SPRING/FALL CONVENTIONS  
 HOUSE OF DELEGATES SEATING PLAN**

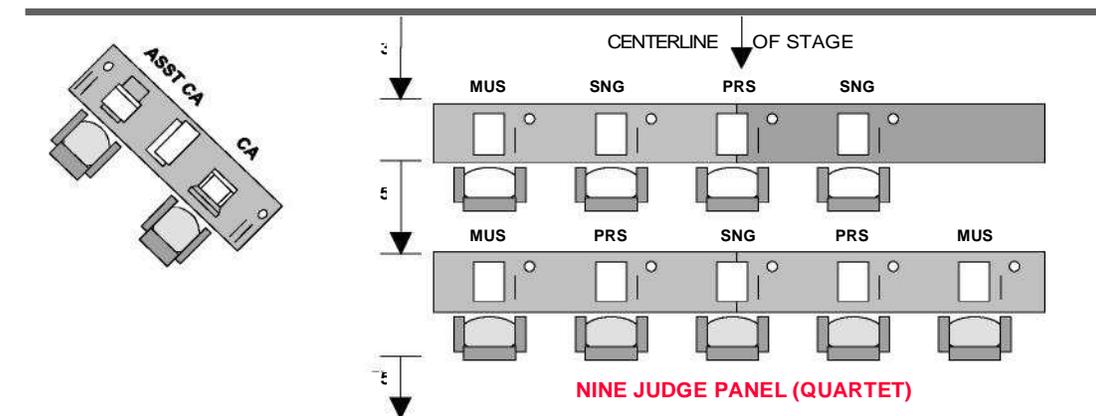
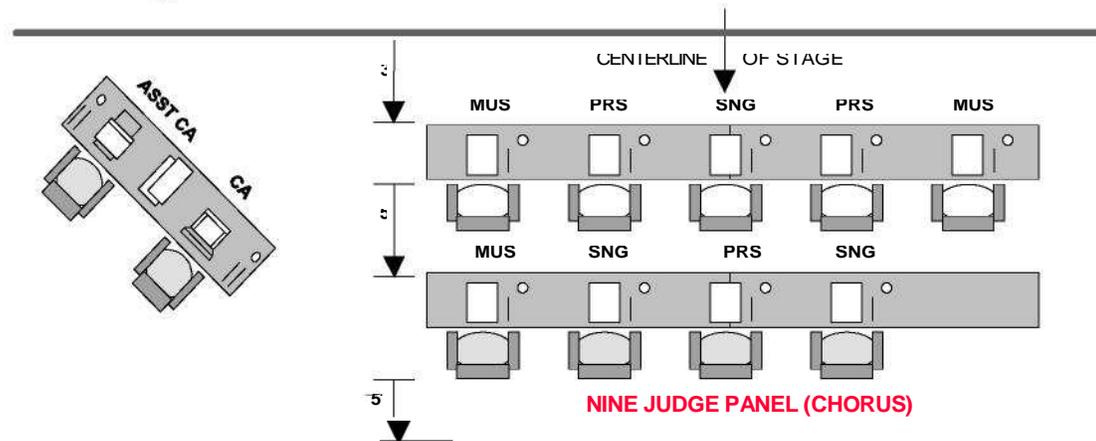
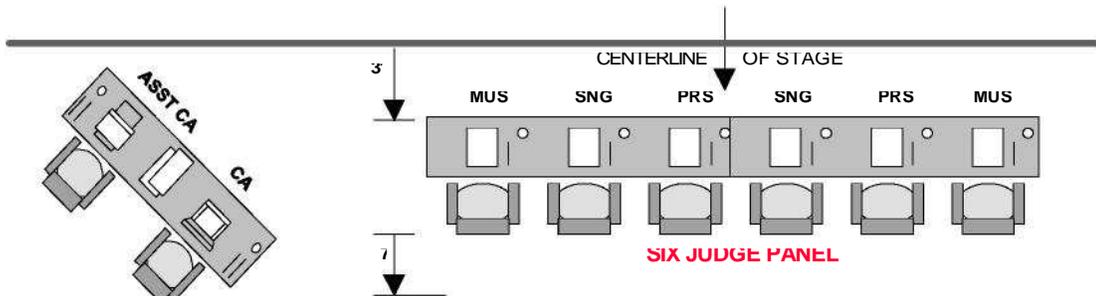
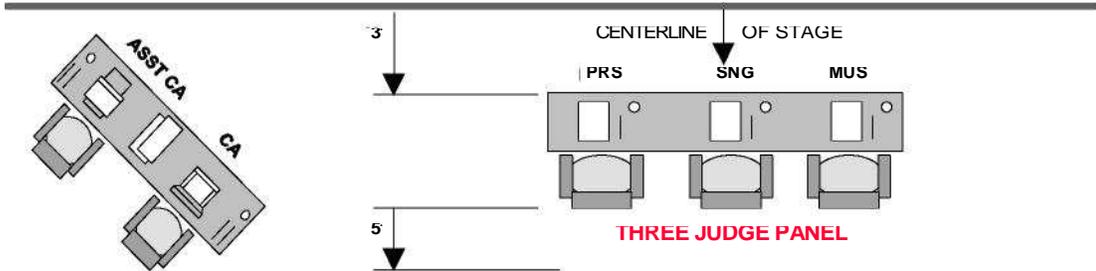


1. All tables should be draped.
2. Water and glasses at each table.
3. HOD members to be seated at tables.
4. Guest seating in chairs at the rear. (50)

AE-06-F



**FWD BARBERSHOP HARMONY SOCIETY  
 CONTESTS - JUDGING AREA CONFIGURATION**



**AE-07-F**



**This form is only to be used when the contestant is UNABLE to access the Society website and the contest entry procedure there.**  
**CONTEST ENTRY FORM (CJ-20)**  
**Barbershop Harmony Society**

Complete both sides of this form as well as the Song Selection sheet(s). For entry into all district and international preliminary contests, this form "must be received by the District Representative Contest and Judging at least 28 days prior to the contest date." [Article II.B.2. of the BHS Contest Rules; emphasis added]

Check the appropriate boxes below for your quartet or chorus:

QUARTET \_\_\_\_\_ VLQ \_\_\_\_\_ CHORUS \_\_\_\_\_

International \_\_\_\_\_ International Prelim \_\_\_\_\_ District \_\_\_\_\_ Division \_\_\_\_\_

Please enter \_\_\_\_\_ in the above-indicated contest to be held \_\_\_\_\_  
[Name of competitor] [Date]

at \_\_\_\_\_ QUARTET OR CHAPTER NUMBER:  
[ Location ]

The quartet/chorus, in return for authorization to enter the above-indicated contest:

1. Certifies that we have read and agree to abide by the current BHS Contest Rules. We understand that ineligibility will be a consequence for violation of any statement under Article I or II of said rules.
2. Quartet: Certifies that we are members in good standing of one or more chapters of BHS, and at least one member of the quartet is a member of the district in which the quartet has chosen to compete and represent for the current year. Our quartet is duly registered with the Society's headquarters. Our registration expires on \_\_\_\_\_.
3. Chorus / VLQ: Certifies that our chapter is good standing with the Society and our district, and that all members of the competing chorus are members in good standing of the Society and the chapter they represent.
4. Certifies that each member of the quartet/chorus holds, or will hold, a convention registration for said contest.
5. Certifies that we have complied with copyright law in the acquisition and learning of our contest songs/arrangements. We understand that ineligibility will be a consequence for violation of this statement.
6. Seniors Quartet: Certifies that as of the day of the next international seniors quartet contest each member of the quartet will be age 55 or older and the sum of the quartet members accumulated ages will equal or exceed 240 years.
7. Agrees to record at the convention site two or more songs or medleys for any district/international quartet/chorus album.
8. Agrees that the division or district may record our portion of the contest for division or district archives and use, including **training material to be used in educational programs for Society members.**

**FOR INTERNATIONAL CONTESTS ONLY:**

9. Agrees to the public exhibition on one or more occasions of motion picture films or a television program or programs using live broadcasts, video tapes, or films, or a combination of two or more of these, which will be made of us and other quartets and/or choruses during the international convention. We agree that all revenues received by the Society, or any of its affiliates, for same may be retained by the Society or affiliate.
10. Agrees that the Society may record our portion of the contest for Society archives and Society use. Included in this agreement is permission to the Society to use available segments of our portion of the contest on recordings to be manufactured and sold by the Society.
11. Agrees to pose for an official picture as scheduled in the convention program

**Contest Entry Form, (continued)**

12. Agrees that, if requested, we will participate in the preparation of recordings produced by SPEBSQSA. We understand that, should we become the international champion quartet/chorus, we may be invited to make a recording under Society auspices during our championship year.

13. Quartet: Agree that, should we become international champions or medalists, we will reserve the dates of the next midwinter convention weekend to appear, if invited, for transportation and out-of-pocket expenses at the convention, and/or any show arranged by the Society in connection with the convention.

14. Quartet: Agree that, should we become international champions or medalists, we will, if invited, for out-of-pocket expenses only, take part in a tour sponsored or endorsed by the Society, provided that mutually convenient dates can be arranged; and we agree that until the date of the next international contest, we will refrain from entering into or participating in (whether or not compensated) any private agreement or arrangement to sponsor, endorse, or otherwise take part in any tour or similar travel package that is or may be offered to the membership of the Society, unless the same is sponsored or endorsed by the Society, or unless previously approved by **the Society Executive Committee**.

(Signed) \_\_\_\_\_ for the \_\_\_\_\_  
[Contact man] [quartet / chorus]

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip or Postal Code: \_\_\_\_\_ Email \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

\*\*\*\*\*

FOR QUARTETS ONLY: (Please print or type) Is this a novice quartet (per district policy)? \_\_\_ Yes \_\_\_ No

FOR QUARTETS ONLY: (Please print or type) Is this a novice quartet (per district policy)? \_\_\_ Yes \_\_\_ No

[Tenor] [Member Number] [Chapter Name and Number]

[Lead] [Member Number] [Chapter Name and Number]

[Baritone] [Member Number] [Chapter Name and Number]

[Bass] [Member Number] [Chapter Name and Number]

\*\*\*\*\*

FOR CHORUSES ONLY: (Please print or type)

Chorus Nickname: \_\_\_\_\_ Approximate number of competitors: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Director's address: \_\_\_\_\_

\*\*\*\*\*

REMEMBER: This form must be IN THE HANDS of your District Representative Contest & Judging at least 14 days prior to the contest date. Check district rules for division contests. For international quartet and chorus contests it must be received by the Society Contest and Judging Office no later than June 15 prior to the contest, and for the international seniors quartet contest no later than January 10 prior to the contest.

Contest Entry Form, (*continued*)

Song Selection

(List all cleared songs you possibly may use in the contest;  
use as many additional sheets as necessary.)

Song 1 (title): \_\_\_\_\_

Words/Music (lyricist/composer):

Copyright date: \_\_\_\_\_

Copyright owner(s): \_\_\_\_\_

Arranger(s): \_\_\_\_\_

Date of arrangement: \_\_\_\_\_

Stock # (published/unpublished acquired from BHS Harmony Marketplace):

- or -

Date of legal acquisition from copyright owner: \_\_\_\_\_

*Date of legal acquisition is when you either received permission from the copyright owner (in the case of an individual who owns the copyright) or when you purchased the legal number of copies of a song owned by a publisher that was not acquired through Harmony Marketplace.*

Is this song a medley? \_\_\_\_ Yes \_\_\_\_ No

[If yes, ensure that you enter information for each song in medley.]

\* \* \* \* \*

Song 2 (title): \_\_\_\_\_

Words/Music (lyricist/composer):

Copyright date: \_\_\_\_\_

Copyright owner(s): \_\_\_\_\_

Arranger(s): \_\_\_\_\_

Date of arrangement: \_\_\_\_\_

Stock # (published/unpublished acquired from BHS Harmony Marketplace): \_\_\_\_\_

- or -

Date of legal acquisition from copyright owner: \_\_\_\_\_

Date of legal acquisition is when you either received permission from the copyright owner (in the case of an individual who owns the copyright) or when you purchased the legal number of copies of a song owned by a publisher that was not acquired through Harmony Marketplace.

Is this song a medley? \_\_\_\_ Yes \_\_\_\_ No

[If yes, ensure that you enter information for each song in medley.]

Contest Entry Form, *(continued)*

\* \* \* \* \*

Song (title): \_\_\_\_\_

Words/Music (lyricist/composer): \_\_\_\_\_

Copyright date: \_\_\_\_\_

Copyright owner(s): \_\_\_\_\_

Arranger(s): \_\_\_\_\_

Date of arrangement: \_\_\_\_\_

Stock # (published/unpublished acquired from BHS Harmony Marketplace):

- or -

Date of legal acquisition from copyright owner: \_\_\_\_\_

*Date of legal acquisition is when you either received permission from the copyright owner (in the case of an individual who owns the copyright) or when you purchased the legal number of copies of a song owned by a publisher that was not acquired through Harmony Marketplace.*

Is this song a medley? \_\_\_\_\_ Yes \_\_\_\_\_ No

[If yes, ensure that you enter information for each song in medley.]

\* \* \* \* \*

Song (title): \_\_\_\_\_

Words/Music (lyricist/composer): \_\_\_\_\_

Copyright date: \_\_\_\_\_

Copyright owner(s): \_\_\_\_\_

Arranger(s): \_\_\_\_\_

Date of arrangement: \_\_\_\_\_

Stock # (published/unpublished acquired from BHS Harmony Marketplace): \_\_\_\_\_

- or -

Date of legal acquisition from copyright owner: \_\_\_\_\_

*Date of legal acquisition is when you either received permission from the copyright owner (in the case of an individual who owns the copyright) or when you purchased the legal number of copies of a song owned by a publisher that was not acquired through Harmony Marketplace.*

Is this song a medley? \_\_\_\_\_ Yes \_\_\_\_\_ No

[If yes, ensure that you enter information for each song in medley.]

**AE-07B-F**



**INFORMATION FOR COMPUTING EXPENSE  
ALLOWANCE FOR OFFICIAL PANEL MEMBERS CJ-21**

This form is supplied by the DRCJ to the convention chairman ten weeks in advance of the contest date. The convention chairman completes the form in duplicate, retains one copy, and returns the other copy to the DRCJ *at least eight weeks before the contest date.*

Contest: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Day and time of first official activity for panel: \_\_\_\_\_

Day and time of last official activity for panel: \_\_\_\_\_

Headquarters hotel/motel: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

Alternate lodging for panel as agreed upon between DRCJ and convention chairman, if different from above:

Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Contest hall address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Conv Gen Chairman: \_\_\_\_\_ Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Judges Service Chair: \_\_\_\_\_ Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Direct billing for airfares? No Yes Agency \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

**I. Lodging expense**

Determine guaranteed twin bed room rate at place indicated above, including all room charges, taxes, etc. \$ \_\_\_\_\_

Determine guaranteed single room rate, including all room charges, taxes, etc. \$ \_\_\_\_\_

Will the rooms be prepaid by you? Yes No

**II. Meal expenses paid for by the convention**

_____	_____	_____
_____	_____	_____
_____	_____	_____

## **Standard Procedure for Determining Expense Allowance for Members of Contest Panel CJ-21**

A. All district administrations and panel members are expected to follow these rules, which apply to official panels at the division, district, and international levels. Application of these rules to other contests is purely a matter between the panel members selected and those in charge of the contests.

B. The expense allowance for members of judging panels should be an equitable sum of money to cover prudent median expenses for panel members serving at contests. The expense allowance is not intended to result in either hardship or monetary gain to the panel member. It is the responsibility of the District Representative Contest and Judging (DRCJ) to approve only that expense allowance that he considers prudent, fair, and equitable.

C. Panel members eligible for expense allowance consist of official scoring panel members, contest administrators, and practice panel administrators (so long as there are sufficient practice panel members and the PPA is not receiving training credit for the service). A panel member who is attending the convention as an official other than a panel member shall not receive duplicate expenses. The DRCJ determines the eligibility of a practice panel administrator and a panel member who is attending as an official.

D. Ten weeks prior to the contest, the DRCJ will send two copies of Form CJ-21 to the convention general chairman. That chairman will complete the forms, retain a copy, and return the original to the DRCJ at least eight weeks prior to the contest date.

E. At least eight weeks prior to the contest date, the DRCJ will send three copies of Form CJ-22 to each panel member, who will fill out items I, II, III, and return all three copies to the DRCJ within five days of receipt. Using the information on Forms CJ-21 and CJ-22, the DRCJ will finish completing Form CJ-22. A panel member may request and use any type of accommodation that is available, but expense allowance will be determined by the DRCJ in accordance with district policy regarding single or shared rooms. At least five weeks prior to the contest, the DRCJ will send all three completed copies of Form CJ-22 to the convention general chairman, who approves them and sends advance checks to the panel members with one copy of Form CJ-22. The convention general chairman retains another copy of the form, and sends the third copy to the DRCJ at least one week prior to the contest. In the event that agreement cannot be reached between the convention general chairman and the DRCJ, the convention general chairman will pay the expenses determined by the DRCJ and may exercise his right to petition the chairman of the Society Contest & Judging Committee within 30 days following the contest for a final ruling on expenses allowed.

F. In the event that the panel member can use less expensive transportation, or is forced to use more expensive transportation, he will contact the DRCJ at the contest site and request the filing of a new CJ-22, which will indicate the true amount of money spent for transportation. The panel member will refund the amount due to the DRCJ, or receive the amount due after the DRCJ has contacted the convention general chairman for a settlement.

G. Registration fees at contests will be gratis to members of the official panel and practice panel members as authorized by the DRCJ.

H. Admission tickets to convention sessions will be furnished gratis, or passes furnished, to the official and practice panel members only if the DRCJ expects their attendance; otherwise, the panel member may or may not purchase a ticket according to his wish.

I. If there is a dispute as to the number of miles between cities, the mileage shown in the latest "Household Goods Carrier Bureau Mileage Guide" plus 10% will be used. This guide is used by most moving companies and reference to it is easy and conclusive. The additional 10% will permit use of more convenient, though longer routes.



## TOTAL ALLOWABLE EXPENSES FOR OFFICIAL PANEL MEMBERS CJ-22

To the panel member: complete this side only of this form and return it to the DRCJ *within five days*. Speedy turnaround of this information directly affects the speed with which your expense check is mailed to you.

**Panel member completes information below. DRCJ completes items in italics.**

Panel member: \_\_\_\_\_ Category: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

*Contest name:* \_\_\_\_\_ *Location:* \_\_\_\_\_

*Venue Address:* \_\_\_\_\_ *Phone:* ( ) \_\_\_\_\_

*Headquarters hotel/motel:* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Phone:* ( ) \_\_\_\_\_

*Alternate place of lodging, if different from above*

*Address:* \_\_\_\_\_ *Phone:*( ) \_\_\_\_\_

*First official activity:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Start time:* \_\_\_\_\_

*Last official activity:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *End time:* \_\_\_\_\_

*Conv. Gen Chairman:* \_\_\_\_\_ *Home Phone:* ( ) \_\_\_\_\_ *E-mail:* \_\_\_\_\_

*Judge Service Chair:* \_\_\_\_\_ *Home Phone:* ( ) \_\_\_\_\_ *E-mail:* \_\_\_\_\_

*Travel agency to use (direct bill OK):* \_\_\_\_\_ *Phone:* ( - ) \_\_\_\_\_

I. Method of transportation (indicate airfare, mileage, both, or an alternate travel method) Round-trip coach fare OR Driving at \$.25/mile, \_\_\_\_\_ miles [whichever is less] \$ \_\_\_\_\_

Parking, tolls, etc. \$ \_\_\_\_\_

(please specify) \$ \_\_\_\_\_

Traveling by car with another panel member? Yes Name: \_\_\_\_\_

II. Travel information (please indicate arrival time even if driving)

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Airline/flight #: \_\_\_\_\_ Airport: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Airline/flight #: \_\_\_\_\_ Airport: \_\_\_\_\_

III. Housing information (check off one of the items below) *reimbursement: 1/2 twin rate OR full single rate*

\_\_\_\_ Single room \_\_\_\_\_ Twin bedroom with another panel member: smoker \_\_\_\_\_ non-smoker

\_\_\_\_ My wife \_\_\_\_\_ will accompany me. Please provide twin / double bedroom. I understand her expenses are my responsibility (except as indicated on this form). Her name is:

\_\_\_\_ I have arranged my own accommodations at: \_\_\_\_\_

**TOTAL ALLOWABLE EXPENSES FOR OFFICIAL PANEL MEMBERS CJ-22**

(continued)

Phone number for above: (\_\_\_\_)\_\_\_\_\_ Advance expense check?    yes no

Panel member signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRCJ completes below.

Balance from page 1 \$ \_\_\_\_\_

IV. Other expenses

Events/meals paid by \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_  
the convention

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Wife/guest expenses paid by the convention: \_\_\_\_\_

Host chapter will will not provide transportation from and to the airport; taxi limo \$

Meals: \$ \_\_\_\_\_ per diem, \_\_\_\_\_ days, or:

\_\_\_\_\_ Breakfasts at \$ \_\_\_\_\_ each

\_\_\_\_\_ Lunches at \$ \_\_\_\_\_ each

\_\_\_\_\_ Dinners at \$ \_\_\_\_\_ each

\_\_\_\_\_ Extra meals while traveling at \$ \_\_\_\_\_ each

Lodging: \_\_\_\_\_ nights at \$ \_\_\_\_\_ 1/2 twin full single prepaid \$

Baggage handling and tips \_\_\_\_\_ \$

Other expenses: \_\_\_\_\_  
\$

V. Total allowable expenses \$

Adjustments, if any, by contest administrator at contest site \_\_\_\_\_  
\$

Check amount \$

Check # \_\_\_\_\_ mailed given Date \_\_\_\_\_

Approved by DRCJ Date \_\_\_\_\_ Approved by Convention Chairman Date \_\_\_\_\_

FORM ROUTING

Date received mailed

- \_\_\_\_\_ DRCJ: Complete all applicable information and send one copy to panel member 8 weeks before the contest
- \_\_\_\_\_ Panel member: Complete all pertinent items, sign and return to the DRCJ within 5 days of receipt.
- \_\_\_\_\_ DRCJ: Sign and send 3 copies of the completed form to the Convention General Chairman.
- \_\_\_\_\_ CGC: Approves expenses, signs and, only if requested by the panel member, sends an advance check to the panel member with a copy of the CJ-22 at least two weeks prior to the contest. The CGC retains one copy, and returns the third copy to the DRCJ

**-End of CJ Forms-**

**AE-08-F**



**2010**

## **FWD CHORUS PLATEAU SYSTEM**

**14.2.1. Plateau Champions.** The following score-based plateau titles will be awarded to choruses competing in the divisional contests. The average score of the two most recent appearances in any of the three past Fall District Chorus Contests will determine the plateau placement as follows:

- **Plateau AAA:** Average triple panel score of 1278 (71%) or higher, or any chorus returning to competition after winning the International chorus Championship. Choruses with an average score less than 1278 may voluntarily place themselves into this plateau.
- **Plateau AA:** Average triple panel score from 1098 (61% through 1277 (70.94%) Choruses scoring less than 1098 may voluntarily place themselves into this plateau.
- **Plateau A:** Choruses that have not competed in any of the three most recent Fall District Chorus Contests or have an average triple panel score of less than 1098 (61%) with the exception of any chorus returning to competition after winning the International Chorus Championship.

A chapter may petition the district C&J Committee for plateau reassignment due to significant changes in the chapter. Permission to move to a lower plateau is at the sole discretion of the District C&J committee.

Administration of the plateau assignments will be handled by a coordinate or appointed by the District Representative C&J.

Also--Chapters can find their current plateau standing by going to:

**FWD Web Site ([www.spebsqsfwd.org](http://www.spebsqsfwd.org))**

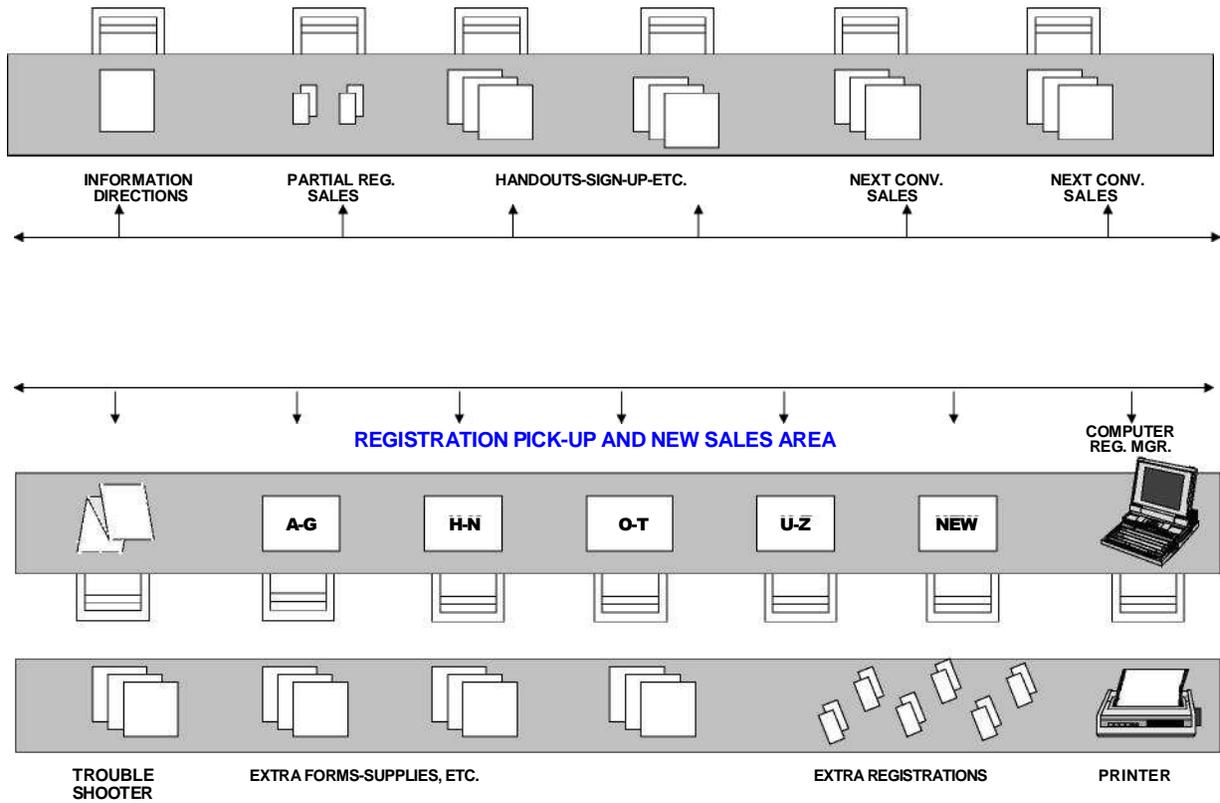
**AE-09-F**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

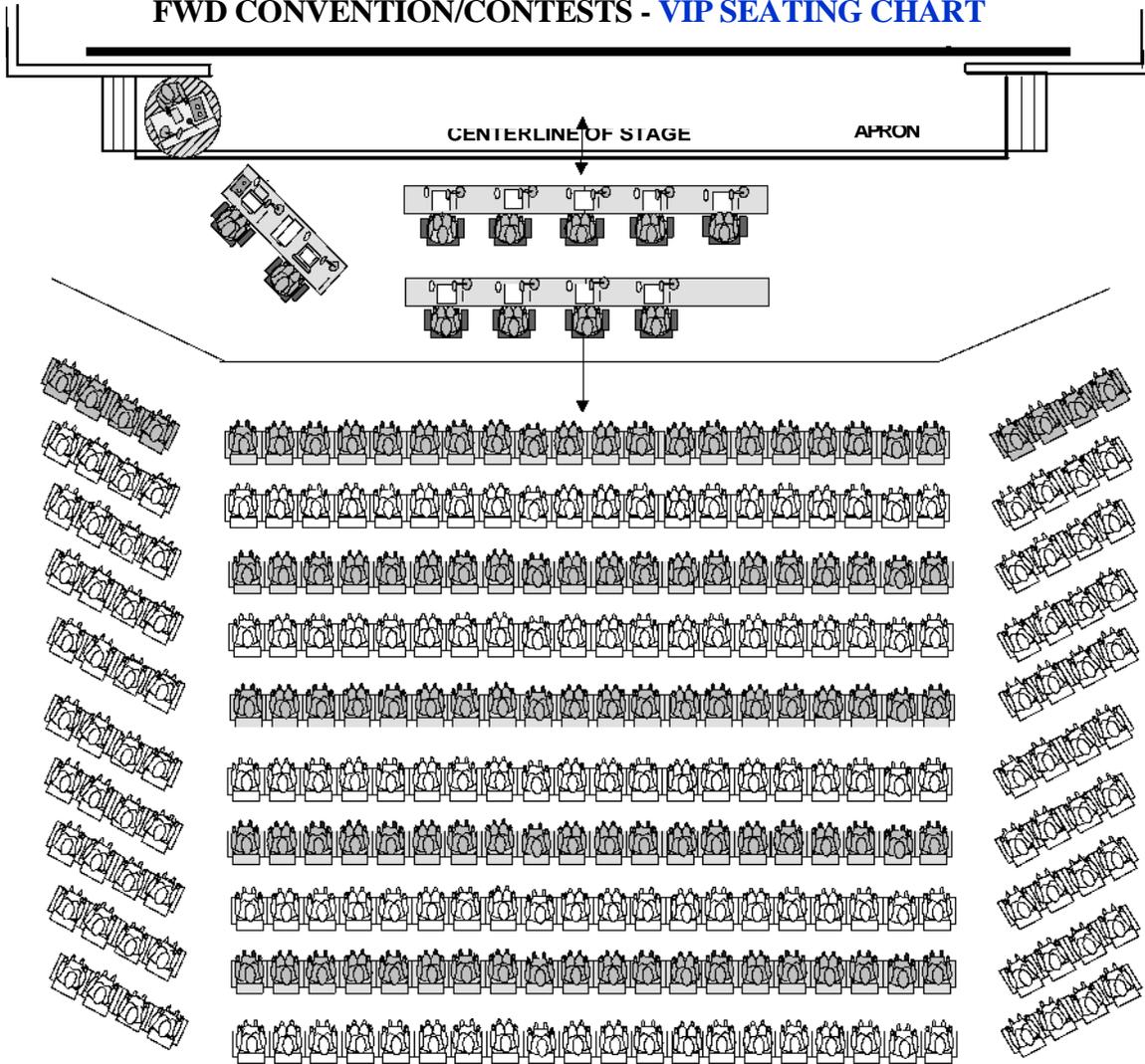
**2010**

**REGISTRATION AREA CONFIGURATION**



**AE-10-F**

**BARBERSHOP HARMONY SOCIETY  
 FWD CONVENTION/CONTESTS - VIP SEATING CHART**



**SUGGESTED VIP SEATING  
 EVERY OTHER ROW - CHANGE AS NEEDED BY CEC**

**LEFT OF CENTER**  
 District President  
 Convention Dedicatee  
 Society Representative  
 District EX VP  
 District CEC  
 General Convention Mgr.  
 Judges Services Mgr.

**ROW 1 & 3 RIGHT OF CENTER  
 (CENTER)**  
 Westunes Photographer  
 Society Board Member  
 Imm Past President  
 Division VP's  
 Current District Qt. Champs  
 Judges Panel & Wives  
 Int. Qt. Champs



AE-11-F



**FAR WESTERN DISTRICT  
 BARBERSHOP HARMONY SOCIETY**

**2010**

**FALL CONVENTION/CONTESTS**

**VIP HOUSING/REGISTRATIONS**

ALL VIP HOUSING and SEATING LIST	# HOTEL ROOMS	# AUD. SEATS	REMARKS
<b>FWD Board of Directors</b>	10	20	
Judging Panel and Wives	*8/12	8/12	<b>Approximate Numbers</b>
Convention Dedicatee	1	2	
Past District Presidents	15	30	
Events Team Managers	8	16	Approximate numbers
AFWDC Members	30	50	<b>Approximate numbers</b>
Members of the HOD.	50	75	
District Committee Chairmen	10	20	
<b>Chapter Counselors</b>	20	35	
Hall Of Fame Members	14	24	
FWD Judges (not on panel)	10	20	<b>Approximate numbers</b>
Current FWD Quartet Champions	4	8	
Society Board Member or Rep	1	4	
Westunes Photographer	1	2	
CEC Invited Guests	5	10	Approximate numbers
Misc.			
<b>Total FWD District VIP Rooms &amp; Aud Seats</b>	<b>182</b>	<b>328</b>	<b>Approximate numbers</b>

*.District can have double panel (8) and sometimes a triple panel (12); they rarely bring wives.*

- NOTE:
1. Many VIP's hold more than one job and are also members of AFWDC, Events, Officers, etc.
  2. Some years the district gives VIP status to special groups, etc.
  3. Only the FWD Chairman of the Events Committee and the President control VIP listing.
  4. Actual list will be available to the Convention Bureau for Headquarters Hotel assigning of rooms and the Events Registration Manager for VIP Seating.
  5. VIP's must make Hotel Reservations and order Convention Registration (seats) at least 45 days prior to convention.



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, Inc.**

**FAR WESTERN DISTRICT**

**PART B - SECTION 4**  
**FALL**  
**CONVENTIONS/CONTESTS**  
**ADMINISTRATIVE**  
**SAMPLES**

AS-01-F **SAMPLE**



FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY

**2010**

**SAMPLE LAYOUT**

**FALL WESTUNES AD**

8.5"

Far Western District - Barbershop Harmony Society



**FALL CONVENTION/CONTESTS**

(Year) CONVENTION/CONTESTS

(Date)

(List of events and times)

(Location) **AUDITORIUM**

(Address)

(Chapter Logo)

Hosted by (Name) Chapter

**HEADQUARTERS HOTEL – (name of hotel)**

(Address & Phone)

11"

To register, complete the form below (or copy of it), attach your check made out to (name), and send to  
(Name and address of Registration Chairman)

Questions?  
Call (Phone  
Number) –  
(Email)

✂

**USE**

**OFFICIAL DIVISIONAL REGISTRATION FORM**

**AF-300-F**

**IN THIS AREA**

TOTAL ENCLOSED: \$ \_\_\_\_\_ Please make check payable to: (Name) (Fees are non-refundable)

Return form with payment to: (Name and address of Registration Chairman)

Phone: (Phone Number) – (Email)

(Optional) Your Email Address: \_\_\_\_\_ Confirmation only my Email

AS-02-F **SAMPLE**



## BARBERSHOP ART

JPG formatted, just grab corner and make larger or smaller.





**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**FALL AWARD PLAQUES**

5"

8"

**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

(FWD LOGO)

**FALL CONTEST**

**CHORUS  
CHAMPIONS**

**CITY, STATE  
OCTOBER 00, 0000**

4"

6"

**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

(FWD LOGO)

**FALL CONTEST**

**QUARTET  
CHAMPIONS**

**CITY, STATE  
OCTOBER 00, 0000**

**AS-04-F SAMPLE**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**COMBINATION PERSON/SEAT BADGES LAYOUT**

2010 Fall Convention/Contests  
**ALL EVENTS**  
**KEVIN PRICE**  
LEAD – RIVERSIDE CHAPTER  
Chorus Director  
**ROW F - SEAT 16**  
FWD BARBERSHOP HARMONY SOCIETY

2010 Spring Convention/Contests  
**ALL EVENTS VIP**  
**ED WATSON**  
EX-DIRECTOR BHS  
Nashville, Tennessee  
**ROW A -SEAT 18**  
FWD BARBERSHOP HARMONY SOCIETY

2010 SoCal East Convention/Contests  
**QUARTET FINALS**  
**SHOW OF CHAMPIONS ONLY**  
**FRANK GILLE**  
GUEST  
**OPEN SEATING ONLY**  
FWD BARBERSHOP HARMONY SOCIETY

2010 Spring/Divisional Convention/Contests  
**JUDGE**  
**NICK PAPAGEORGE**  
LA HABRA, CALIFORNIA  
**JUDGING SOUND**  
**ROW A - SEAT 34**  
FWD BARBERSHOP HARMONY SOCIETY

**AS-05-F SAMPLE**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**SAMPLE DEPOSIT SLIP ACCOUNTING**

**DATE: 04/07/2009**

CHECK #	BANK #	AMOUNT	PERSON	DATE RECD.	# REGS.
5732	16-49	\$ 30.00	Clarence Chinn	03/28/06	1
6555	90-8199	\$ 60.00	Elizabeth & Robert Cossentine	03/30/06	2
7057	16-66	\$ 60.00	Dave & Tine Gunther	03/30/06	2
411	90-7807	\$ 30.00	Buddy Yarnell	04/02/06	1
5512	16-24	\$ 60.00	David & Maureen Johnson	04/02/06	2
2072	90-7162	\$ 210.00	Dennis Woodson +	04/05/06	7
1197	16-66	\$ 30.00	Ken Tillmanns	04/05/06	1
5506	90-8477	\$ 150.00	Jim Ilten +	04/05/06	5
5207	90-4195	\$ 60.00	Jerry Fairchild +	04/05/06	2
<b>TOTAL DEPOSIT</b>		<b>\$ 690.00</b>			

**DATE: 04/10/2009**

CHECK #	BANK #	AMOUNT	PERSON	DATE RECD.	# REGS.
5930	16-49	\$ 30.00	Bob Griffiths	04/07/06	1
1956	90-7172	\$ 1,050.00	Irvine Chapter	04/07/06	35
7277	16-66	\$ 33.00	Brian Cannon	04/07/06	1
7324	90-7162	\$ 30.00	Frank Terschan	04/10/06	1
4264	16-66	\$ 30.00	Les Lenzner	04/12/06	1
843	90-8260	\$ 30.00	Gay Ferringtin	04/12/06	1
924	90-7162	\$ 30.00	James Larkin	04/12/06	1
2156	90-8200	\$ 60.00	Virgil Pletcher	04/12/06	2
7714	90-3893	\$ 60.00	Bill & Joann	04/13/06	2
3445	90-7162	\$ 30.00	Frank Urban	04/13/06	1
1034	90-7172	\$ 30.00	Richard Esposito	04/13/06	1
<b>TOTAL DEPOSIT</b>		<b>\$ 1,413.00</b>			

**DATE: 05/01/2006**

CHECK #	BANK #	AMOUNT	PERSON	DATE RECD.	# REGS.
95	90-7162	\$ 825.00	Riverside Chapter	04/25/06	33
7933	16-24	\$ 40.00	Steve Bates (Late)	04/27/06	1
118	90-7162	\$ 160.00	Gray-Men-So-Forte Qt	04/28/06	4
5996	90-7162	\$ 525.00	Brea Chapter	04/28/06	30
<b>TOTAL DEPOSIT</b>		<b>\$ 1,550.00</b>			

**DATE: 05/07/2009**

CHECK #	BANK #	AMOUNT	PERSON	DATE RECD.	# REGS.
1690		\$ 40.00	L Ray		1
2228		\$ 40.00	C Stahl		1
<b>TOTAL DEPOSIT</b>		<b>\$ 80.00</b>			

**DATE: 5/15/2009**

<b>DOOR RECEIPTS (see attached)</b>	
	<b>\$ 2,977.00</b>

**TOTAL RECEIPTS \$10,865.00**

**AS-06-F SAMPLE**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010 BID**

**FALL CONTESTS AND CONVENTION  
FORM CA-100-F**

**MUST BE SUBMITTED TO CEC BEFORE OCTOBER BOARD MEETING THREE YEARS (3) PRIOR TO CONVENTION.**

Fill out in **TRIPLICATE** and submit as follows: Original to the appropriate CEC (Chairman of the Events Committee), one copy to your (DVP) Division Vice President and one copy for your files.

1. BID FOR: **2009** LOCATION: **BAKERSFIELD, CALIFORNIA**
2. NAME OF CHAPTER BIDDING: **BAKERSFIELD** ACTIVE MEMBERS: **45**
3. PROPOSED CONVENTION DATES: (dates)
4. **OTHER CHAPTERS** that will provide positive assistance. **None**
5. Estimated number of **ACTIVE MEMBERS** that will work on contest. **35**
6. **PROPOSED GENERAL MANAGER:** Name **BILL ROSICA**  
Address **14006 Westdale Drive**  
City **Bakersfield**  
State/Zip **CA 93312**  
Phone Home **(805) 589-4983**  
Phone Work **(805) 393-7110**  
Fax **(805) 589-4983**  
E-mail **aaaaaaa@aol.com**

**BARBERSHOP EXPERIENCE: 15 YEARS**

**CONVENTION EXPERIENCE: 15 years both quartet and chorus. Have held every office in the chapter. AC for 3 years in the District.**

7. What percent of **NET PROCEEDS** will be directed to the DISTRICT? **70 %**  
(70% is the minimum for FALL CONVENTIONS)
8. Does your chapter hold an **ANNUAL SHOW**? [X] YES [ ] NO
  - a. On what dates? **February**
  - b. If your chapter is awarded this convention, will you still hold an **ANNUAL SHOW**? [X] YES [ ] NO
  - c. What dates? **February**
  - d. What is the **TOP PRICE** for show tickets? **\$15.00**
  - e. How many **TICKETS** do you usually **SELL** to your show? **3,000**
9. How many **REGISTRATIONS** do you plan to sell for this conventions? **2,580**
10. Please **ATTACH** any other information that would support the bid.

**SAMPLE BID FOR FWD (FALL) CONTESTS/CONVENTION FORM 100-F**

**HOTEL INFORMATION**

**11. HEADQUARTERS HOTEL:** Name **BAKERSFIELD HOLIDAY INN SELECT**  
(300 Rooms All Hotels Min.) Address **P.O. Box 2105**  
City/State/Zip **Bakersfield, CA 93303**

**General Mgr.** \_\_\_\_\_ **Sales Mgr. Susan Mulholland**  
Phone (\_\_\_\_) \_\_\_\_\_ Phone **(805) 323-1900**  
FAX (\_\_\_\_) \_\_\_\_\_ FAX

**Reservations Mgr.** \_\_\_\_\_ **Catering Mgr. Nilda Marquez**  
Phone (\_\_\_\_) \_\_\_\_\_ Phone **(805) 323 1900**

**Restaurant Mgr.** \_\_\_\_\_ **Security Mgr.** \_  
Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

12. Has manager been informed of **LATE NIGHT** singing? [] **YES** [ ] **NO**

13. How many **SLEEPING ROOMS** in hotel? 259

14. How many sleeping rooms are **BLOCKED** for our use? 200

15. List number of rooms **BLOCKED** in **OTHER HOTELS/MOTELS**? 700

16. **TOTAL** rooms blocked in **ALL** hotels/motels? 900

17. **FUNCTION ROOMS** available to us at **HEADQUARTERS HOTEL**? 15  
(Board, HOD, Meetings, Afterglow, Rehearsals, Evaluations, Etc.)

18. What **CREDIT CARDS** does hotel except? **VISA, MC, BA, AE, DIS, DC (ALL)**

19. List the **ROOM RATES** for the following types:  
SINGLE \$82.00 DOUBLE \$82.00 TWIN \$82.00 DOUBLE/DOUBLE \$82.00  
SUITES \$100.00 EXTRA PERSON IN ROOM N/A

20. How many **COMPLIMENTARY ROOMS** for District use? 1/50

21. What are the **CHARGES** for **P.A.**, screens, etc? N/A

22. How many rooms or suites large enough to be acceptable **CHAPTER HOSPITALITY ROOMS**  
are available in locations so as not to **DISTURB** other guests? 6

23. Does hotel have 24 hour **EATING FACILITIES**? [ ] **YES** [] **NO**

24. If not, is there one in the **VICINITY**? [] **YES** [ ] **NO**

25. How many eating facilities within **WALKING DISTANCE** of the hotel? 10

26. List the **PARKING FACILITIES** and **RATES**. N/A

**SAMPLE BID FOR FWD (FALL) CONTESTS/CONVENTION FORM 100-F**

**HOTEL INFORMATION Continued**

27. Is there **RV PARKING** available?  YES  NO
28. How **CLOSE** is the hotel (**H.Q.**) to **SHOPPING**? 5 Miles to Mall
29. Will **ROOM RESERVATIONS** be handled through: **HOTEL/MOTEL**  YES  NO  
**CONVENTION BUREAU**  YES  NO
30. **CONVENTION BUREAU** Name BAKERSFIELD CONVENTION BUREAU  
 Address 1325 P Street  
 City/State/Zip Bakersfield, CA 93301  
 Contact Ms. Jackie Belluomini VP  
 Phone (805) 325-5051
31. **SERVICES PROVIDED** by bureau: Typist for registrations  YES  NO  
 Name tags furnished  YES  NO  
 Other services available  YES  NO
32. Are there **SIGHTSEEING** and/or **RECREATIONAL FACILITIES** in the area?  YES  NO  
Local Museum, river rafting on the Kern River, Gold, Tennis Etc.

**AUDITORIUM INFORMATION**

33. **AUDITORIUM:** Name BAKERSFIELD CONVENTION CENTER  
 (1200 Seats Minimum) Address 1001 Truxtun Avenue  
 City/State/Zip Bakersfield, CA 93301
- Contact:** Security  
 Phone \_\_\_\_\_  
 FAX \_\_\_\_\_
- Aud. Mgr. Mr. Greg Cronk** **Stage Mgr.**  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_
- Audio. Mgr.** \_\_\_\_\_ **Lighting Mgr.**  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_
- |                             |  |                                 |   |
|-----------------------------|--|---------------------------------|---|
| a. Seating capacity         | <u>3,057</u>   | j. Distance from H.Q. Hotel     | <b>Adjacent</b>   |
| b. Seats cushioned          | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | k. Transportation needed        | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| c. Permanently installed    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | l. Aud. parking facilities      | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| d. Seats numbered           | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | m. Are ushers required          | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| e. Is floor raised          | <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO | n.. May chapter provide ushers  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| f. Orch. Pit/Judges area    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | o. Aud/lobby separated by doors | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| g. Air Conditioned          | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | p. Tickets from Aud/only        | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| h. Aud. sound system        | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | q. Seating chart/plan avail     | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| i. Stage lighting available | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO            | r. Overnight RV parking Aud.    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

AS-U/-I' **SAMPLE**

**SAMPLE - FALL 2008 PRELIMINARY BUDGET  
FINANCIAL STATEMENT**

EXHIBIT F-H1 - FORM CA-101F<sub>x</sub>

Rev. 01/08 fg

LOCATION:

Bakersfield CA

EVENT:

FWD Fall Convention/Contests

MANAGEMENT:

Bakersfield Chapter

DATE(S):

October 9-12, 2008

SUMMARY	PRELIM BUDGET	TOTAL REG. SALES
TOTAL INCOME \$	90,525.00	PRELIM 2145
TOTAL EXPENSES \$	16,025.00	
NET PROFIT/LOSS \$	74,500.00	
70% NET PROFIT TO DISTRICT \$	52,150.00	
30% NET PROFIT TO HOST CHAPTER \$	22,350.00	

CODE INCOME:	PRELIM BUDGET QUANTITY	PRELIM BUDGET EACH	PRELIM BUDGET TOTAL
101 ALL EVENTS EARLY BIRD	1500	\$ 40.00	\$ 60,000.00
102 ALL EVENTS LATE/ON SITE	400	\$ 50.00	\$ 20,000.00
103 ALL EVENTS EARLY BIRD CHILD/STUDENT	25	\$ 20.00	\$ 500.00
104 ALL EVENTS CHILD/STUDENT LATE/ON SITE	10	\$ 30.00	\$ 300.00
105 SINGLE EVENT - FRI. QT. SEMI FINALS	10	\$ 30.00	\$ 300.00
106 SINGLE EVENT - SAT. CHORUS CONTEST	75	\$ 30.00	\$ 2,250.00
107 SINGLE EVENT - SAT. QUARTET FINALS/SHOW	100	\$ 30.00	\$ 3,000.00
108 COMP. REGISTRATIONS	25	\$ 40.00	\$ 1,000.00
SUB TOTAL	2145		\$87,350.00
109 PROGRAM AD SALES	10	\$ 50.00	\$ 500.00
110 RV PARKING @ \$5.00	25	\$ 5.00	\$ 125.00
111 TRANSPORTATION @ (\$5.00 Pass)	250	\$ 5.00	\$ 1,250.00
112 HOTEL CREDIT - COMP ROOMS	0	\$ -	\$ 1,000.00
113 OTHER INCOME MISC. (10% BS Shop Sales)	0	\$ -	\$ 300.00
114	0	\$ -	\$ -
115	0	\$ -	\$ -
116	0	\$ -	\$ -
SUB TOTAL			\$3,175.00
<b>100 TOTAL INCOME</b>			<b>\$90,525.00</b>

CODE EXPENSES	BUDGET	TOTAL
201 RENTAL - AUDITORIUM	\$ -	
202 RENTAL - ROOMS/EXTRA	\$ -	
203 RENTAL - RADIO COMMUNICATIONS	\$ 150.00	
204 RENTAL - AUDIO/VIDEO EQUIPMENT/EXTRA	\$ 3,000.00	
205 RENTAL - LIGHTING/EXTRA	\$ -	
206 RENTAL - MISC.	\$ -	
207 LABOR - STAGE HAND(S)	\$ 650.00	
208 LABOR - ELECTRICIAN(S)	\$ -	
209 LABOR - AUDIO/VIDEO TECHNICIAN(S)	\$ -	
210 LABOR - CUSTODIAN(S)	\$ -	
211 LABOR - SECURITY(S)	\$ 400.00	
212 LABOR - USHERS	\$ 450.00	
213 OTHER AUDITORIUM EXPENSES	\$ 1,000.00	
<b>200 TOTAL AUDITORIUM EXPENSE</b>	<b>\$ 5,650.00</b>	<b>\$5,650.00</b>
301 JUDGES TRAVEL	\$ 3,000.00	
302 JUDGES HOUSING	\$ 1,500.00	
303 JUDGES MEALS	\$ 1,200.00	
304 JUDGES MISC.	\$ 100.00	
305 JUDGES SERVICES REFRESHMENTS/ETC.	\$ 150.00	
<b>300 TOTAL JUDGES EXPENSES</b>	<b>\$ 6,950.00</b>	<b>\$5,950.00</b>
402 AUDIO/VIDEO TAPES	\$ 100.00	
403 AWARDS & TROPHIES	\$ -	
404 HOTEL MISC. COFFEE/ETC.	\$ 300.00	
405 HOTEL ROOM DEDICATEE	\$ 250.00	
406 HOTEL ROOM MISC.	\$ 500.00	
407 INSURANCE	\$ -	
408 LADIES HOSPITALITY	\$ 100.00	
409 POSTAGE & TELEPHONE	\$ 150.00	
410 PRINTING MISC. FLYERS/ETC.	\$ 125.00	
411 PRINTING PROGRAM	\$ 300.00	
412 PRINTING SIGNS & SCORE SHEETS	\$ 100.00	
413 PUBLICITY DISTRICT/PUBLIC	\$ -	
414 REGISTRATION & MISC. SUPPLIES	\$ 300.00	
415 TRANSPORTATION (Busses)	\$ 1,250.00	
416 REGISTRATION COMPS	\$ 750.00	
417 GCC EXPENSES	\$ 100.00	
418 OTHER MISC. EXPENSES	\$ 100.00	
<b>400 TOTAL SUPPLIES/SERVICE/ETC.</b>	<b>\$ 4,425.00</b>	<b>\$4,425.00</b>

<b>CODE Not Used</b>			
501			
502			
503			
504			
505			
506			
507			
508			
<b>600</b>	<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>18,025.00</b>
<b>CODE TOTALS</b>			
100	TOTAL INCOME	\$	90,525.00
600	TOTAL EXPENSES	\$	18,025.00
700	NET PROFIT/LOSS	\$	74,500.00
701	70% NET PROFIT TO DISTRICT	\$	52,150.00
702	30% NET PROFIT TO HOST CHAPTER	\$	22,350.00

*Bill Roesler*  
 \_\_\_\_\_  
 SIGNED (GENERAL MANAGER) January 12, 2005  
 DATE:

*Patricia Grossman*  
 \_\_\_\_\_  
 SIGNED (EXECUTIVE GENERAL MANAGER) January 12, 2005  
 DATE:

08-F SAMPLE

FWD Convention Manual

**SAMPLE - FALL 2008 REVISED FINANCIAL STATEMENT -**  
EXHIBIT F-H2 - FORM CA-102Fx

Rev. 01/08 fg

LOCATION: Bakersfield, CA  
EVENT: FWD Fall Convention/Contests  
MANAGEMENT: Riverside Chapter "The New Gang On The Corner"  
DATE(S): October 9-12, 2008

Far Western District



SUMMARY	PRELIM BUDGET	REVISED BUDGET	VARIANCE	TOTAL REG. SALES
TOTAL INCOME \$	90,525.00	90,525.00	-	PRELIM. 2145
TOTAL EXPENSES \$	16,025.00	15,600.00	(425.00)	REVISED 2145
NET PROFIT/LOSS \$	74,500.00	74,925.00	425.00	VARIANCE 0
70% NET PROFIT TO DISTRICT \$	52,150.00	52,447.50	297.50	
30% NET PROFIT TO HOST CHAPTER \$	22,350.00	22,477.50	127.50	

CODE INCOME:	PRELIM BUDGET QUANTITY	PRELIM BUDGET EACH	PRELIM BUDGET TOTAL	REVISED BUDGET QUANTITY	REVISED BUDGET EACH	REVISED BUDGET TOTAL	OVER/UNDER BUDGET
101 ALL EVENTS EARLY BIRD	1500	40.00	60,000.00	1500	40.00	60,000.00	-
102 ALL EVENTS LATE/ON SITE	400	50.00	20,000.00	400	50.00	20,000.00	-
103 ALL EVENTS EARLY BIRD CHILD/STUDENT	25	20.00	500.00	25	20.00	500.00	-
104 ALL EVENTS CHILD/STUDENT LATE/ON SITE	10	30.00	300.00	10	30.00	300.00	-
105 SINGLE EVENT - FRI. QT. SEMI FINALS	10	30.00	300.00	10	30.00	300.00	-
106 SINGLE EVENT - SAT. CHORUS CONTEST	75	30.00	2,250.00	75	30.00	2,250.00	-
107 SINGLE EVENT - SAT. QUARTET FINALS/SHOW	100	30.00	3,000.00	100	30.00	3,000.00	-
108 COMP REGISTRATIONS	25	40.00	1,000.00	25	40.00	1,000.00	-
SUB TOTAL	2145		\$87,350.00	2145		\$ 87,350.00	-
109 PROGRAM AD SALES	10	50.00	500.00	10	50.00	500.00	-
110 RV PARKING @ \$5.00	25	5.00	125.00	25	5.00	125.00	-
111 TRANSPORTATION @ (\$ price)	250	5.00	1,250.00	250	5.00	1,250.00	-
112 HOTEL CREDIT - COMP ROOMS	0	-	1,000.00	0	-	1,000.00	-
113 OTHER INCOME MISC. (10% BS Shop Sales)	0	-	300.00	0	-	300.00	-
114	0	-	-	0	-	-	-
115	0	-	-	0	-	-	-
116	0	-	-	0	-	-	-
SUB TOTAL			\$3,175.00			\$3,175.00	-
<b>100 TOTAL INCOME</b>			<b>\$90,525.00</b>			<b>\$90,525.00</b>	<b>\$ -</b>

CODE EXPENSES	PRELIM.	TOTAL	REVISED	TOTAL
201 RENTAL - AUDITORIUM	\$ -	\$ -	\$ -	\$ -
202 RENTAL - ROOMS/EXTRA	\$ -	\$ -	\$ -	\$ -
203 RENTAL - RADIO COMMUNICATIONS	\$ 150.00	\$ -	\$ 150.00	\$ -
204 RENTAL - AUDIO/VIDEO EQUIPMENT/EXTRA	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
205 RENTAL - LIGHTING/EXTRA	\$ -	\$ -	\$ -	\$ -
206 RENTAL - MISC.	\$ -	\$ -	\$ -	\$ -
207 LABOR - STAGE HAND(S)	\$ 650.00	\$ -	\$ 650.00	\$ -
208 LABOR - ELECTRICIAN(S)	\$ -	\$ -	\$ -	\$ -
209 LABOR - AUDIO/VIDEO TECHNICIAN(S)	\$ -	\$ -	\$ -	\$ -
210 LABOR - CUSTODIAN(S)	\$ -	\$ -	\$ -	\$ -
211 LABOR - SECURITY(S)	\$ 400.00	\$ -	\$ 400.00	\$ -
212 LABOR - USHERS	\$ 450.00	\$ -	\$ 450.00	\$ -
213 OTHER AUDITORIUM EXPENSES	\$ 1,000.00	\$ -	\$ 500.00	\$ (500.00)
<b>200 TOTAL AUDITORIUM EXPENSE</b>	<b>\$ 5,650.00</b>	<b>\$5,650.00</b>	<b>\$ 5,150.00</b>	<b>\$ (500.00)</b>
301 JUDGES TRAVEL	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
302 JUDGES HOUSING	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
303 JUDGES MEALS	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -
304 JUDGES MISC.	\$ 100.00	\$ -	\$ 100.00	\$ -
305 JUDGES SERVICES REFRESHMENTS/ETC.	\$ 150.00	\$ -	\$ 150.00	\$ -
<b>300 TOTAL JUDGES EXPENSES</b>	<b>\$ 5,950.00</b>	<b>\$5,950.00</b>	<b>\$ 5,950.00</b>	<b>\$ -</b>
402 AUDIO/VIDEO TAPES	\$ 100.00	\$ -	\$ 100.00	\$ -
403 AWARDS & TROPHIES	\$ -	\$ -	\$ -	\$ -
404 HOTEL MISC. COFFEE/ETC.	\$ 300.00	\$ -	\$ 300.00	\$ -
405 HOTEL ROOM DEDICATEE	\$ 250.00	\$ -	\$ 250.00	\$ -
406 HOTEL ROOM MISC. (Qt. Champs 2/2 rooms)	\$ 500.00	\$ -	\$ 500.00	\$ -
407 INSURANCE	\$ -	\$ -	\$ -	\$ -
408 LADIES HOSPITALITY	\$ 100.00	\$ -	\$ 100.00	\$ -
409 POSTAGE & TELEPHONE	\$ 150.00	\$ -	\$ 150.00	\$ -
410 PRINTING MISC. FLYERS/ETC.	\$ 125.00	\$ -	\$ 125.00	\$ -
411 PRINTING PROGRAM	\$ 300.00	\$ -	\$ 375.00	\$ 75.00
412 PRINTING SIGNS & SCORE SHEETS	\$ 100.00	\$ -	\$ 100.00	\$ -
413 PUBLICITY DISTRICT/PUBLIC	\$ -	\$ -	\$ -	\$ -
414 REGISTRATION & MISC. SUPPLIES	\$ 300.00	\$ -	\$ 300.00	\$ -
415 TRANSPORTATION (Busses)	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -
416 REGISTRATION COMPS	\$ 750.00	\$ -	\$ 750.00	\$ -
417 GCC EXPENSES	\$ 100.00	\$ -	\$ 100.00	\$ -
418 OTHER MISC. EXPENSES	\$ 100.00	\$ -	\$ 100.00	\$ -
<b>400 TOTAL SUPPLIES/SERVICE/ETC.</b>	<b>\$ 4,425.00</b>	<b>\$4,425.00</b>	<b>\$ 4,500.00</b>	<b>\$ 75.00</b>

CODE EXPENSES (Not Used)	PRELIM.	TOTAL	REVISED	TOTAL
501				\$ -
502				\$ -
503				\$ -
504				\$ -
505				\$ -
506				\$ -
507				\$ -
<b>600 TOTAL EVENTS MGMT. EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
<b>600 TOTAL EXPENSES</b>		\$ 16,025.00	\$ 15,600.00	\$ (425.00)
<b>CODE TOTALS</b>				
100 TOTAL INCOME		\$ 90,525.00	\$ 90,525.00	\$ -
600 TOTAL EXPENSES		\$ 16,025.00	\$ 15,600.00	\$ (425.00)
700 NET PROFIT/LOSS		\$ 74,500.00	\$ 74,925.00	\$ 425.00
701 70% NET PROFIT TO DISTRICT		\$ 52,150.00	\$ 52,447.50	\$ 297.50
702 30% NET PROFIT TO HOST CHAPTER		\$ 22,350.00	\$ 22,477.50	\$ 127.50

*Bill Shove*  
 SIGNED (GENERAL MANAGER)

January 18, 2007  
 DATE:

*Felix Grosswald*  
 SIGNED (EXECUTIVE GENERAL MANAGER)

January 18, 2007  
 DATE:

**F SAMPLE**

**SAMPLE - FALL 2008 FINAL FINANCIAL STATEMENT -**  
EXHIBIT F-H3 - FORM CA-103F<sub>x</sub> Rev. 01/08 fg

LOCATION: Bakersfield, CA  
EVENT: FWD FALL Convention/Contests  
MANAGEMENT: Bakersfield Chapter  
DATE(S): October 9-12- 2008

SUMMARY	REVISED BUDGET	ACTUAL BUDGET	VARIANCE	TOTAL REG. SOLD
TOTAL INCOME	\$ 90,525.00	\$ 92,645.00	\$ 2,120.00	REVISED 2145
TOTAL EXPENSES	\$ 16,025.00	\$ 14,558.52	\$ (1,466.48)	ACTUAL 2227
NET PROFIT/LOSS	\$ 74,500.00	\$ 78,086.48	\$ 3,586.48	VARIANCE 82
70% NET PROFIT TO DISTRICT	\$ 52,150.00	\$ 54,659.84	\$ 2,509.84	
30% NET PROFIT TO HOST CHAPTER	\$ 22,350.00	\$ 23,426.64	\$ 1,076.64	

CODE INCOME:	REVISED BUDGET QUANTITY	REVISED BUDGET EACH	REVISED BUDGET TOTAL	ACTUAL BUDGET QUANTITY	ACTUAL BUDGET EACH	ACTUAL BUDGET TOTAL	OVER/ UNDER BUDGET
101 ALL EVENTS EARLY BIRD	1500	\$ 40.00	\$ 60,000.00	1487	\$ 40.00	\$ 59,480.00	\$ (520.00)
102 ALL EVENTS LATE/ON SITE	400	\$ 50.00	\$ 20,000.00	378	\$ 50.00	\$ 18,900.00	\$ (1,100.00)
103 ALL EVENTS EARLY BIRD CHILD/STUDENT	25	\$ 20.00	\$ 500.00	18	\$ 20.00	\$ 360.00	\$ (140.00)
104 ALL EVENTS CHILD/STUDENT LATE/ON SITE	10	\$ 30.00	\$ 300.00	8	\$ 30.00	\$ 240.00	\$ (60.00)
105 SINGLE EVENT - FRI QT SEMI FINALS	10	\$ 30.00	\$ 300.00	6	\$ 30.00	\$ 180.00	\$ (120.00)
106 SINGLE EVENT - SAT CHORUS CONTEST	75	\$ 30.00	\$ 2,250.00	118	\$ 30.00	\$ 3,540.00	\$ 1,290.00
107 SINGLE EVENT - SAT QUARTET FINALS/SHOW	100	\$ 30.00	\$ 3,000.00	193	\$ 30.00	\$ 5,790.00	\$ 2,790.00
108 COMP. REGISTRATIONS	25	\$ 40.00	\$ 1,000.00	19	\$ 40.00	\$ 760.00	\$ (240.00)
SUB TOTAL	2145		\$87,350.00	2227		\$ 89,250.00	\$ 1,900.00
109 PROGRAM AD SALES	10	\$ 50.00	\$ 500.00	14	\$ 50.00	\$ 700.00	\$ 200.00
110 RV PARKING @ \$5.00	25	\$ 5.00	\$ 125.00	18	\$ 5.00	\$ 90.00	\$ (35.00)
111 TRANSPORTATION @ \$5.00	250	\$ 5.00	\$ 1,250.00	261	\$ 5.00	\$ 1,305.00	\$ 55.00
112 HOTEL CREDIT - COMP ROOMS	0	\$ -	\$ 1,000.00	0	\$ -	\$ 1,000.00	\$ -
113 OTHER INCOME MISC. (10% BS Shop Sales)	0	\$ -	\$ 300.00	0	\$ -	\$ 300.00	\$ -
114	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
115	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
116	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
SUB TOTAL			\$3,175.00			\$3,395.00	\$ 220.00
<b>100 TOTAL INCOME</b>			<b>\$90,525.00</b>			<b>\$92,645.00</b>	<b>\$ 2,120.00</b>

CODE EXPENSES	REVISED	TOTAL	ACTUAL	TOTAL
201 RENTAL - AUDITORIUM	\$ -	\$ -	\$ -	\$ -
202 RENTAL - ROOMS/EXTRA	\$ -	\$ -	\$ -	\$ -
203 RENTAL - RADIO COMMUNICATIONS	\$ 150.00	\$ 150.00	\$ 148.89	\$ (1.11)
204 RENTAL - AUDIO/VIDEO EQUIPMENT/EXTRA	\$ 3,000.00	\$ 3,000.00	\$ 3,110.00	\$ 110.00
205 RENTAL - LIGHTING/EXTRA	\$ -	\$ -	\$ -	\$ -
206 RENTAL - MISC	\$ -	\$ -	\$ -	\$ -
207 LABOR - STAGE HAND(S)	\$ 650.00	\$ 650.00	\$ 784.00	\$ 134.00
208 LABOR - ELECTRICIAN(S)	\$ -	\$ -	\$ -	\$ -
209 LABOR - AUDIO/VIDEO TECHNICIAN(S)	\$ -	\$ -	\$ -	\$ -
210 LABOR - CUSTODIAN(S)	\$ -	\$ -	\$ -	\$ -
211 LABOR - SECURITY(S)	\$ 400.00	\$ 400.00	\$ 398.00	\$ (2.00)
212 LABOR - USHERS	\$ 450.00	\$ 450.00	\$ 450.00	\$ -
213 OTHER AUDITORIUM EXPENSES	\$ 1,000.00	\$ 1,000.00	\$ 210.00	\$ (790.00)
<b>200 TOTAL AUDITORIUM EXPENSE</b>	<b>\$ 5,650.00</b>	<b>\$5,650.00</b>	<b>\$ 5,100.89</b>	<b>\$ (549.11)</b>
301 JUDGES TRAVEL	\$ 3,000.00	\$ 3,000.00	\$ 2,899.68	\$ (100.32)
302 JUDGES HOUSING	\$ 1,500.00	\$ 1,500.00	\$ 1,487.76	\$ (12.24)
303 JUDGES MEALS	\$ 1,200.00	\$ 1,200.00	\$ 657.45	\$ (542.55)
304 JUDGES MISC.	\$ 100.00	\$ 100.00	\$ 9.56	\$ (90.44)
305 JUDGES SERVICES REFRESHMENTS/ETC.	\$ 150.00	\$ 150.00	\$ 167.34	\$ 17.34
<b>300 TOTAL JUDGES EXPENSES</b>	<b>\$ 5,950.00</b>	<b>\$5,950.00</b>	<b>\$ 5,221.79</b>	<b>\$ (728.21)</b>
402 AUDIO/VIDEO TAPES	\$ 100.00	\$ 100.00	\$ 57.90	\$ (42.10)
403 AWARDS & TROPHIES	\$ -	\$ -	\$ -	\$ -
404 HOTEL MISC. COFFEE/ETC.	\$ 300.00	\$ 300.00	\$ 296.34	\$ (3.66)
405 HOTEL ROOM DEDICATEE	\$ 250.00	\$ 250.00	\$ 243.64	\$ (6.36)
406 HOTEL ROOM MISC	\$ 500.00	\$ 500.00	\$ 498.87	\$ (1.13)
407 INSURANCE	\$ -	\$ -	\$ -	\$ -
408 LADIES HOSPITALITY	\$ 100.00	\$ 100.00	\$ 56.90	\$ (43.10)
409 POSTAGE & TELEPHONE	\$ 150.00	\$ 150.00	\$ 32.78	\$ (117.22)
410 PRINTING MISC. FLYERS/ETC.	\$ 125.00	\$ 125.00	\$ 78.54	\$ (46.46)
411 PRINTING PROGRAM	\$ 300.00	\$ 300.00	\$ 387.50	\$ 87.50
412 PRINTING SIGNS & SCORE SHEETS	\$ 100.00	\$ 100.00	\$ 43.90	\$ (56.10)
413 PUBLICITY DISTRICT/PUBLIC	\$ -	\$ -	\$ -	\$ -
414 REGISTRATION & MISC. SUPPLIES	\$ 300.00	\$ 300.00	\$ 365.25	\$ 65.25
415 TRANSPORTATION (Busses)	\$ 1,250.00	\$ 1,250.00	\$ 1,485.90	\$ 235.90
416 REGISTRATION COMPS	\$ 750.00	\$ 750.00	\$ 570.00	\$ (180.00)
417 GCC EXPENSES	\$ 100.00	\$ 100.00	\$ 43.00	\$ (57.00)
418 OTHER MISC. EXPENSES	\$ 100.00	\$ 100.00	\$ 74.32	\$ (25.68)
<b>400 TOTAL SUPPLIES/SERVICE/ETC.</b>	<b>\$ 4,425.00</b>	<b>\$4,425.00</b>	<b>\$ 4,236.84</b>	<b>\$ (188.16)</b>

CODE	EXPENSES (Not Used)	REVISED	TOTAL	ACTUAL	TOTAL
501					\$ -
502					\$ -
503					\$ -
504					\$ -
505					\$ -
506					\$ -
507					\$ -
600	TOTAL EVENTS MGMT. EXPENSES	\$ -	\$ -	\$ -	\$ -
600	TOTAL EXPENSES	\$	16,025.00	\$	14,659.52 \$ (1,465.48)
<b>CODE TOTALS</b>					
100	TOTAL INCOME	\$	90,525.00	\$	92,946.00 \$ 2,120.00
600	TOTAL EXPENSES	\$	16,025.00	\$	14,659.52 \$ (1,465.48)
700	NET PROFIT/LOSS	\$	74,500.00	\$	78,086.48 \$ 3,586.48
701	70% NET PROFIT TO DISTRICT	\$	52,150.00	\$	54,659.54 \$ 2,609.54
702	30% NET PROFIT TO HOST CHAPTER	\$	22,350.00	\$	23,426.94 \$ 1,076.94

*Bill Rasler*  
 \_\_\_\_\_  
 SIGNED ( GENERAL MANAGER)

October 19, 2008  
 \_\_\_\_\_  
 DATE:

*Judy Gammewahl*  
 \_\_\_\_\_  
 SIGNED (EXECUTIVE GENERAL MANAGER)

October 19, 2008  
 \_\_\_\_\_  
 DATE:

**AS-10-F SAMPLE**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**FALL FLYER SAMPLE**

8.5"

*Far Western District - Barbershop Harmony Society*

(FWD LOGO)

**(name) FALL CONVENTION/CONTESTS**

(Year) CONVENTION/CONTESTS

(Date)

(List of events and times)

**(Location) AUDITORIUM**

(Address)

*(Chapter Logo)*

Hosted by (Name) Chapter

**HEADQUARTERS HOTEL – (name of hotel)**

(Address & Phone)

To register, complete the form below (or copy of it), attach your check made out to (name), and send to

(Name and address of Registration Chairman)

Questions? Call (Phone Number) – (Email)

11"

✂.....

**USE OFFICIAL DIVISIONAL REGISTRATION FORM**

**AF-300-F**

**IN THIS AREA**

TOTAL ENCLOSED: \$\_\_\_\_\_ Please make check payable to: (Name) (Fees are non-refundable)

Return form with payment to: (Name and address of Registration Chairman)

Phone: (Phone Number) – (Email)

(Optional) Your Email Address: \_\_\_\_\_ Confirmation only my Email

11-F



(Convention Name)

**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**SAMPLE HOST - CHORUS LETTER**

Gentlemen:

Enclosed with this letter is a diagram of the Convention Center (school) site, showing locations of key activities and a new schedule of each performing group's progress through the event. Chorus members' first place to arrive Saturday morning is the "Arena." Please enter from either the Arena Lobby or the East Concourse entrances. Dressing areas for each group will be designated, and an escort will meet you there to guide you through the auditorium facilities. There is only room in the Arena for a limited number of dressing areas. As a result Choruses will be using the same dressing area. Please do not arrive in the arena prior to your assigned time, as an earlier group may still need the space. Also please remove your belongings as soon as possible to make room for the next chorus.

Could you please let me know if you have any member with special needs (i.e. wheelchairs) or if your chorus has unusual props or other considerations for your movement backstage?

We're looking forward to showing you a great time in (location of convention). If you have any comments, questions or suggestions, please feel free to call me at xxx xxx-xxxx or you may e-mail me at xxx xxx xxxx.

Sincerely,  
Host Committee

---



(Convention Name)  
**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

## **SAMPLE HOST - QUARTET LETTER**

Gentlemen:

Enclosed with this letter is a diagram of the Convention Center (school) site, showing locations of key activities and a new schedule of each performing group's progress through the event. Quartets, as you know, will be provided dressing/warm-up rooms for your convenience; you do not need to use them if you choose not to. When you arrive, please check in at the table in the area labeled "Arena Lobby" and an escort will meet you there and guide you through the auditorium facilities. Two quartets will be assigned to each dressing room; please do not arrive earlier than your assigned time, as an earlier group will still need the room.

All quartets are invited to sing at the Saturday night *Afterglow*; they will perform in the order in which they sign up. Competing quartets will have the *opportunity* to sign up for choice early slots when they check in at the Arena Lobby.

We're looking forward to showing you a great time in (convention location). If you have any comments, questions or suggestions, please feel free to call me at xxx-xxx-xxxx or you may e-mail me at xxx.xxx xxxx

**-End of Host Letters-**

## AS-12-F SAMPLE



### FAR WESTERN DISTRICT BARBERSHOP HARMONY SOCIETY 2010

## SAMPLE CHAIRMAN OF JUDGES CHECKLIST AND CONVENTION CHAIRMAN'S ANSWERS

Contest General Chairman, (name)

Event: **FWD (Name) FALL CONTEST** Location: (City) Date: (date) Facilities.

- Judges Ready Room ("Green room") backstage with adjacent rest room facilities.
  - Information on main curtain: (manual/motor, time to open/close, etc.) (have to time it)
  - Quartet monitor **speakers** (or shell) and a shell (no) for the chorus contest.
  - Sound system designed and set up for a cappella singing. (yes)
  - Lighting system designed to focus light on front portion of the stage ahead of the curtain for quartets. (yes)
  - Lighting system designed to focus light evenly across all riser sections for choruses (yes)
  - 4 each 6' to 8' sturdy tables and 10 comfortable chairs for judges and CAs.
  - Adequate 110 volt AC power outlets in the judging area (not connected to house dimming circuits) to handle eight table lamps, two computers, two printers and 2 calculators. Heavy duty (#16 three wire) extension cords and distribution boxes. (yes)
  - Push brooms available backstage for cleaning between chorus performances, if needed. (yes)
  - 50 sheets of blank, laser quality 8.5" x 11" paper. (yes)
  - 25 sheets of blank, laser quality 8.5" x 14" paper (for a large chorus contest).
  - Bottled water (pints/quarts) and Styrofoam cups at each judging station (yes)
  - Roll of paper towels to clean up spills in the judges area. (yes)
  - Emergency telephone location identified (will check for location)
- Personnel Tasks.
- Someone to help with the set up of the judges area prior to the contest. (stage crew assigned)
  - Someone to help with the breakdown of the judges area after the contest. (stage crew assigned)
  - Someone on permanent assignment to the judges' area during each contest session. (yes)
  - Someone backstage to count men on stage for each chorus competitor. (yes)
  - One runner responsible for the printing and distribution of the contest scoring summaries. (Joe Shaw)
  - Someone responsible for monitoring judges' water needs between sessions. (Emmett Bossing)
  - One mike testing quartet before the contest begins to set sound levels. (one will be available)
- Logistics. (will send when available)
- The plan for contest schedules cleared with the DVP C&J and CA.
  - Order of appearance provided in advance to CA.
  - Plan for transportation to move judges between the contest site and headquarters hotel.
  - Plan for the efficient movement of contestants to/from dressing areas, warm-up, and stage.
  - Plan for announcing contest results to audience.
  - Plan for presenting trophies to winners--identifying presenters.
  - Plan for audio/video/photography of contestants as desired.
  - Identify facility for printing score sheets (open late and on Sundays).
  - Plan for distribution of scoring summaries at hotels and contest site.
  - Order judges' ribbons and prepare packet with tickets, badges and information for each judge.  
(We no longer use ribbons but will deliver badges, programs, etc. to judges room during meeting.)
  - Provide beverages and light snacks in judge's ready room. (yes)
  - Provide mints at judges stations (optional). (yes)

**AS-13-F SAMPLE**



**2010**

**SAMPLE PANEL MEMBER JUDGES ALLOWABLE EXPENSES**

**Panel Member:** (Name) Category: xxxxxx Phone: xxx xxx xxxx Cell: xxx xxx xxxx  
Address xxxxxxxxxxxxxxxx Email: xxxxxxxxxxxx

**Contest Name:** FWD xxxxxxxxxxxxxxxx Location: xxxxxxxxxxxxxxxx  
Address xxxxxxxxxxxxxxxx

**Headquarters:** Name xxxxxxxxx  
Address xxxxxxxxxxxxxxxx Telephone: xxx xxx xxxx

**First Official activity:** Judges briefing/lunch at the theater prior to contest, Date/Time  
**Last Official activity:** Completion of evals xxxxxxxxxxxxxxxx

**Convention Chairman:** Name xxxxxxxxxxxxxxxx  
Home: xxx xxx xxxx Email: xxxxxxxxxxxxxxxx

**Judges Services Coordinator:** Name xxxxxxxxxxxxxxxx  
Home: xxx xxx xxxx Email: xxxxxxxxxxxxxxxx

**1. Mode Of Transportation**

- { } Round trip Coach Fare **\$0000.00**
- { } Driving to/from airport 80 miles @ \$.25/mile **\$0000.00**
- \*Note: Cost will be the lesser of the miles at \$20 or the cost of the lowest available airfare.
- Parking, tolls, shuttle, etc. (Specify) **\$0000.00**

**2. Travel Information** (Please indicate arrival time even if driving)

Arrival: Date xxxxxx Time: xxxx p.m. Airline xxxxxxxx  
Departure: Date: xxxxxx Time: xxxx a.m. Airline xxxxxxxx  
{ } Host chapter will provide transportation to and from the xxxxxxxx airport.

**3. Housing Information:**

All rooms are non-smoking **\$0000.00**  
{ } My wife/guest will not accompany me  
I understand that I am responsible for the additional room cost.

**4. Other Expenses:** Meals: # Breakfast \$xxxx # Lunch \$xxxx # Dinner \$xxxx Meals:  
**\$0000.00**

Meals during travel: \$xxxx **\$0000.00**  
Baggage Handling and tips **\$0000.00**  
Other Expenses: (Specify) **\$0000.00**  
**Computer Usage (CA/ACA) (#xxxx) **\$0000.00****

**Total Allowable Expenses (Check will be mailed unless otherwise specified) **\$0000.00****

Approved by DRJC Name xxxxxxxxxxxxxxxx Date xxxxxxxx  
Approved by Convention Chairman Name xxxxxxxxxxxxxxxx Date: xxxxxxxx  
Convention Treasurer: Name xxxxxxxxxxxxxxxx Date: xxxxxxxx  
Check # issued # xxxxxx Date: xxxxxxxx





## FALL 16 PAGE PROGRAM LAYOUTS

<p style="text-align: center;"><b>QUARTET FINALS</b> (Date-Time) MC (Name-Home)</p> <p style="text-align: center;">Mike Tester Qt. Tenor-Lead (Qt. Name) Bari-Bass</p> <p># ----- ----- # ----- # ----- ----- # ----- ----- # ----- ----- <i>etc.</i></p> <p style="text-align: center;">Page 12</p>	<p style="text-align: center;"><b>OFFICIAL PANEL OF JUDGES</b></p> <p><b>Contest Administrator</b> (Name-Home <i>Assoc. Contest Adm. (Name-Home)</i> <i>M u s i c ( N a m e - H o m e )</i> (Name-Home)</p> <p><i>Presentation</i> (Name-Home) (Name-Home)</p> <p><b>Singing</b> (Name-Home) (Name-Home)</p> <p style="text-align: center;"><b>EXPLANATION OF JUDGING</b></p> <p><b>MUSIC</b> ----- -----</p> <p><b>PRESENTATION</b> ----- -----</p> <p><b>SINGING</b> ----- -----</p> <p style="text-align: center;">Page 5</p>
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Sheet 3 Outside

<p style="text-align: center;"><b>QUARTET SEMI-FINALS (1)</b> (Date-Time) MC (Name-Home)</p> <p style="text-align: center;">Mike Tester Qt. Tenor-Lead (Qt. Name) Bari-Bass</p> <p># ----- ----- # ----- ----- # ----- ----- # ----- ----- # ----- <i>etc.</i></p> <p style="text-align: center;">Page 6</p>	<p style="text-align: center;"><b>QUARTET SEMI-FINALS (3)</b></p> <p># ----- ----- # ----- ----- # ----- ----- # ----- ----- # ----- <i>etc.</i></p> <p style="text-align: center;"><b>ANNOUNCEMENT OF FWD CHORUS CONTEST WINNERS</b></p> <p>1. ----- 2. ----- 3. ----- <i>etc.</i></p> <p style="text-align: center;">Page 11</p>
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Sheet 3 Inside



AS-17-F **SAMPLE**



**FAR WESTERN DISTRICT  
 BARBERSHOP HARMONY SOCIETY  
 2010**

**FWD FALL SCHEDULE OF EVENTS**

**Thursday,**

2:00 PM	FWD Board Meeting	Holiday Inn Select -Tejon room (2nd Floor)
7:00 PM	Registration - Open till 9:00 PM	Holiday Inn Select - Pre-Function Area
7:00 PM	FWD Board Meeting Continues	Holiday Inn Select -Tejon room (2nd Floor)
7:00 PM	Jump Start Barbershop	Holiday Inn Select - Beale Room

**Friday,**

9:00 AM	Registration - Open till 9:00 PM	Holiday Inn Select - Pre-Function Area
9:00 AM	Class TBD	Holiday Inn Select - Sumner Room
9:00 AM	AHSOW - To Midnight	Holiday Inn Select - Harvest room
10:00 AM	Barbershoppers Shop - Open till 7:00 PM	Convention Center - Truxtun Room
10:00 AM	Ladies Hospitality Room - No Host, All Day	Holiday Inn Select - Belridge Boardroom
11:00 AM	Hall of Fame Luncheon	Holiday Inn Select - Hammons Room
11:00 AM	Harmony For Lunch Bunch	Pizzaville USA, 700 Oak Street
12 Noon	Youth Hospitality Room (All Day)	Holiday Inn Select - Oleander
1:00 PM	YMIH Plan That Works	Holiday Inn Select - Baker Room
1:00 PM	House of Delegates Meeting	Holiday Inn Select - Haberfelde/Beale Rooms
1:30 PM	Sing & Be Coached By Q	Holiday Inn Select - Sumner Room
2:00 PM	Tag Singing Class With Dan McQuigg	Convention Center - Caliente Room
2:30 PM	Doors Open Quartet Senior Contest	Convention Center Auditorium
3:00PM	Chapter Counselors Meeting	Holiday Inn Select - Hammons Room
<b>3:15 PM</b>	<b>Senior Contest</b>	<b>Convention Center Auditorium</b>
3:15 PM	Tots TV Room - During Senior Contest	Concert Hall Lobby - Cotton Room
4:00PM	Buffet Dinner	Holiday Inn Select - Ball Room
5:00 AM	*Senior Quartet Evaluations	Convention Center Auditorium
6:00 PM	Doors Open Quartet Semi-Finals	Convention Center Auditorium
<b>6:45 PM</b>	<b>Quartet Semi-Finals Contest</b>	<b>Convention Center Auditorium</b>
6:45 PM	Tots TV Room - During Semi-Finals	Concert Hall Lobby - Cotton Room
10:45 PM	*Quartet Evaluations (Non-Finalists)	Holiday Inn Select - Judges Rooms 2nd Floor
11:00 PM	*AFWDC "Late Show"	Holiday Inn Select - Golden Empire Ballroom
	* Approximate Time	

**Saturday,**

8:30 AM	Q & A With CEO Don Harris	Holiday Inn Select - Sumner Rooms
9:00 AM	Registration - Open till 8:00 PM	Holiday Inn Select - Pre-Function Area
9:00 AM	AHSOW - To Midnight	Holiday Inn Select - Harvest room
9:00 AM	Barbershoppers Shop - Open till 7:00 PM	Convention Center - Truxtun Room
9:15 AM	Mic Testing Chorus Vocal Tune-up	Convention Center - Arena, Photo Risers
9:30 AM	Doors Open Chorus Contest	Convention Center Auditorium
10:00 AM	Ladies Hospitality Room - No Host, All Day	Holiday Inn Select - Belridge Boardroom
<b>10:15 AM</b>	<b>Chorus Contest</b>	<b>Convention Center Auditorium</b>
10:15 AM	Tots TV Room - During Contest	Concert Hall Lobby - Cotton Room
12 Noon	Youth Hospitality Room (All Day)	Holiday Inn Select - Oleander
3:30 PM	*Chorus Evaluations	Convention Center Auditorium
4:00 PM	Buffet Dinner	Holiday Inn Select - Ball Room
6:00 PM	Doors Open Quartet Finals	Convention Center Auditorium
<b>6:45 PM</b>	<b>Quartet Finals Contest</b>	<b>Convention Center Auditorium</b>
6:45 PM	Tots TV Room - During Finals	Concert Hall Lobby - Cotton Room
7:00 PM	Barbershoppers Shop Closes	Convention Center - Truxtun Room
<b>9:00 PM</b>	<b>*Show Of Champions</b>	<b>Convention Center Auditorium</b>
9:00 PM	Tots TV Room - During SOC	Concert Hall Lobby - Cotton Room
9:00 PM	*Finalist Quartet Evaluations	Holiday Inn Select - Judges Rooms 2nd Floor
10:45 PM	*Woodshed Quartet Contest	Holiday Inn Select - Sumner & Baker Rooms
10:45 PM	*Hospitality Rooms	All Over the Holiday Inn Select
	* Approximate Time	

**Sunday,**

9:00 AM	AFWDC Breakfast	Holiday Inn Select - Sumner Room
9:00 AM	Barbershoppers Shop Opens	Convention Center - Truxtun Room
9:30 AM	Youth Activities Meeting	Holiday Inn Select - Beale Room
9:30 AM	FWD Events Team Meeting	Holiday Inn Select - Harvest Room
1:00 PM	Barbershoppers Shop Closes	Convention Center - Truxtun Room

**AS-18-F SAMPLE**



**FAR WESTERN DISTRICT  
 BARBERSHOP HARMONY SOCIETY**

**2010**

**SAMPLE CONVENTION SIGNAGE**

All FWD Conventions will need a Signage person(s), who will work closely with all committees and make signs for any occasions where needed especially at Registration Area, Parking, Auditorium, etc. Use a computer to generate signs to save money. Signs will be needed for the following:

- a. Registration area , box identification etc.
- b. Large overhead signs for prices, instructions, hosts etc.
- c. Direction to all events.
- d. Individual quartet and chorus names
- f. Parking directions
- g. Billboard directions for public
- h. Non-singing areas of hotel

**SIGNS NEEDED**

Task	Completed
<b>Some of The following signs are needed because of District Policy of having registration badges with you at all times. Others are just plain courtesy on your part as host. Check with GCC to see if he has any special signs that may be needed.</b>	
REGISTRATION AREA (A-D, E-H etc.) - One for each station, check with registration person on how many people he will be using.	
SIGN-IN TABLE FOR QUARTETS AND CHAPTER REPS. - A table should be set up by the contestant dressing area where quartets and chapter reps. should sign-in and get information where dressing area is, time sheets etc.	
QUARTET AND CHORUS DRESSING AREA - One sign for each competing quartet and chorus to be located on door or in area to dress.	
JUDGES ROOM - One sign to be put on judges room door.	
NO SEATING BEYOND THIS AREA (where applicable) - One or two signs for blocked off area behind judges pit (one row of seats) or first row.	
NO TALKING BEYOND THIS POINT - Make up at least 2 of these signs for outside and inside of stage door.	
WARM-UP ROOM	
READY ROOM	
ALL CONTESTANTS MUST HAVE REGISTRATION BADGES WITH THEM AT ALL TIMES. Make up at least 2 of these signs for the dressing area.	
PLEASE SHOW REGISTRATION BADGE BEFORE ENTERING STAGE. - Make up one sign for outside of entrance to stage.	
NO ONE WILL BE ALLOWED IN AUDITORIUM WITHOUT REGISTRATION BADGE - Make up one sign for lobby area or for each entrance door into auditorium.	
QUARTET AND CHORUS CONTACT SIGN-IN TABLE - Make up one sign for lobby area and one for dress room area.	

**AS-19-F SAMPLE**



**FAR WESTERN DISTRICT  
 BARBERSHOP HARMONY SOCIETY**

**2010**

**SAMPLE EXPENSE VOUCHER**

(PLEASE ATTACH RECEIPTS AND OTHER PERTINENT INFORMATION)

**To: (Name)**

**General Mgr./Convention Manager**

**Request for reimbursement for necessary expenses incurred pursuant to my duties in performance  
 of the (Year) FALL Convention/Contests.**

Date	Item	Description	Total
<b>TOTAL</b>			<b>\$</b>

Approval By: \_\_\_\_\_  
 (Committee Chairman) (General Mgr./Convention Chairman)

Mail Check to: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check No. \_\_\_\_\_

**Remarks:**



**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, Inc.**

**FAR WESTERN DISTRICT**

**PART C - SECTION 1**  
**FALL**  
**CONVENTIONS/CONTESTS**  
**THEATER**  
**EXHIBIT GUIDES**

**TG-01**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010 THEATER**  
**TECHNICAL REQUIREMENTS**  
**ALL CONVENTIONS/CONTESTS**



**Far Western District  
CONVENTION REGULATIONS MANUAL**

**REVISED March 1, 2009**

**Doug Maddox/Fritz Grunenwald**

**FWD Convention Manual Administrators**

## THEATER TECHNICAL REQUIREMENTS

This document specifies typical technical requirements for the Barbershop Harmony Society, Inc. contest sessions. These requirements may have to be modified to deal with the capabilities and/or constraints of various contest venues. Compromise is possible, but the technical arrangements for any specific convention must be approved by the FWD Chairman of the Events Committee, and the Convention General Manager. For the Spring and Fall District Conventions, approval is required from the FWD Production Director as well.

### **I Stage/Rigging** [Refer to supplied sketches]

- A. Supply a full complement of legs and borders, preferably black
- B. If at all possible, the main curtain should travel rather than fly
- C. Supply a speaker's podium DSR with reading light
- D. Client will arrange for choral risers, and choral shell.

### **II. Lighting**

#### **A. Areas** [refer to supplied sketches]

- 1. Chorus General
  - a. Light entire stage from front edge of apron to top man on top row of choral risers.
  - b. Front: Shoot from FOH and 1st elec, no color OK, maximize footcandles.
  - c. Down: Shoot from 1st and 2nd elec, lt. blue and lt. pink for tone
  - d. Cross: Shoot from box booms or coves, lt. blue and lt. pink for tone.
- 2. Quartet Center Area (10 to 12 foot circle centered on mic).
  - a. Front: Best FOH position, two instruments center (no color), two off-left (lt. blue), two off-right (lt. pink).
  - b. Cross: Box boom or cove position, one or two instruments each side (lt. blue, lt. pink).
  - c. Down: 1st electric, two instruments (lavender)
  - d. Side: 1st electric, one instrument each, way off left and right (lavender).
- 3. Bow Lights: This is essentially the remainder of the apron off-left and off-right. Used during Quartet Events, when Main curtain is in (or in the "Quartet Configuration") during quartet entrances and exits and when they spread out during applause between selections.
- 4. Judging Area (orchestra pit), appropriate number of instruments.
- 5. Speaker Special, on podium, usually DSR, two instruments from appropriate FOH position.
- 6. Curtain Warmers [optional] (whatever you think).

#### **B. Control**

- 1. Each area listed above on a separate submaster (or equivalent)
- 2. Control from backstage rather than FOH is convenient, but not required.
- 3. Convenient House light control

#### **C. Infrastructure**

Sufficient dimmers, cable runs, twofers, gel, gel frames, spare lamps, safety equipment, etc. to support the above

### **III. Audio See [Refer to Sound System Guidelines]**

#### **A. Input Channels**

1. Chorus: 3-4 flown condensers [Audiotechnica 4051a or equivalent] (no floor stands permitted) Height approx. 10 to 12 feet. The axis should be between horizontal and 45 degrees down, but **NOT** pointing directly at the floor.
2. Quartet Center: Two large-diaphragm condensers [Audiotechnica 4051a or equivalent] on a stereo bar on a single floor stand, downstage center. Placement angle 110-120 degrees, tails out (nose-to-nose).
3. Podium

#### **B. House Mains**

The nature of our music demands a system with superior frequency response and particularly wide dynamic range. Our audience is discerning and quite critical. Please make every effort to provide excellent sound. Do not compromise house sound quality without authorization from FWD Production Director.

#### **C. Stage Monitors**

A pair of wedge monitors down stage of the Quartet Center mike cluster, fed by a separate monitor mix.

#### **D. Backstage Monitors**

SR (additional monitor SL preferable but optional), nothing special, small utility monitor, with local level control if possible, fed by the house mix..

#### **E. Separate Recording Mix**

1. Stereo cassette deck for educational/archival recording, one cassette per competitor. This deck can be operated by client-supplied personnel. Location is variable, but is generally done at a large table backstage.
2. Additional stereo deck (digital, if available) for archive copy of each event in its entirety.

#### **F. Mono Feed**

Recording mix suitable for input to video camcorder (appropriately low level), location to be determined following site visit.

#### **G. Production Communications**

Headset stations at all appropriate locations

#### **H. Infrastructure**

Adequate console, sufficient microphones, speaker arrays, power amps, outboard processors, cable runs, mike stands, shock mounts, etc. to support above

#### **I. Choice of operator**

This is not rock and roll, but more like orchestral (our choruses), and chamber music (our quartets). It can be very powerful as well, while, at the same time, quite sensitive. Performer-to-microphone distances are relatively large.

#### **J. Important Operation Note**

The first act in each event is usually a "mike-tester" competitor. Their performance is used to set levels. They will stay on stage until the levels in the house and in the judging area are acceptable to the Contest Administrator (Chairman of Judges). When he approves, the levels and EQ are set (**NOT** to be changed) for the balance of that contest session. The podium level may be freely adjusted as needed.

#### **IV. Judging Area**

Usually, the orchestra pit or audience floor immediately in front of the stage.  
[Refer to requirements for tables, chairs, etc. specified in a separate document.]

##### **A. Supply**

Always-hot AC power outlets at frequent intervals for client-supplied task lighting. Think of this as supplying AC for 20-30 music stand lights in the orchestra pit. Two or three of these outlets, usually far stage right corner of the pit, are for computer equipment and should be on a circuit separate from the lights.

#### **V. Sequence of Events**

There are basically two types of events during the Convention: Quartet events and Chorus events. Events of either or both types are grouped into shows. The actual schedule for any convention may vary.

##### **A. Quartet Event**

A sequence of competing quartets, each performing two selections, separated by remarks from an emcee at the podium. A sequence of lighting and audio cues will be repeated for each competitor.

##### **B. Chorus Event**

A sequence of competing Choruses, each performing two selections, separated by main curtain close, remarks from an emcee at the podium, and a main curtain open. A sequence of curtain, lighting and audio cues will be repeated for each competitor.

## **VI. Typical Basic District Spring Convention Show Schedule**

### **A. Friday**

1. Load-in
  - a. Set up choral risers
  - b. Hang, focus lighting
  - c. Hang, set up audio
  - d. Change to quartet configuration
  - e. Adjust if necessary
  - f. Assist set up of judging area
2. Break for supper
3. Friday night show
  - a. Quartet event
  - b. Remarks by VIPs
4. Change to Chorus configuration

### **B. Saturday Morning**

1. Saturday morning show
  - a. Small chorus event
  - b. Remarks by VIPs
2. Change to Quartet configuration

### **C. Saturday Mid-Morning**

1. Saturday mid-morning show
  - a. High School Quartet event
  - b. Remarks by VIPs
2. Break for lunch

### **D. Saturday Afternoon**

1. Saturday afternoon show
  - a. Quartet event
  - b. Remarks by VIPs
2. Change to configuration for evening show  
(the evening show which starts with quartet event,  
but includes one or more chorus appearances)
3. Break for supper

### **E. Saturday Evening**

1. Saturday evening show
  - a. Quartet event
  - b. Remarks by VIPs
  - c. One or more chorus appearances
  - d. More quartet appearances
  - e. Possible load-out

### **F. Sunday Morning**

1. Finish any remaining load-out

## **VIII. Typical Basic Divisional Convention Show Schedule**

### **A. Saturday Morning**

1. Load-in
  - a. Set up choral risers
  - b. Hang, focus lighting
  - c. Hang, set up audio
  - d. Change to quartet configuration
  - e. Adjust if necessary
  - f. Assist set up of judging area
2. Break for lunch

### **B. Saturday Afternoon**

1. Saturday afternoon show
  - a. Quartet event
  - b. VIPs remarks
2. Change to configuration for evening show  
(the evening show which starts with chorus event, but includes one or more quartet appearances and then final chorus appearance)
3. Break for supper

### **C. Saturday Evening**

1. Saturday evening show
  - a. Chorus event
  - b. Change to quartet configuration
  - c. Remarks by VIPs
  - d. Quartet appearances
  - e. Change to chorus configuration
  - f. Chorus appearance
  - g. Load-out

## **VII. Typical Basic**

### **District Fall Convention Show Schedule**

#### **A. Friday**

1. Load-in
  - a. Set up choral risers
  - b. Hang, focus lighting
  - c. Hang, set up audio
  - d. Change to quartet configuration
  - e. Adjust if necessary
  - f. Assist set up of judging area
2. Break for supper
3. Friday night show
  - a. Quartet event
  - b. Remarks by VIPs
4. Change to Chorus configuration

#### **B. Saturday Morning**

1. Saturday morning show
  - a. Chorus event
  - b. Remarks by VIPs
2. Change to Quartet configuration
3. Break for lunch

#### **C. Saturday Afternoon**

1. Saturday afternoon show
  - a. Quartet event
  - b. Remarks by VIPs
2. Change to configuration for evening show  
(the evening show which starts with quartet event, but includes one or more chorus appearances)
3. Break for supper

#### **D. Saturday Evening**

1. Saturday evening show
  - a. Chorus appearance
  - b. Quartet appearances
  - c. Chorus appearance
  - d. Remarks by VIPs
  - e. Chorus appearance
  - d. More quartet appearances
  - e. Chorus appearance
  - f. Remarks by VIPs
  - g. Possible load-out

#### **E. Sunday Morning**

1. Finish any remaining load-out

**- End of Tech. Guide -**

**TG-02**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

## **CONTESTS – ALL CONVENTIONS MICROPHONE AND SOUND SYSTEM GUIDELINES**

**Written by Glen Glancy and Bill Lightner  
Edited by Doug Maddox**

This document establishes a common source of microphone and sound system guidelines for the members of the Society. These guidelines provide

- A level of understanding and confidence for discussing microphone and sound system requirements for quartets and chorus groups with venue and contract sound engineers. You will know why to ask for specific equipment and setups as well as what to ask for.
- A consistent microphone and system design technique to be used at local, area, and district level events.

### **The Microphone**

The beginning of the sound system chain is the microphone. No sound system can make up for poor microphones, and no show—whether it is held in the local grange hall or on the international championship competition stage—will provide a fair representation of the talents of the performers to the audience without good microphones.

### **Microphone Recommendations**

Any reasonably large city will have an audio rental company that will provide – via UPS if necessary – rental microphones of studio quality. Rental rates vary, but you can expect to pay between ten and twenty dollars per microphone per day of usage. You do not pay for the time during which the microphones are in transit, only when they are in use.

The following lists provide the names of commonly available small diaphragm cardioid condenser microphones, which are suitable for use with both quartets and choruses. We do not recommend large diaphragm condenser microphones – the choice for vocal recording – for SPEBSQSA events. When floor monitor speakers are used at the singing position, the typical loss of pattern control at low frequencies in these microphones results in feedback. In simple terminology, the monitors cannot be loud enough to be of benefit to the performers before the sound from the monitors, is picked up by the microphones and re-amplified, causing what is known as feedback. Small diaphragm microphones provide better low frequency pattern control and therefore can be used successfully with floor monitor speakers.

### Recommended Microphones

"A" List	"B" List
Sennheiser MKH 40	AKG C391B
AudioTechnica 4051a	AKG C460-CK61 or 480-CK61
Schoeps MK4	AKG C451E
Neumann KM140	Shure SM81
Neumann KM 84	
Neumann KM 184	

### Quartet Microphone Setup

A pair of the same microphones, such as two Sennheiser MKH40's, should be mounted to a single mic stand using a device called a "stereo bar." A stereo bar is a simple flat bar that attaches at the center of a standard mic stand and has a slug at each end for attaching a standard mic clip to the bar. Microphones attached in such a manner can then be aimed by adjusting the clips to point the capsules in relationship to the performers.

### Choosing a Mic Stand

If the stage is a permanent one, we recommend an Atlas Soundolier MS25 stand with a boom attachment. This is a heavy-duty stand with a tripod-shaped heavyweight cast iron base. It is capable of supporting the microphones on a boom without additional weights to hold the stand in place. The boom attachment places the vertical portion of the stand out of the way of hand gestures by the performers. Straw hats, canes, and other props have a knack for finding their way against a mic stand.

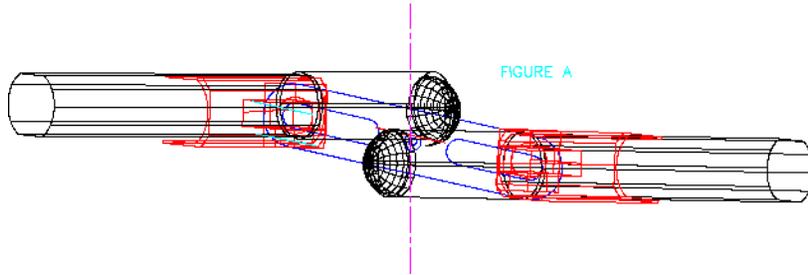
If the stage is a temporary one, we recommend an Atlas Soundolier BS36 stand placed on the solid floor in front of the stage, weighted if necessary, and extended to place the microphones on a boom at stage height. You have seen this method used for the past several years at Internationals. It keeps the stage noises caused by performer movement from being picked up mechanically through the stand.

### Aligning the Microphones

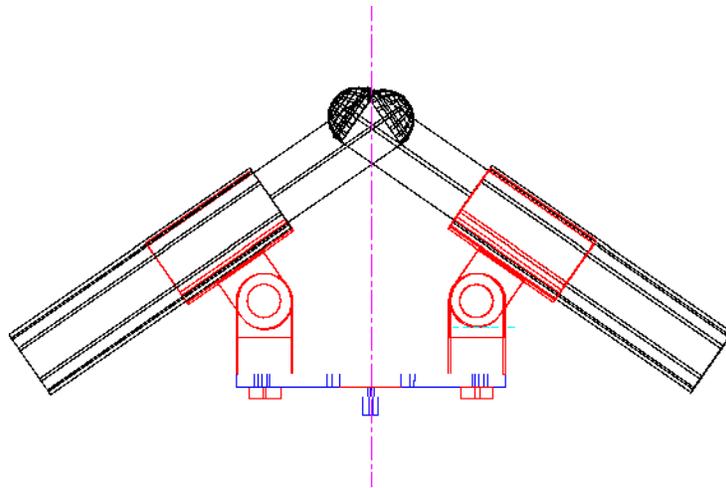
The microphones should be at mid-chest height for a "standard" six-foot barbershop singer or higher. The microphones should be adjusted so the **capsules** are at the same point in space, perfectly aligned vertically with one atop the other, and as close as possible without the microphone bodies touching each other (Figure A). Since you can actually see the capsules on most of the microphones we recommend, this should be easily accomplished before placing the windscreens on the mics.

When viewed from the top, looking down at the mics (Figure B), the capsules should create a pickup radius of about 180 degrees horizontally. So, if you begin with the capsules 90 degrees to each other and increase that angle by moving the capsules another 15 degrees each, you should be close to correct. The capsules should appear to crossfire and aim at quartet singing positions one and four. Only mic tests, which are described later, will confirm the accuracy of the alignment.

**FIGURE A**



**FIGURE B**



## Marking the Toe-Line Radius

The next essential step – critical in competition but proper for shows as well – is to mark a standard radius on the floor that the performers are not allowed to cross. This “toe-line” radius should be approximately 36 inches from the center point of the microphone setup. Mark the floor with white tape or some other highly visible method that the performers will be able to see even with stage lights in their eyes.

## Placing the Floor Monitor Speakers

Floor monitor speakers should be placed behind the microphones, between the lip of the stage and the rear of the microphone array. Place the speakers as close to the vertical mic stand as possible, angled out to face the performers. One speaker should serve performers one and two, and the other should serve performers three and four.

The speakers should project sound toward the least sensitive area of the microphone pattern. With cardioid microphones, the least sensitive area is the backside of the capsule; therefore, you would aim the speakers at the tail of those microphones. Slight adjustments may be necessary to find the best sound gain before feedback, but generally this location will serve the needs of the performers. Adjustment of monitor EQ will be necessary to maximize available gain before feedback.

## Testing the Microphones

The off-axis pattern variations of the microphones are sufficiently different to require the following steps, although the setup may appear to match the preceding instructions. Perform the following steps to test the microphones:

1. A single person, a *talker*, should alternately stand at quartet singing positions one and four, speaking directly on axis to each of the microphones, while the sound system operator adjusts the signal levels to match when heard in the house speakers. An appointed *listener* should be in the house to confirm this matching process.
2. The talker should stand exactly between the microphones and, while speaking, move his head within a one-foot side-to-side distance to assure that no coloration of the sound occurs between the pickup of the two microphones. This sound variation is caused by “phasing,” which is a time Domain problem between the two capsules.

To fix a phasing problem, move one microphone along its own axis, in towards the other microphone or out away from the other microphone, until no “seam” in the coverage area can be discerned. It is important to retain the angle of the capsules to each other and move only the relationship of the capsules in the horizontal plane. The mechanical center between two microphones and the acoustical center between them may not be the same due to the physical makeup and construction of the particular microphone model. This is a result of construction techniques employed to tune the pickup pattern to the manufacturer’s design criteria.

3. Confirm that this pair of microphones picks up all four voices with equal level. The talker should speak into the mics while moving around the toe line through the four singing positions. The listener should perceive no apparent level difference for those four positions.

### **To verify the mic levels**

- If the two outside singers appear to be louder than the two center singers, reduce the angle of the mics from the 110-120 degree setup to a setup closer to 90 degrees.
- If the center singers are too loud, increase the angle of the mics beyond the 120-degree point. This is a subtle adjustment. A couple of degrees will make a difference. Be sure to re-check the center pickup point if you have to make this change.

Proper setup and testing will result in a microphone array that will provide an accurate and sonically awesome representation of the quartet's barbershop sound that will both interface with a mono sound reinforcement system and also provide an excellent stereo pickup for recording.

### **Quartet Sound System Setup**

We recommend that you bring a quartet or chorus recording with which you are very familiar to the venue and play it back over the system. To adjust the sound system, perform the following steps:

1. Walk throughout the seating areas and listen to how the system reproduces the music. This procedure is also advisable for selecting a venue for a barbershop performance.
2. After comparing the sound of the disc as you know it to how the music sounds in the hall, ask the sound system operator to make any necessary equalization adjustments – bass and treble control changes – on the CD input modules of the mix console until the recording sounds correct. Explain to the system operator that you want the live show sound to have the same tonal qualities.
3. Find a willing and capable quartet to test the mics. Have them take the marked positions and sing while you and the system operator fine tune the sound. Take your time doing this. Make small adjustments until you are satisfied.
4. Make it clear to all concerned that the system is not to be further adjusted by anyone before showtime. Final system tuning is best done when the hall is full, as described next.
5. When the audience is in place, you may find that the overall sound level control will have to be increased to compensate for the changes in acoustics that result from the hall being full of people. Small changes in equalization may also be necessary.
6. While you have a quartet on stage to sing, you should arrange to have either the Contest Administrator or his designated representative involved in the final system tuning process. This cooperative effort should assure that the panel would accept the competition mic tester performance with little or no request for further adjustment of the sound system.

## **Chorus Microphone Setup and Sound System Tips**

The microphones listed earlier in this document also can be used for reinforcement of a chorus.

### **Placing the Chorus Microphones**

Three to five microphones should be used, depending on the size of the chorus. These mics should be hung six to eight feet in front of the front edge of the first riser step, and in an arc matching that of the risers. Proper hanging height places the capsule slightly above the heads of singers standing on the top row of the risers. The axis of the microphone should be aimed down at the mouths of singers on the middle row of risers.

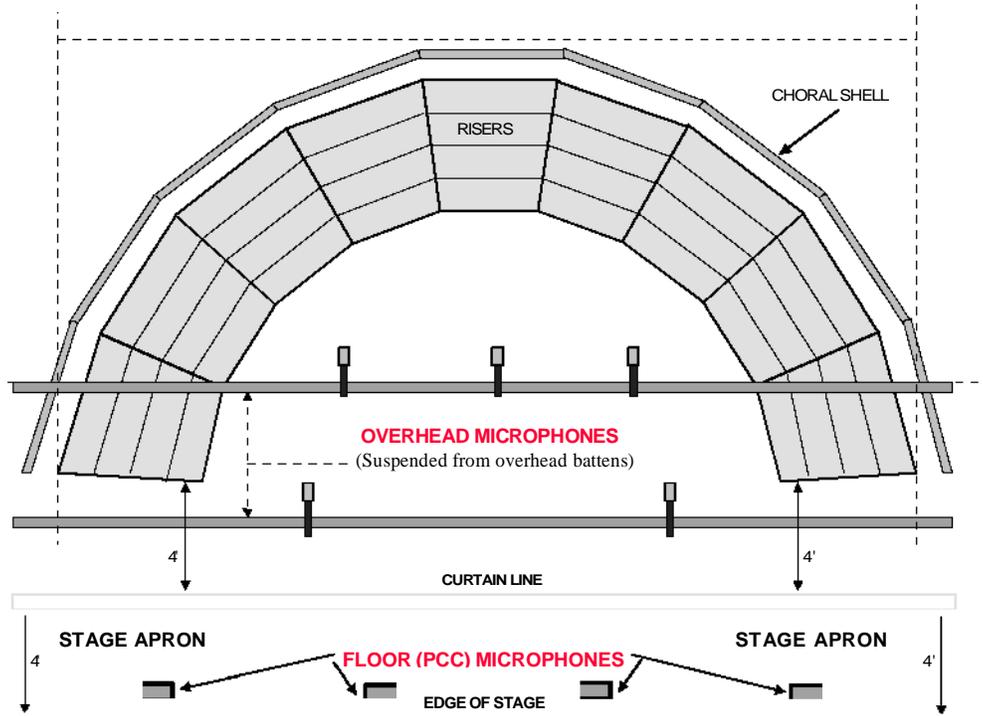
When choruses perform all or a portion of a selection off the risers, we recommend that microphones designed to be placed on a flat horizontal surface, such as the Crown PCC 160, be used at the lip of the stage. For example, when choreography is part of the stage presentation, these microphones will assist in retaining the full choral sound while the group is away from their riser positions. Place three microphones at the lip of the stage, one in the center and two others spaced eight feet on each side of center, all three placed eighteen inches upstage from the lip.

### **Testing the Chorus Microphones**

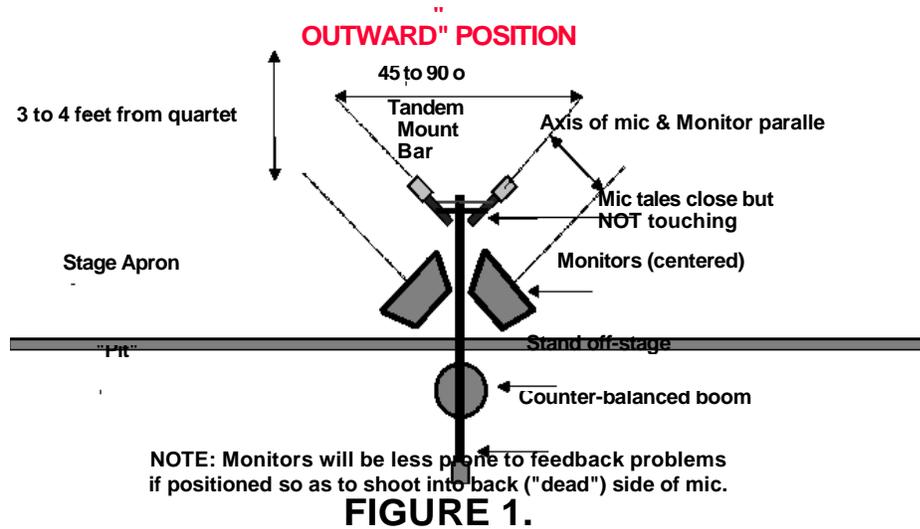
Follow the same guidelines as for the Quartet Microphone Setup.

1. Make sure that a talker walks the risers from end to end while a listener helps the sound operator adjust the microphone levels until they are matched in the house.
2. Listen to a known CD source and adjust the sound in the house so the sound system operator knows your goal for finished sound.
3. Proceed with a thorough sound check with a mic tester chorus. Take the time to make the adjustments required.
4. Arrange for the Contest Administrator or his designee to be present and to assist in the final settings.

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**CHORUS - MICROPHONE PLACEMENT CONFIGURATION**

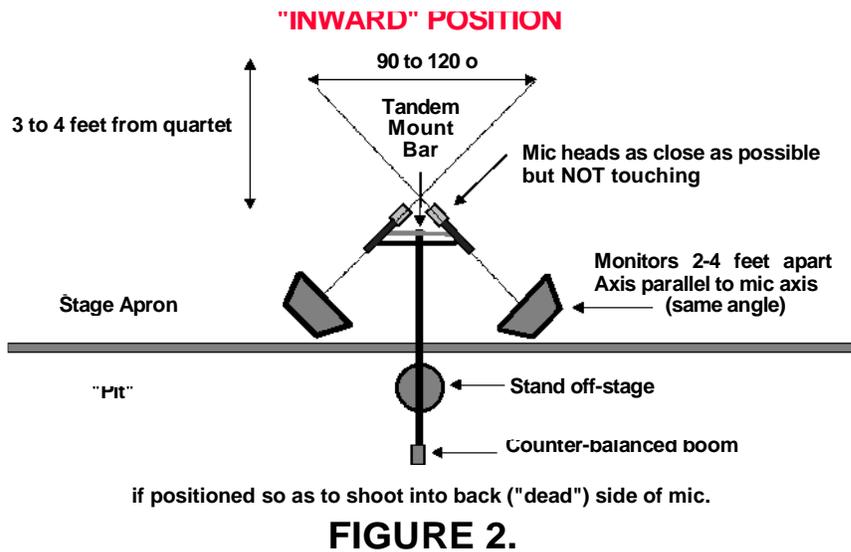


**BARBERSHOP HARMONY SOCIETY  
FWD CONVENTION/CONTESTS  
QUARTET MICROPHONE/MONITOR PLACEMENT  
CONFIGURATION**



**QUARTET MICROPHONE/MONITOR PLACEMENT**

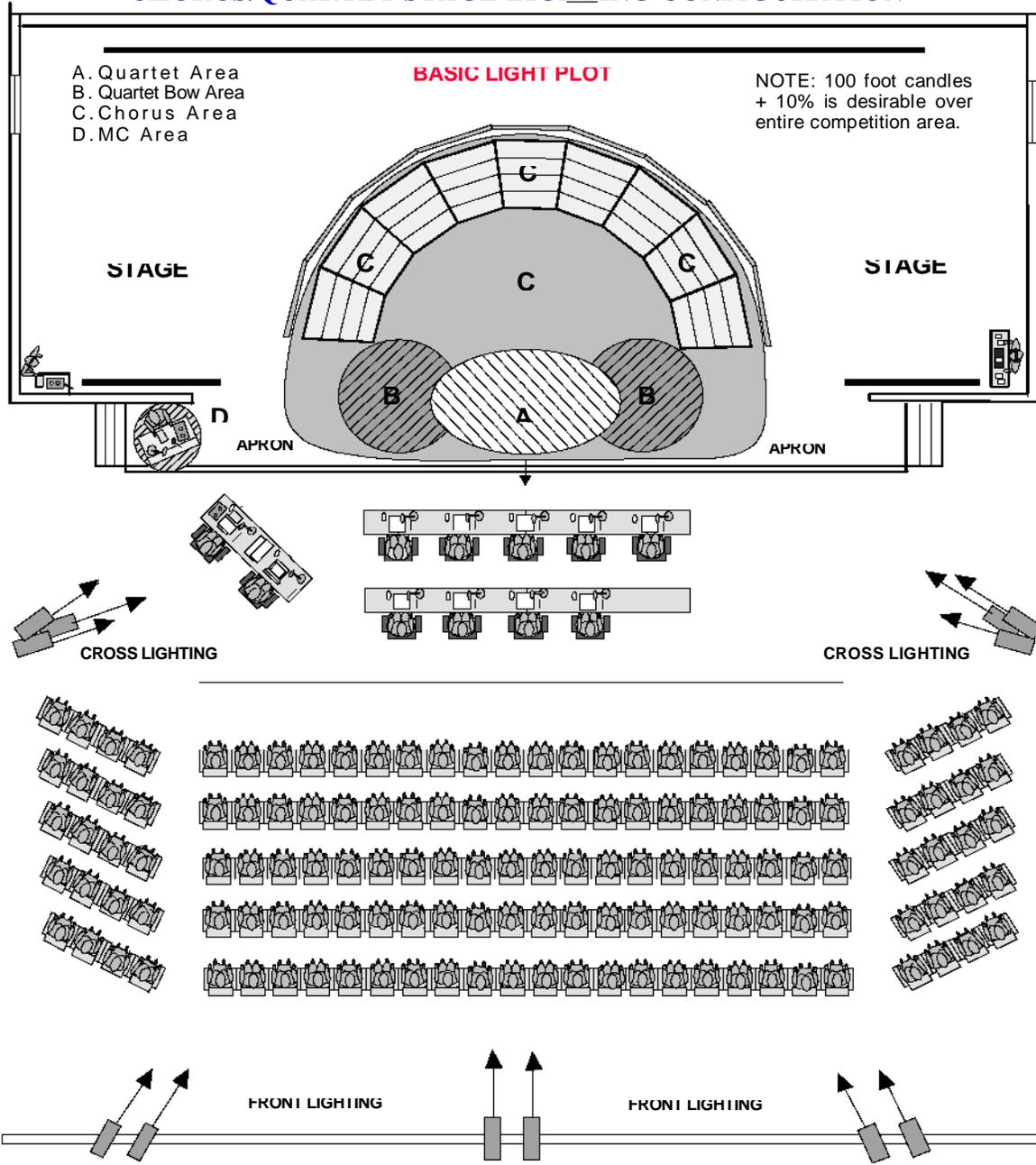
NOTE: Monitors will be less prone to feedback problems



-End of Sound Guide-

**TG-03**

**BARBERSHOP HARMONY SOCIETY  
FWD CONVENTION/CONTEST  
CHORUS/QUARTET STAGE LIGHTING CONFIGURATION**



**TG-04**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

## **ALL CONVENTIONS - STAGE GLOSSARY**

**APRON OR FORE STAGE:** The section of stage between the front curtain and the audience.

**BACKDROP:** A large canvas, painted as a scene or wall, hung as the back element of a setting. Seldom used in this form now except in revivals. Shorter term: Drop.

**BACKING:** A flat or drop placed behind doors, windows and other openings in a set to mask the backstage from view of the audience.

**BORDERLIGHT:** The long strips of lights hung from side to side of the stage above the setting.

**CIRCUIT:** The electrical outlets or lights which are controlled by a single fuse.

**COUNTERWEIGHT SYSTEM:** An arrangement of lines, battens and weights found on well—equipped stages which is used to raise and lower scenery.

**CURTAIN LINE:** The place where the front curtain touches the stage floor.

**DIMMER:** Electronic or mechanical device for controlling the volume of light, which may be dimmed “up,” “down,” or “out.”

**DOWN STAGE:** This was originally used when stages actually slanted down toward the footlights. Now we mean toward the curtain line.

**DUTCHMAN:** A strip of wallpaper or cloth used to cover the crack between two flats. It is, of course, applied before painting.

**ELLIPSOIDAL SPOTLIGHT:** The ellipsoidal mirror, which increases the light output, gives the name to this unit, which also has movable shutters, which control the shape of the light beam.

**FALSE OR INNER PROSCENIUM:** A proscenium built inside the regular proscenium for a particular production, sometimes made in unusual shapes.

**FLATS:** Wooden frames covered with cloth.

## STAGE GLOSSARY Cont.

**FLOODLIGHT:** A lighting unit which holds a large bulb, one thousand or more watts, used to flood an area with light. It cannot be focused. Also called an OLIVETTE.

**FOOTLIGHTS:** A strip of lights across the stage in front of the main curtain, of no real use in modern lighting.

**FRESNEL:** A spotlight, which has a fresnel, or ribbed lens.

**GELATIN:** A thin sheet of gelatin or plastic placed in frames in front of lighting units to change colors. Also called a GEL.

**GRIDIRON or GRID:** The framework of wooden or steel beams near the top of a stage house in which the rigging for raising or lowering scenery is mounted.

**GROUND ROW:** A long, low piece of scenery, usually representing hills or a wall in an exterior setting and placed to mask the bottom of a cyclorama or backdrop.

**HAND PROPS:** Those properties which actors carry on or off stage during the business of the show. Also called PERSONAL PROPS.

**HEADS UP:** A warning to look up, usually called out to anyone on stage when scenery is being raised or lowered.

**HOUSE LIGHTS:** All the lights in the auditorium except the exit lights. These are controlled from the light booth.

**JOG:** A narrow flat, one or two feet wide.

**LASHING:** Fastening two flats together with a lash line.

**LASH LINE:** The quarter-inch diameter sash cord used for lashing flats together. It should be of good quality.

**LASH LINE CLEAT:** The stage hardware around which the lash line is hooked when fastening flats together.

**LEFT STAGE and RIGHT STAGE:** Directions backstage are made from the actor's viewpoint as he faces the audience. Right stage is the actor's right, the audience's left.

**LEG or LEG DROP:** Pieces of cloth, usually six to ten feet wide, most often hung in pairs at stage right and left.

**LINES:** The ropes usually hung in sets of three, which run up to the gridiron and then down to the pin rail, used to raise and lower scenery.

**LONG LINE:** The longest of each set of lines, the one which goes to the floor on the side of the stage opposite the pin rail. The other two are, of course, the MIDDLE LINE and the SHORT LINE.

**MASKING:** To place flats or drops outside a setting so that the audience cannot see backstage through openings or above the set.

**OFF STAGE:** The stage outside the acting area, not visible to the audience.

**ON STAGE:** The acting area, visible to the audience. Also used as a command to come on stage.

## **STAGE GLOSSARY Cont.**

**OUT FRONT:** In the auditorium.

**PIN RAIL:** A fixed steel or wooden beam placed either in the fly gallery or on the stage floor at one side. Here the lines used to raise and lower scenery are tied or, in the case of a counterweight system, locked.

**PROPERTY TABLE:** One or more tables placed behind the setting, most often near entrances, on which hand properties for the scene can be placed so the crewmember can hand them to the players at the right time.

**PROSCENIUM:** The architectural frame, which separates the stage from the auditorium. The proscenium is the frame itself while the PROSCENIUM OPENING is the space inside the frame.

**RESISTANCE DIMMER:** A mechanical device to control the volume of electricity reaching a stage lighting unit. Though not as efficient as the newer electronic and transformer dimmers, the resistance dimmer is still used on many stages.

**RIGGING:** The pulleys attached to the gridiron and the lines, which run through them to the pin rail and to the battens.

**RUN-THROUGH:** A term meaning to take a scene, act, or the entire shows straight through without interruption.

**SET PIECES:** Pieces of scenery, usually fairly small, which stand by themselves to depict walls, rocks, shrubs, distant hills, etc.

**SETTING:** The complete arrangement of scenery, furniture, properties and lighting used in the production.

**SIGHT LINES:** The lines of vision from the extreme sides of the auditorium.

**SPATTERING:** A painting technique, which adds texture to a flatly painted surface with dots of other colors.

**SPOTLIGHT:** A lighting instrument with concentrated light, which can be focused through a lens. It is usually mounted on a pipe batten but can also be mounted on a stand. It is for specific lighting of a particular portion of the acting area.

**STAGE BRACE:** An adjustable brace with a hook at one end which fastens into a brace cleat on the back of the flat and a foot-iron on the other end which is fastened to the floor with a stage screw.

**STAGE CREW:** The production staff of a show.

**STAGE MANAGER:** The person in charge of running the production during run-through rehearsals and performances.

**STAGE SCREW:** A metal screw with a sharp pitch, and a handle with which it is turned into the stage floor.

**STRIKE:** The order to remove from the playing area, properties, furniture, a light or the entire setting.

**SWITCHBOARD:** The master control panel through which the electrical circuits run. Here the dimmers control the volume of light. also called the LIGHTBOARD.

**TEASERS:** The special first cloth border just back of the spotlight battens. With the tormentors at right and left, it forms an inner frame for the stage opening.

**TIE-OFF:** To tie fast the hauling lines to the pin rail or to tie the lash line fastening two flats together.

### **STAGE GLOSSARY Cont.**

**TORMENTORS:** A pair of flats, usually black, at the sides of the stage, just back of the proscenium opening. With the teaser, they form the inner frame. Also referred to as the FALSE PROSCENIUM.

**TRACK:** The track on which a traveller curtain works to open and close.

**TRAVELLER:** A stage curtain, which opens in the middle and is pulled to the sides of the stage.

**TRIM:** The process of adjusting a border or other hanging scenery, to get it into exact position.

**UP STAGE:** The direction away from the curtain line and also the areas farthest from the curtain line.

**WINGS:** The space outside the acting area on both sides of the stage. Also two pieces of scenery hinged so that they will stand at an angle. They are used in pairs at either side of the stage to mask offstage areas.

**-End of Stage Glossary-**



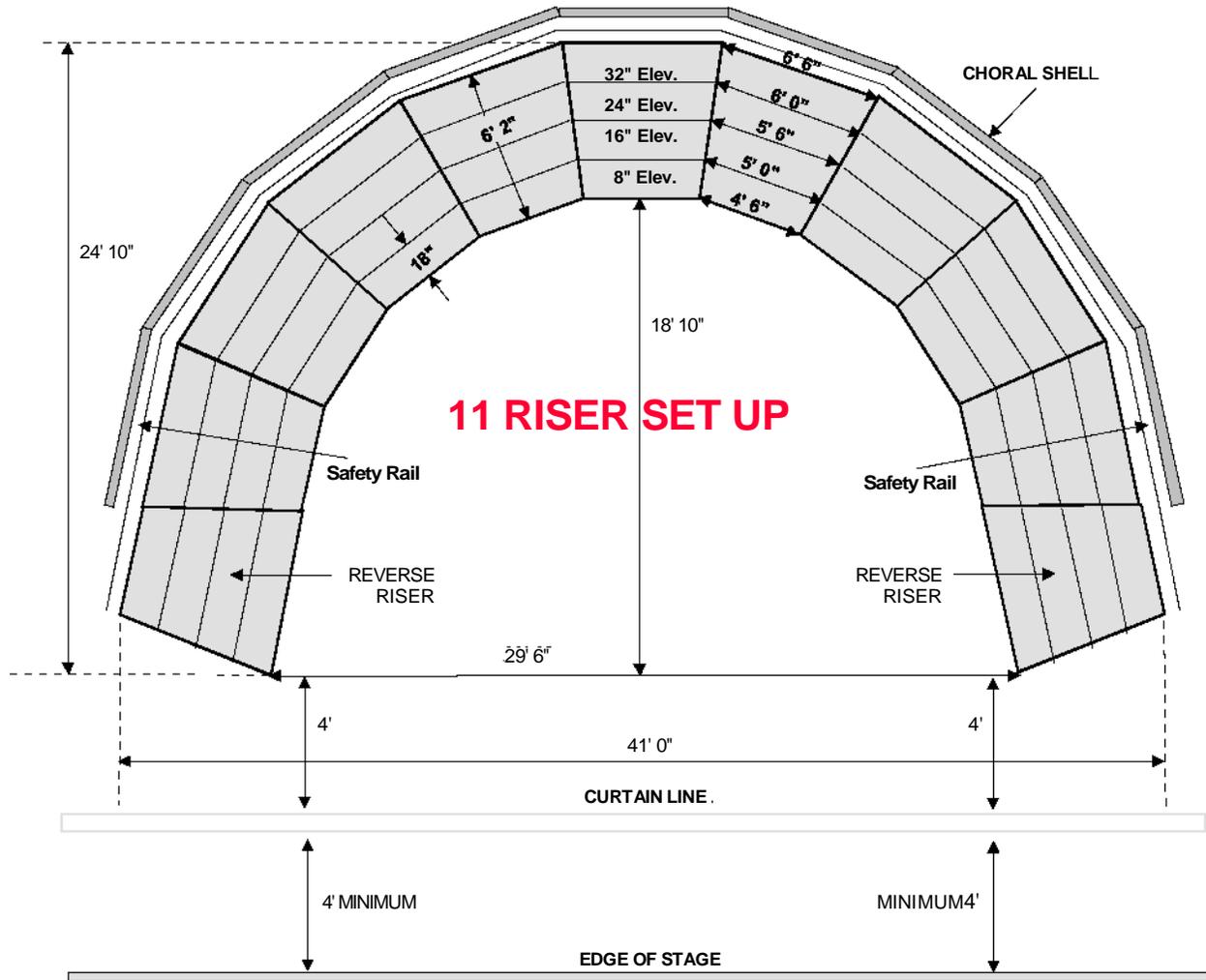
**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, Inc.**

**FAR WESTERN DISTRICT**

**PART C - SECTION 2**  
**FALL**  
**CONVENTIONS/CONTESTS**  
**THEATER**  
**EXHIBITS**

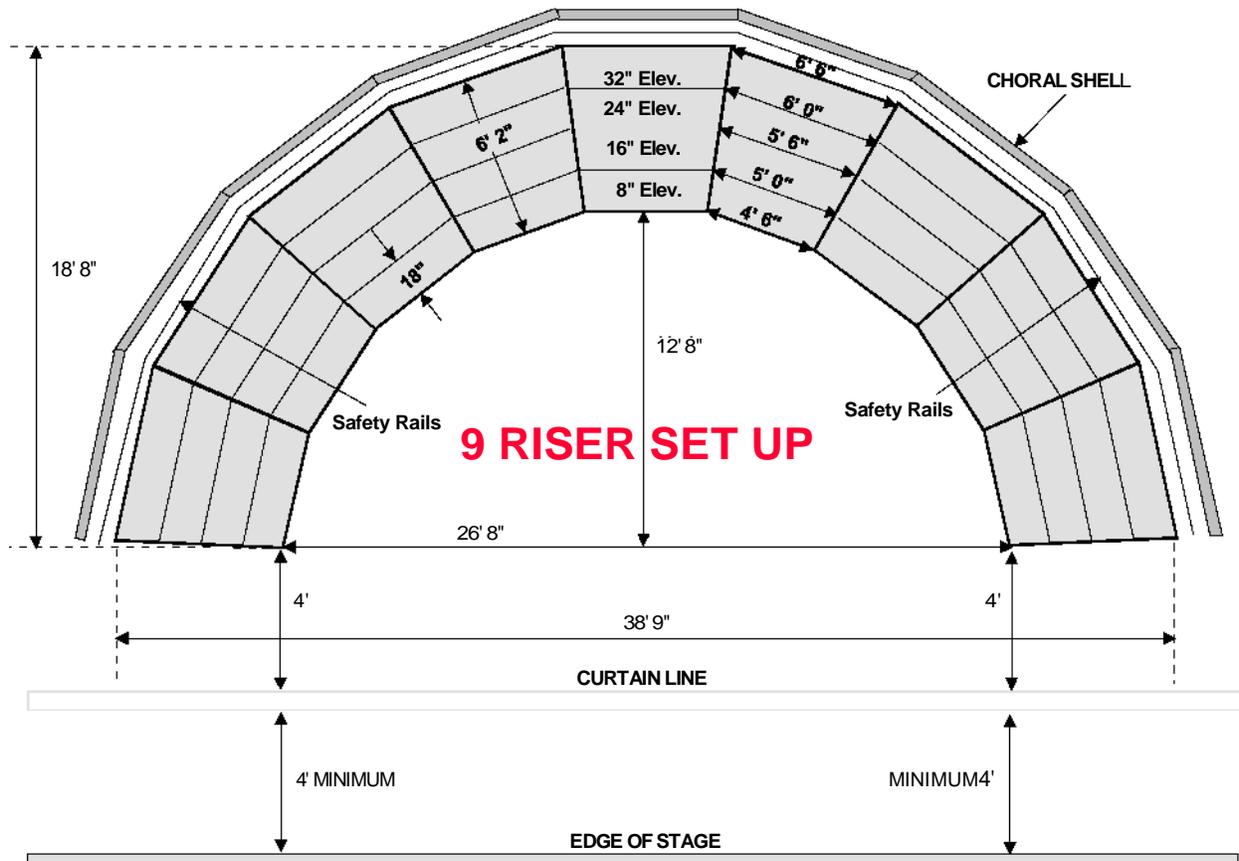
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**BARBERSHOP HARMONY SOCIETY  
FWD CONVENTION/CONTESTS  
11 RISER CHORUS CONFIGURATION**



SET-UP FOR 11 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS  
ACCOMMODATES 115 - 125 + CHORUS MEMBERS

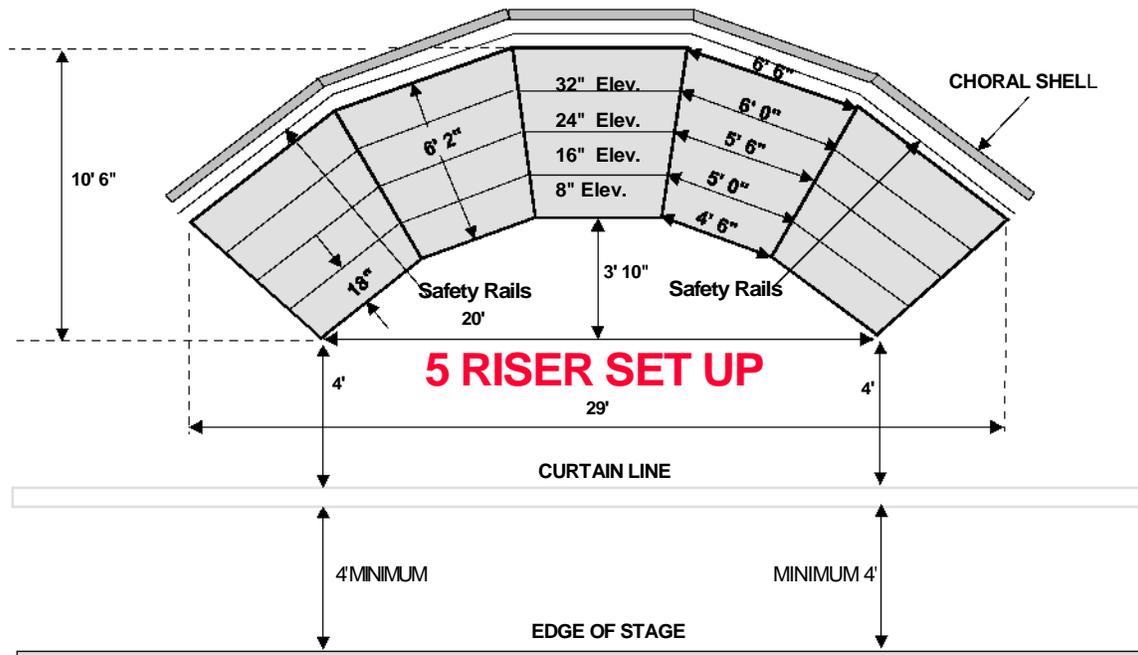
## BARBERSHOP HARMONY SOCIETY FWD CONVENTION/CONTESTS 9 RISER CHORUS CONFIGURATION



SET-UP FOR 9 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS  
ACCOMMODATES 95 - 105 + CHORUS MEMBERS



## BARBERSHOP HARMONY SOCIETY FWD CONVENTION/CONTESTS 5 RISER CHORUS CONFIGURATION

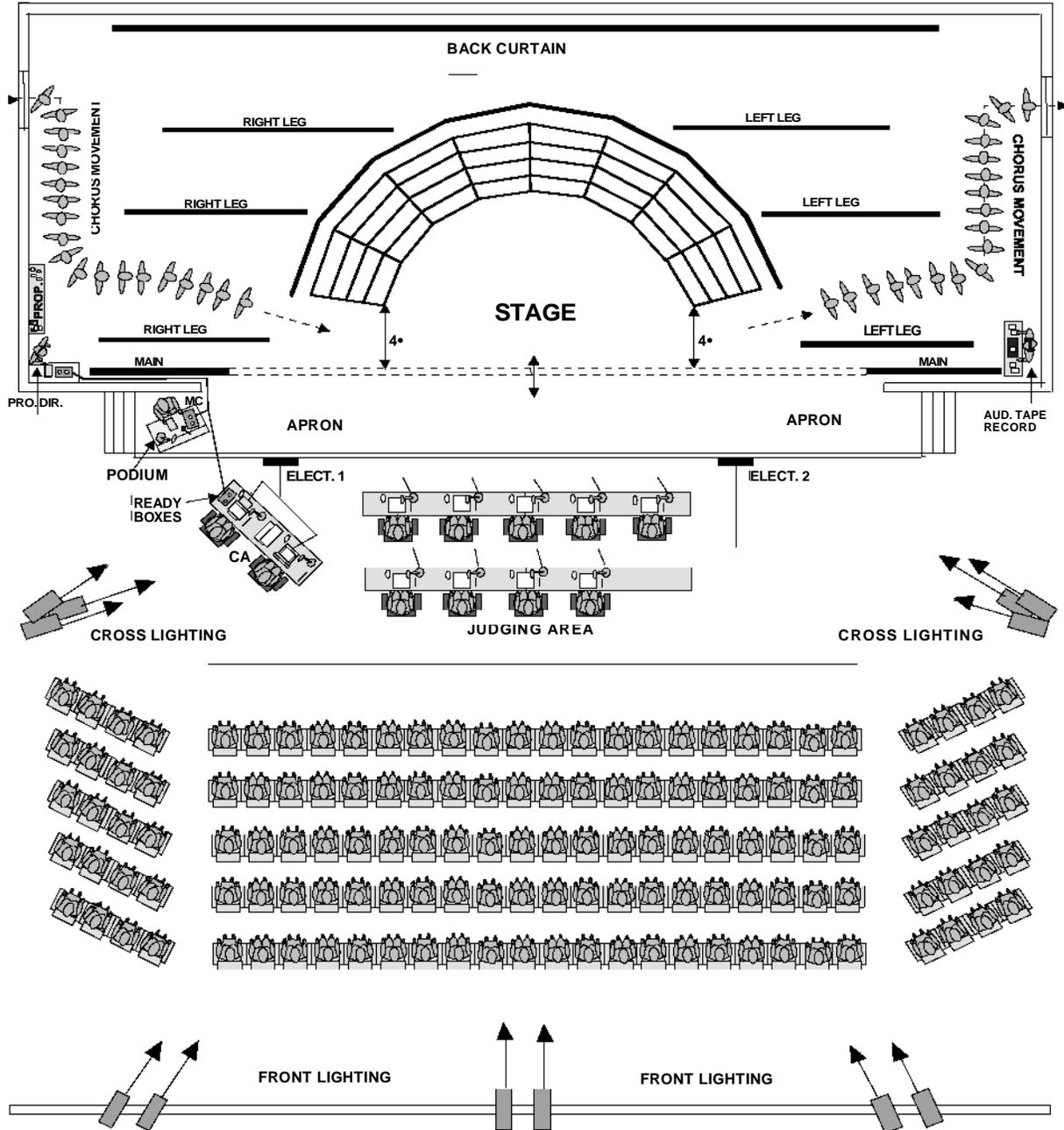


SET-UP FOR 5 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS  
ACCOMMODATES 55 - 65 + CHORUS MEMBERS

-End of Riser Set-Up-

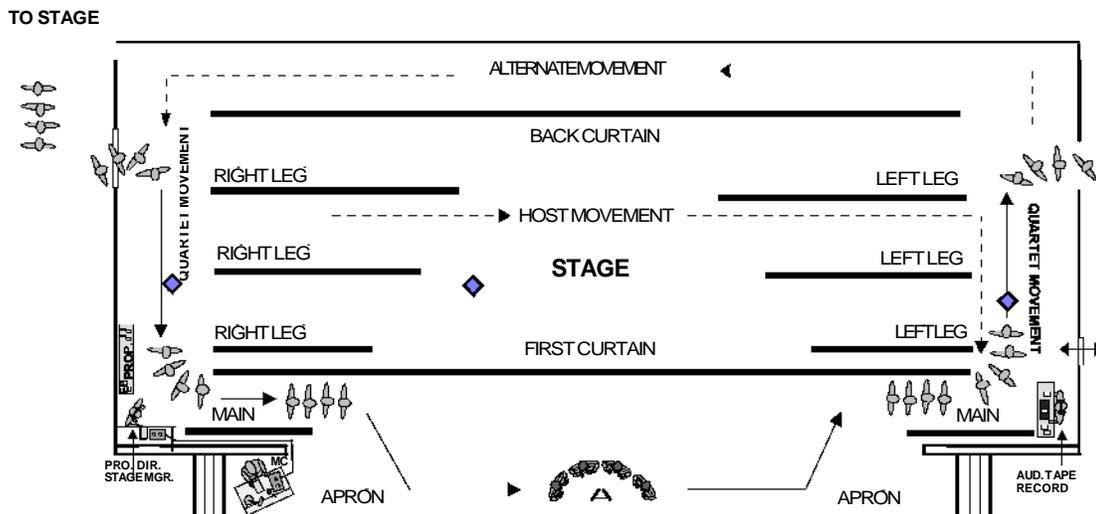
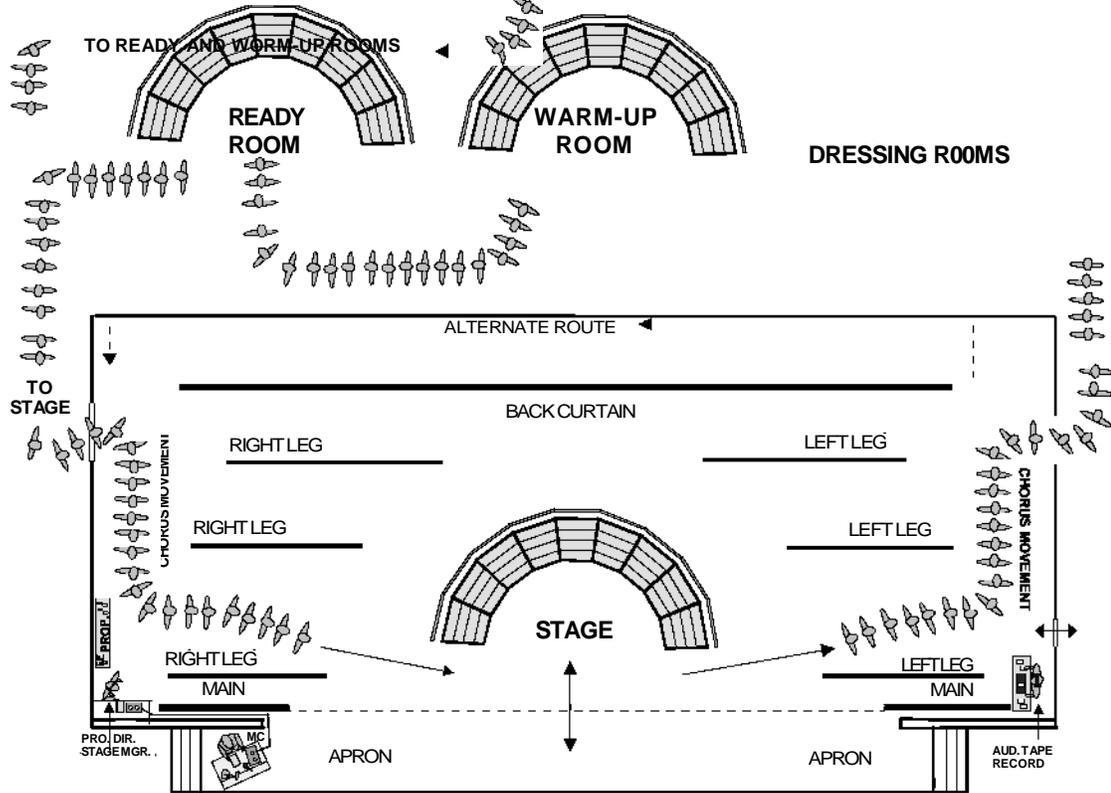
TE-02

### BARBERSHOP HARMONY SOCIETY FWD CONVENTION/CONTESTS CHORUS CONFIGURATION - STAGE/JUDGES/FRONT LIGHTING



TE-03

FWD BARBERSHOP HARMONY SOCIETY  
 CHORUS AND QUARTET MOVEMENT CONFIGURATION  
 DRESSING ROOMS





**BARBERSHOP HARMONY SOCIETY  
SPEBSQSA, Inc.  
FAR WESTERN DISTRICT**

**PART C - SECTION 3  
FALL  
CONVENTIONS/CONTESTS  
THEATER  
SAMPLES**

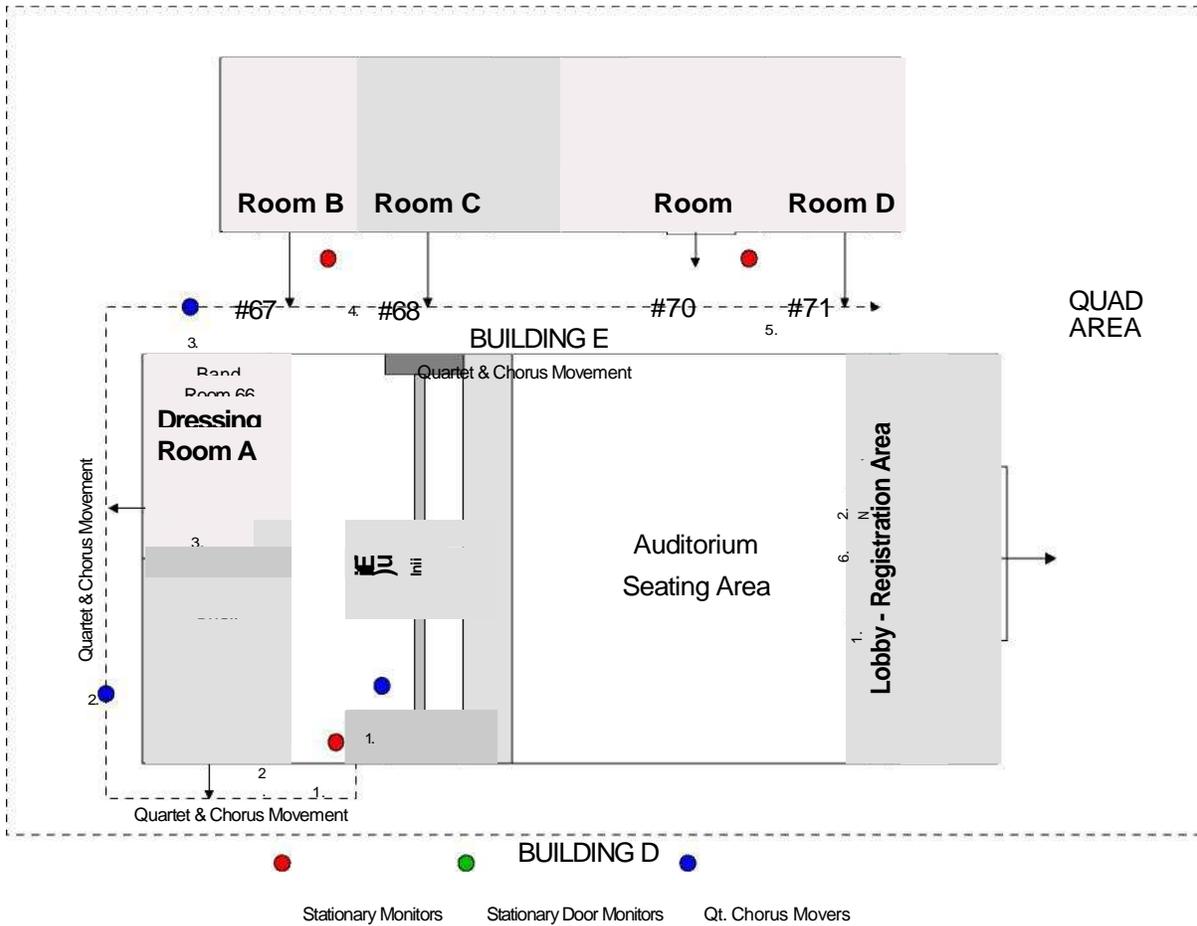
**TS-01**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**SAMPLE FALL MOVEMENT MONITOR LOCATIONS**





**FAR WESTERN DISTRICT  
 BARBERSHOP HARMONY SOCIETY**

**2010**

**SAMPLE FALL MONITOR/MOVEMENT WORKERS SCHEDULE**

FWD CONVENTION/CONTESTS MONITOR/MOVEMENT WORKERS SCHEDULE					
Time		Task	Qty.	Report to	Notes
<b>Saturday</b>					
08:00 AM	10:00 AM	Stage riser crew	8	Doug M.	Riser & choral shell setup
06:15 PM	10:30 PM	Stage Marshall	4	Carl T.	Marshals to assist in stage activity
06:15 PM	10:30 PM	Quartet Ushers	6	Fred K.	Usher Quartets to and from the stage door.
06:15 PM	10:30 PM	Aud. Ushers/Door Att.	12	Kiech K.	Control Doors/Usher Convention Attendees
10:00 PM	?	Stage Riser Crew	8	Doug M.	After the Quartet Semi-Finals
10:15 AM	3:00 PM	Stage Marshall	4	Carl T.	Marshals to assist in stage activity
10:15 AM	3:00 PM	Aud. Ushers/Door Att.	12	Kiech K.	Control Doors/Usher Convention Attendees
10:45 AM	3:00 PM	Stage riser crew	6	Doug M.	Riser-choral shell shift (3-4) during ch. contest
10:15 AM	3:00 PM	Chorus Ushers	6	Fred K.	Usher choruses to & from the stage door
06:15 PM	10:30 PM	Quartet Ushers	6	Fred K.	Usher Quartets to and from the stage door.
06:15 PM	10:30 PM	Aud. Ushers/Door Att	12	Kiech K.	Control Doors/Usher Convention Attendees
06:15 PM	10:30 PM	Stage Marshall	4	Carl T.	Marshals to assist in stage activity
06:45 PM	?	Stage riser crew	6	Doug M	Riser-choral shell shift prior to int. Sat. night
10:30 PM	?	Stage riser crew	8	Doug M.	Riser-choral shell strike after show Sat. night

Revised 01/09

**Back Stage Flow**

The following approach will be used to organizing the backstage flow during the contest events. The plan will move the contestants as little as possible, and still give them plenty of time to warm-up.

Upon arrival, choruses & quartets can get directions to the assigned dressing/warm-up rooms at **the arena check-in table**. This will begin the cycle.

To direct the quartets & choruses through the flow **one escort** will be assigned to **each "leg"** of movement backstage, as follows:

<b>Quartet</b>	<b>Choruses</b>
1. Check-in to warm-up room	1. Dressing area to warm-up room
2. Warm-up room to backstage	2. Warm-up room to backstage
3. Stage to photo room (if used)	3. Stage to photo risers

At each major location, a stationary person with a radio will be posted:

<b>Quartet</b>	<b>Choruses</b>
1. Check-in area	1 Dressing area
2. Warm-up rooms' hallway	2. Warm-up room
3. Backstage	3. Backstage

When **quartets** finished their first song, the backstage person will call (by radio) for the next quartet to head from the warm-up rooms to the stage.

As soon as a **chorus** began moving onstage, the backstage radio person initiate movement of two other choruses: one to the stage, one to the warm-up area. Adequate notice will allow each group to arrive at the stage in plenty of time.

By having the **same person** in charge of **each leg for the entire session**, they get to know the route much better, and get to know exactly how long it would take to get from point to point.

**SAMPLE MONITOR SESSIONS AND MANPOWER**

**Saturday Morning – Chorus Finals**

Name	Location	Movement
Escort 1	Arena	Dressing to ( ? ) Room
Escort 2	Arena	Dressing to ( ? ) Room
Escort 3	( ? ) Room	( ? ) Room to backstage
Escort 4	( ? ) Room	( ? )
Escort 5	Backstage	Backstage to photos
Radio 1	Arena/check in table	Stationary – dressing area
Check-in 1	Arena/check in table	Stationary – dressing area
Radio 2	( ? ) Room	Stationary – warm-up
Radio 3	( ? ) Room	Stationary – warm-up
Radio 4	Backstage	Stationary – backstage

**Saturday Evening – Quartet Finals/Senior**

Name	Location	Movement
Escort 1	( ? ) Room	Dressing rooms to backstage
Escort 2	( ? ) Room	Dressing rooms to backstage
Radio 1	( ? ) Room	Stationary – dressing rooms
Radio 2	( ? ) Room	Stationary – dressing rooms
Radio 3	Back stage	Stationary – backstage door
Check-in 1	Arena table	Table to dressing rooms
Check-in 2	Arena table	Stationary – arena table

**Saturday Evening – Show of Champions**

Name	Location	Movement
Escort 1	Arena	Dressing to warm-up
Escort 2	( ? ) Room	Warm-up room to backstage
Escort 3	East side	Dressing rooms to back stage
Radio 1	Arena/check in table	Stationary – dressing area
Radio 2	( ? ) Rooms	Stationary – warm-up
Radio 3	East side	Stationary – dressing rooms
Radio 4	Backstage	Stationary – backstage
Check-in 1	Arena table	Table to dressing rooms
Check-in 2	Arena table	Stationary – arena table

**-End of Movement/Monitor--**

**TS-02**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

**2010**

**SAMPLE CONVENTION CHAIRMAN  
CHECK LIST OF THINGS TO BRING AND TO-DO**

**PHYSICAL ITEMS**

Awards (Clements)  
Pencils /Pens  
Chapter Class B Uniform  
Printed Items for Check-In Table  
Flashlight  
Printed List of Registrations (3)  
Programs (500 Copies)  
Health-Pills/Sugar Snacks/Water  
Registration Badges (Shova)  
Judging Area Equipment Box (Girvin)  
Registrations (Originals)  
Money Box for Reg. Area (Shova)  
Signs  
Westminster Donation Can  
Score Sheet Paper (2)  
Judges Paper (1)

**AUDITORIUM/STAGE**

Back Stage Chorus Flow Chart  
Riser Schematic  
Back Stage Quartet Flow Chart  
Show of Champions Flow Chart  
Chorus Stage Flow  
Signs  
Lighting Schematic  
Sound Schematic & Info Sheet  
Pens/ Pencils/Markers  
Work Sheet & Workers  
Quartet Stage Flow  
Sign Glue

**HAND OUTS QUARTETS/CHORUSES**

Quartet/Chorus Packet

**REGISTRATION DESK/AREA**

Badges Printed – Boxes (Shova)  
Reg. Applications Late  
Markers/Names on Reg. Badges (Shova)  
Reg. Badges Late/On Site (Shova)  
Money Box (Shova)  
Reg. Badges Pre-Paid Printed  
Pencils/Markers  
Registration Computer Printout  
Plastic Badge Holders (Shova)  
Signs  
Programs  
Westminster Donation Can  
Orig. Reg. Applications Envelopes.  
Workers List

**BACKSTAGE BOOK**

Addresses/Phone #  
Program Layout  
Applications Qt/Chorus Comp.  
Qt/Chorus Back-Stage Flowchart  
Bank Deposit Slips (Copies)  
Qt/Chorus Movement Schedules  
Entry Forms Qt/Chorus  
Reg. Print-Out Pre-Paid  
Flyer/Letters/Etc. (Copies)  
Alta Loma HS Contract  
FWD Statements  
Show of Champions Flowchart  
Hotel Contract  
Society Insurance Flyer (Copy)  
Vouchers To Pay  
Paid Vouchers  
Workers/Volunteers List

## **BACK-STAGE CONVENTION/CONTESTS INFORMATION FOLDER**

Chorus Movement Schedule  
Alta Loma HS Ch. Flow Schematic  
Chorus Stage Flow Schematic  
Facilities Schematic  
Lighting Schematic  
Qt. Flow Schematic  
Qt/Chorus Awards List  
Workers/Volunteers Sheets  
Riser Schematic  
Writing Note Pad  
Sound/Audio Schematic  
Qt. Stage Flow Schematic  
Show of Champions Schematic  
Qt. Movement Schedule

**-End of Check List-**



**FAR WESTERN DISTRICT  
BARBERSHOP HARMONY SOCIETY**

## **CONTRIBUTORS TO THIS MANUAL**

**BOB CATHAWAY**

**2009 FWD Chairman of the Events Committee**

**DOUG MADDOX**

**FWD Production Director and Events Tech. Consultant**

**GLEN GLANCY and BILL LIGHTNER**

**BHS Sound Tech. Consultants**

**CARL TRUMAN**

**FWD Events Movement/Monitor Tech. Consultant**

**DICK GIRVIN**

**FWD Secretary and Events Tech Consultant**

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**And**

**FRITZ GRUNENWALD**

**Typesetting, Graphics and Layout  
FWD Events Tech. Consultant**

**-End of FALL Convention Manual-**