



# Chapter Program Guide

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# 1. Introduction

Programming of a chapter meeting is an outlet for creating a healthy environment to foster fun and growth of a chapter.

First, the chapter should formulate a plan that meets the chapter musical and entertainment needs. All chapter member needs should be understood, and if possible addressed, so that the result satisfies the majority. No two chapters annual plans need be alike, but each plan should offer variety to every chapter meeting. Every meeting must have a purpose and build week upon week toward the chapter goals. This plan is simple in concept, but takes initial planning to inspire member participation. The Barbershop Harmony Society believes that success is achieved when every chapter member is engaged and feels a sense of belonging and desire to attend their chapter meetings, to continue to be involved in the growth of what the chapter can become.

Most of the time, a visitor or guest are seeking out chapters that are considered “fun” but also are genuine and authentic to who they are in their identity. Programming a chapter meeting, is a way to ensure that is carried out, weekly.

Each chapter program VP and/or program team/committee are responsible to work alongside the chapter leaders and members to identify the chapter’s needs and goals, its vision of itself and its mission to become more than it is. Then, identify a year of activity, 52 weeks and fill in the weeks with fun & engaging activities that fit the goals, including activities organized by the District and by other chapters around us.

Similarly, we need to be mindful of community activities that we might participate in and benefit from. Some activities may conflict with others and require rescheduling. Sometimes things come up and the planned activity may need to be replaced or rescheduled. So be it!

It is important to be aware of other choral groups in our area. It’s best if we don’t schedule annual shows in conflict with them and it can be a lot of fun to produce a joint show with another group.

Chapter Program VP’s and teams plan the fun, based upon some of the ideas contained in this guide, ideas developed around us by others and a little bit of common sense. After all, there is a limited amount of time to have fun. So much to do and so little time.

## 2. Chapter Mission & Vision

The Society and every District and Chapter in it, needs to identify itself and determine what it wants to become. A vision statement is an image of an existing condition. A mission statement is an explicitly stated goal to work towards. What will success look like? This must be a realistic, credible, well articulated, appropriate, slightly ambitious and responsive plan. This is to be determined by the chapter as a whole.

The Society and each district have identified their Vision and Mission statements. The chapter must do likewise and its members should agree with these statements. Then the chapter can move forward and we can start making plans for the chapter activities.

It is also a good idea to take stock in the members and the amount of talent and commitment they bring to the chapter. Are there aspiring directors among us? Does the membership support an annual show? How many opportunities to perform for the public are enough? Do we have the talent to select or create music? Do we find speakers, actors, designers or promoters in our midst? When we identify our capabilities, we decide what we are capable of. Need some help? Ask the members by using or adapting the sample surveys in this guide, consult with your district leadership, or contact the Society Chapter Leadership & Education team.

## 3. The Program Officer (Vice President or Chair)

### 3.1. Duties

- Develop yearly program of chapter activities.
- Work with leadership and music team to plan enjoyable weekly chapter meeting formats.
- Direct the weekly chapter meeting activities.
- Direct activities of the program inter-chapter relations and community service committees.
- Include a variety of activities, which can involve both members and their families.
- Assist internal public relations officer, keeping members informed about coming events.
- Along with the music committee, promote quartetting within the chapter

The Chapter Program Officer should be a member of the chapter board. This will benefit his credibility and effectiveness. The individual who takes on this task is the member most responsible for the success of the chapter. He organizes, plans and executes the activity plan for the chapter. He promotes chapter activity & solicits support from the members. All members are happier, knowing in advance how to plan their lives around Barbershop harmony, as are the member's families.

To that end, the program officer must spend time organizing a complete annual plan at the beginning of the year. Then he implements this plan, adjusting it as needed as the year rolls along. He helps keep the meeting activity leaders focused on their tasks. He is the chapter stage manager, moving the show along and letting the participants "do their thing." He doesn't have to select or teach the music. He doesn't need to keep track of the members. He only sees to it that every Chapter member can have fun in his own way all year long.

## **3.2. Program Team**

The program officer cannot accomplish all of this by himself. He must utilize the talents of other chapter members (organizing sub-committees as needed) to implement many activities. The team, which the program officer coordinates, may be large or small, depending upon the chapter size and talent.

The Chapter program officer maintains a close liaison with the Chapter development officer; the Chapter music team, the Chapter public relations (and marketing) officers and the Chapter bulletin editor and Chapter website coordinator (if there is one). Please note that the Chapter, not the chorus, is the operative organization. It also helps if he has a relationship with the Chapter treasurer (a budget).

The key word for the program officer is variety. A well-rounded program, planned well in advance and coordinated with all Society, District other Chapter and Community activities is necessary to satisfy the diverse interests of the Chapter membership. Remember that creativity is a big part of variety. Also things change spontaneously and you may need to change plans at a moment's notice. Line up activities leading up to major activities. That makes for useful programming that answers questions before they come up and allows for more fun.

## **3.3. Example Program Teams**

### **3.3.1. General Program**

The Program Team works with the program officer in planning and implementing the non-musical portion of the chapter meeting.

### **3.3.2. Interchapter Relations**

This team promotes involvement with other chapters in the Society. It is to organize joint activities with other chapters. Activity of this kind is valuable to the chapter, for it provides variety, good fellowship and enjoyment of sharing the barbershop experience.

### **3.3.3. Community Service**

This team develops plans designed to acquaint the community with the chapter and its ability to contribute to the community, just as service organizations like Rotary, Lions, Kiwanis, etc. We can also support worthy local projects. A chapter can assist in supporting local activities in many different ways, including its ability to entertain. This can build the respect and support of our communities.

### **3.3.4. Social**

The Chapter Social Team looks after the planning and implementation of social functions of the chapter such as installation banquets, family picnics, barbecues, bowling parties, etc.

### **3.3.5. Quartet Promotion**

Quartets are vital to the health of the chapter as well as the Society. This team, because of its involvement with the musical activities of the chapter, must work closely with the music vice president and the music team. There are many activities that this committee may use to encourage members to get involved in quartetting, either informally at a weekly chapter meeting or in organized, registered quartets.

### 3.3.6. House

This team may be any size necessary to support chapter meeting activities and special events. Basically, this team is responsible for opening the hall for meetings, setting up the meeting room, storage of properties and providing for refreshments and the members' comfort & clean up.

## 4. Chapter Planning Calendar

It is a great first step to establish a draft template of an Annual Chapter planning calendar. Potentially, there are 52 opportunities to entice members and potential members to attend your chapter meetings.

Remember, that a strong chorus music program is important, but a chapter is made up of many individuals whose needs vary. A program officer can plan a 52-week program of diverse activity in concert with the musical chapter goals.

To accomplish this, list out your chapter meeting dates, and call out any meetings that may meet on a holiday. Consult with your chapter board and leadership if your chapter should meet on that occasion, skip the meeting, or reschedule to another night.

Next, insert the known major activities. These will include competitions/conventions; chapter shows; known District, Division and Inter-chapter activities; chorus and quartet performances. Also be sure to note major community activities, whether or not the chapter wishes to participate in them (avoid potential conflicts).

***A sample planning calendar is available at the end of this guide.***

## 5. Balanced & Interesting Weekly Programs

We compete for a man's free time – competing with his time for work, faith, his other spare time activities, other fraternal and musical groups, sports, civic commitments and that of his family and with his easy chair. If we are to successfully gain and hold his interest, we must make our meetings more interesting and entertaining than anything else he is involved in.

From the calendar, count the weeks you have available to you. Note the major activities, when they are and how much time your Chapter needs to prepare for them. You can use these activities to help plan your year.

Please note that you are not devoting the entire night to most of these programs, but that they will be a diversion for at least part of that evening. Please note this is a chapter meeting night and not just a chorus rehearsal. Make sure your music committee is on board with this concept.

We can also dip into resources from the past and into our imaginations. We are looking primarily for 20-30 minute programs to fit into the chapter meeting agenda. Every meeting has a finite number of minutes to fill. It is not up to the chorus director to plan the night's events. Neither would that insure that all members get what they need out of the evening. The director is to look after the musical direction of the chapter chorus (assisted by the music team).



## 5.1. Chapter Performances

A chapter performance (show or competition) requires that the participants know words and music and a performance plan, how to behave on stage, when to be where and how to react to the other performers. They need to know what to wear and some “characters” require make-up. They must learn these things and that takes time. Knowing how to perform our musical style takes time as well. Members must understand how to breathe, what a chord sounds like, how to stand not only to hear your part in the ensemble, but also so the audience understands and appreciates the performance as well. It takes time to hear and get used to the barbershop style of music. It takes practice and training. You just identified up to seven program ideas for each event.

## 5.2. Polecats & Woodshedding

Polecat selections are generic songs that most barbershoppers should know. There are ways to train the ear, called woodshedding. There are groups both within the chapter and outside of it, which can demonstrate the technique. There are coaches to help identify means and methods to improve a performance. Quartet activities can be varied and fun. Guest quartets bring variety to meetings. Chapters can gather together to work together and have fun demonstrating their abilities and sharing the hobby with each other. There are also non-barbershop diversions, which can make an evening fun.

All these things take time. This is what you must sort out and present in an organized order, leading up to each event. Identify each activity and plug it into the calendar. Select from ideas listed in this guide or use your imagination and create some variety. Always be aware of timing and potential complications.

Note that any good idea is worth *repeating*. Use these program ideas (and others) over again as you see fit, but fill in all dates in advance. It is important to have contingency plans to fall back on, if a planned activity falls through.

A chapter planning meeting needs to be held around the first of the year with both outgoing and incoming Chapter officers. It would be advisable to hold the meeting at a different place and time than the regular chapter meeting, where all chapter members may attend. The Chapter Counselor should also be invited for input and to coordinate with District affairs. The years’ Chapter activity should be discussed to insure that all members “buy into the plan.” Request comments from the chapter members.

## 6. Meeting Night Timing

Any chapter meeting should include warm up time, chorus time (learning new music and performing repertoire), and a short, organized business meeting, to bring up chapter affairs and scope out upcoming activities. Even the most enthusiastic man needs a break. Regular craft time and quartet time is optional, but recommended. Social time is more important to some than others, but this is not to be confused with a break. Barbershop craft take many forms.

So let's look at the routine meeting night. Wait a minute! A routine is boring! Let's shake up the boring routine. Sometimes the program may suggest the night's timing. In any case, timing means that everything gets done. Short of watching the clock, that night's program director needs to make sure that no activity gets skipped. It is important to read the mood of the chapter and move things along when interest wanes.

Here are some possible sequences:

7:30 PM	Warm up and polecat selections or woodshedding	7:30 PM	Quartet rehearsal/Warm up
7:45 PM	Director begins chorus rehearsal	7:55 PM	Announcements
8:45 PM	Break and set up program	8:00 PM	Rehearsal
8:55 PM	Announcements	9:00 PM	Break
9:00 PM	Program	9:10 PM	Program
9:20 PM	Repertoire	9:30 PM	Repertoire review
9:55 PM	Final remarks / lottery	9:55 PM	Tag Singing or woodshedding
7:30 PM	Program	7:30 PM	Announcements
7:50 PM	Announcements	7:35 PM	Warm up & Tag Singing or woodshedding
7:55 PM	Sectional rehearsal	8:50 PM	Quartet activity
8:15 PM	Break	9:05 PM	Break
8:25 PM	Craft	9:15 PM	Repertoire review
8:35 PM	Chorus Rehearsal	9:35 PM	Program
9:50 PM	Story Time, woodshedding & wrap up	9:55 PM	Parting comments
10:00 PM	Social time with refreshments		

You may want to include several committees as noted previously, with members, who can plan in advance, then manage some portion of the meeting. It is suggested that the chorus review as many songs as possible every night, running entire songs without stopping, whenever possible.

The possibilities are endless. Help make the year come alive for yourselves and your members. Make the plan now and the rest is follow through. Promote the planned activities. You might have a few back-up programs you can insert on the fly, in case your planned activity falls through. Also it is easier to do some of these things if you have a budget to pay for them. Have a plan, then make it happen!

## 7. Quartet Programming Ideas

Start big, include everyone. If men are to get involved in quartetting, we must make it easily available, non embarrassing and start at a level that includes everyone.

### 7.1. Random VLQ (Very Large Quartet)

Have each section count off by 4's, 5's (1,2,3,4, 1,2,3,4, etc.) or whatever number you pick. (If you have only 4 tenors, you obviously can't count off by 6's). Have each man remember his number. Start the entire chorus singing a song. At a given signal, the leader of the activity says one of the numbers. At that time, only the men with that number stand and sing. Throughout the song, change the number every now and again to give all the men an opportunity to sing. Keep the men on their toes by continually changing the order in which you call the numbers.

This technique includes everyone in the beginning step of quartetting. How? Many men in our Society are not strong singers, and those are the people who need the prodding to have fun via quartet activities. No one has to be embarrassed by standing in front of a group before he's ready. With this method, each man has someone else in his section to lean on for vocal support.

The basic method helps everyone to become a little more independent and somewhat diminishes the chorus atmosphere.

### 7.2. Double quartets, baker's dozens, small groups

This is perhaps the best way to get the shy singer involved into quartetting activities. That first step for many men who sing barbershop, to get into a quartet, seems to be a major one. Many chorus singers lack the confidence to step right in and begin singing in a quartet. If you can develop a way for this man to find that confidence, he'll love you for it. The use of a double quartet activities does just that.

Form two quartets, one standing directly behind the other.

The goal is to have eight men singing at all times. Start the men on a song. At a given signal, a clap of the hands or something, the front four men point to people in the chorus that sing their same part. If you are in the group and have been pointed at, you must go to the back of the double quartet and "tag" the back man singing in your part. He then will tag the front man, who then leaves and sits down.

You can keep changing parts as much as you want. Remember these things – You only point and pick someone on a given signal, stay and sing 'til you are "tagged" out. All eight men must sing all the time.

The use of double quartets should be encouraged. Many times activities for quartets can also be used with double quartets. The experience and encouragement of singing in a double quartet can be a tremendous help for the shy singer. Once again, each man in a double quartet has someone else to lean on for support. The use of double quartet or octet activities is the best and most productive "tool" a quartet promotion man can use!

## 7.3. Quartet Activities

Now that each member has had some time singing in a small group, he will be better prepared to sing in a regular quartet.

### 7.3.1. Quartet Round Robin

In your chorus, take the section with the least men present (e.g. tenors – 5; leads-15; basses-13; bari-7. In this case, 5 tenors – 5 groups). Space them out around the room as far apart as possible. You will double up some parts, but distribute the other members as evenly as possible. Make sure the basses face the leads and the tenors face the baris.

Each group is to start singing a song. Encourage each ensemble to sing a different song. This may sound bad from the center of the room, but it will draw the singers in each group closer together to listen for their own sound.

After about 1 to 2 minutes a signal is given to stop singing. At this time tenors and baris stay in place; leads move one group to the right; basses move one group to the left. Then the process starts all over again. Sing for a minute or two, then switch again.

### 7.3.2. Novice Quartet Parades and Contests

If we ask and expect members to get involved in chapter-sponsored activities, we ought to give them some reward for their efforts from time to time. A reward could be anything from a chance to perform publicly, to trophies, to things from the Harmony Marketplace. It can also be a ribbon, coffee mug, tshirt, etc.

- Quartet parade – non-scoring – exhibition of chapter quartets.
- Area quartet jamboree
- Novice quartet olympics – This is a very educational and fun program.

Here's how the scoring goes: Your panel of scorers can be anyone, even wives. Have as many scorers as you like (it's best with at least five). Each scorer rates the entire performance from start to finish. Each scorer rates from 1 to 10. Throw out the highest and lowest score and total the rest: that's the score! When all the groups have performed, your "panel" will have chosen the most entertaining group.

By this time, most men will be enjoying some form of quartet activity. Just think how much happier everyone in the Chapter will be.

### 7.3.3. Mixmaster Quartetting

One way to get everyone involved in the activity is a random sequence of four parts. Make sure you have everyone's attention and go part by part, getting everyone to count off 1, 2, 3, 4 etc., making sure that every tenor, lead, baritone and bass is assigned his own unique number that he must remember. Keep track of the highest number of each, not who is what number, that is for the individual to know. You will have four 1's probably four 2's and so forth.

Start a polecat or chorus repertoire song that everyone supposedly knows. Everyone sings through together. Then start again, first calling a random number for tenor, then lead, then bari, then bass, making sure there is an individual for each number. Those four individuals will start the song and sing a couple of phrases. Pause and call out four more random numbers. The next foursome will sing several more phrases. Repeat again and again and again, repeating the same song a several times, if necessary. On the last time through everyone sings the final phrases together. Not everyone will participate, but everyone will pay attention for his opportunity to carry his part. The fun is to keep the music going as much as possible.

#### **7.3.4. Push-Out Quartet or Tag-Out Quartet**

This is usually everybody's favorite quartet "gimmick." Whenever a chapter participates in this activity, there's fun for everybody. Here's how:

1. A quartet volunteers or is chosen to start a song.
2. The foursome continues to sing until such time as another person, bari, tenor, bass or lead, decides he would like to sing.
3. When a man decides to sing, he approaches the quartet from behind, gently pushes out the fellow singing the part he intends to sing and continues the song until such time as he is similarly pushed out.
4. The song "My Wild Irish Rose" is ideal to kick off this activity.

This technique is also one of the very basic ideas for quartet participation. The reverse is also much fun (the quartet man picks someone to replace him).

#### **7.3.5. Area Quartet Jamboree**

In conjunction with the Barberpole Cat program, chapters can host and participate in area jamborees. Three or more chapters meet in friendly semi-formal quartet competitions. Quartets will have competed at the chapter level, and the top three from each chapter are eligible at the inter-chapter level. Ribbons, (available through the international office), should be awarded to the participating finalists. Since this activity is designed for enjoyment through quartet participation, judges may be certified or candidate judges, section-leaders, chapter officers, guests or wives. While the ground rules may be adjusted where deemed necessary, it is suggested that each quartet perform one song of their choosing from the following suggested arrangements:

- The Barberpole Cat songs
- The "Free n' Easy Charts" published by the Barbershop Harmony Society.

Area level competitions can be held each year. This event could be a fine ladies' night program coupled with a covered dish surprise supper.

### **7.3.6. Handicap Quartet**

Have several quartets (chapter or pick-up pre-selected to sing. Just before they sing, they are told they will have to follow instructions that will be flashed from the rear of the audience.

Instructions will be to do crazy things as they sing. For example:

- Must each drink a glass of water during the song, no spills allowed
- Pass eggs up and down line by spoon.
- Change shirts or socks, etc. while singing.
- Blow up balloons 'til they pop.
- Skip rope singly or all together.
- Eat soda crackers.

The possibilities are limitless – this program works with any size group.

## **7.4. Quartet Appreciation Night**

Have you ever stopped to think how much your chapter's organized quartets do for you and your chapter? They entertain at your meeting, sing on your annual shows, sing in your chorus, represent your chapter when singing out on their own and when your chorus sings out, they add to your program... and all free. Now, why not honor them at one of your meetings? Let them know how much you appreciate what they are doing for your chapter. By using a modified version of The Barbershopper of the Month, detailed in this guide, you can say thanks in the proper manner. After all, they deserve it.

## **7.5. Chapter Quartets**

Having a parade of chapter quartets doing 2-3 songs each can help the chapter take stock in the quartets which need an opportunity to work an audience. Plan ahead to give your quartets time to prepare and help coordinate selections to avoid one quartet repeating the song of another.

## **7.6. Visiting Quartets**

Call a quartet which is not too far away, unless you want to put them up overnight. Plan to cover their expenses (gas, food and, if necessary lodging). Ask them to perform a given time slot in the evening. Promoting the quartets participation, usually boosts attendance.

## 7.7. Comedy Quartet Contest

Because of personal inhibitions, most fellows will not participate in serious quartet singing. The guise of comedy, however, tends to erase the reluctance of many of the average chapter members so that they will actually rehearse with a combination and try to win a contest as well. The title of this program idea fully explains exactly what takes place. An imaginative program chairman can create the enthusiasm necessary for a successful program.

Start by announcing in advance a date for the contest. The contest should take place following a sustained rehearsal schedule for a show, contest or other important chapter activity. An entire meeting night should be allocated for its execution.

Bring in a quest quartet, if possible, to act as judges. Find the local favorites and prevail upon them to "give of themselves."

Establish class and categories for the judges to use as guidelines. (The funniest, the fattest, the flattest, the best smiles, the crummiest, etc.)

One song or act should be sufficient for each competitor.

The quartets should be presented much as the quartets are presented in our officially sanctioned contests. Therein lies the only similarity between a real contest and the one we are outlining here.

Prizes should be awarded such as for the best smilers, a tube of toothpaste for each competitor (tied to a ribbon, which can be strung around the winner's necks).

Avoid embarrassing anyone, but try to get as many members involved in this as possible.

This is simply a contest which puts combinations of men and voices together for the expressed purpose of being as funny as possible and, in turn, realizing total enjoyment. Even non-singers have been known to participate in this exciting endeavor.

## 7.8. Three and One

Calling for the three experienced singers and one novice, this program idea is simple:

1. Have three men in a registered quartet select a man who has never been known to sing in a quartet.
2. In private, have the quartet surrender a spot for the novice and teach him his part or have him do a familiar song.
3. Once he has demonstrated that he can sing his part fairly well, have the experienced men convince him to sing in front of the chapter.

The results: he'll be king for a night and won't be able to get a bit of sleep for a week!

The quartet in turn will become the chapter heroes if they aren't already.

## 7.9. Easy Pickin'

Using four separate voice-part containers suggested earlier, this program is extremely easy to run but most enjoyable. Quartets are selected by drawing the names of all members and guests who have signed a list expressing their wish to participate.

Names are sorted according to voice part and placed in separate containers. To start the program off, the program chair draws the name of the lead for the first quartet. The lead, in turn, draws the names of the tenor; the tenor draws the name of the bari and the bari, the name of the bass. The bass of the first quartet then draws the name of the lead for the second quartet and the pattern is repeated.

## 7.10. Woodshedding

The first Barbershoppers had no written arrangements; everything was put together by ear. We are still "ear singers," but many are tied to the written, published arrangements for our songs.

Is your barbershopping limited to singing prepared arrangements and tags? You are missing one of the most important elements in the diet of a Barbershopper. Try some woodshedding. Woodshedding is singing an "un-arrangement." Woodshedding can go from the very basic finding of chords to adding swipes, to singing only four-part chords voiced for barbershop. We are concerned here with basic woodshedding... the first step!

Melodies travel along a "harmonic highway" that stretches from the beginning to the end of a song. Barbershop tunes spring from harmonic highways that are full of barbershop sevenths, with a minimum of minor-type chords. A composer, when writing a melody, is aware (consciously or subconsciously) of the flow of the harmonic structure surrounding and supporting the melody.

In woodshedding, we work backwards; we listen to the melody and discover the harmonic highway that transports it. Since each note in a barbershop melody is almost invariably a part of the harmonic structure, the roadbed of harmony is revealed to the car as the melody flows along.

The basic woodshedding of barbershop, for quartets and choruses, is easy. Follow these rules:

1. All singers take a tune-up chord on the tonic (key note), using a hum or neutral vowel.
2. Have a soloist sing an unarranged barbershop-able song.
3. All singers sustain the tune-up chord until the ear forces a move.
4. When a move is inevitable, try moving a short distance, one way or the other, up or down. Locate a note in the new chord. Never mind the number of parts, a chorus will naturally locate more chord tones than a quartet. The idea is to discover and follow the harmonic highway.
5. The solo singer should sing through any tough parts quickly and allow the harmony parts to locate the important harmonic pillars.

Check the Society Harmony Marketplace for music. For example: Stock 4040 are the woodshedding folio and 4810 learning tapes & 4811 learning CD's.



## 7.11. Barberpole Cat Program

The purpose of this activity is two-fold:

- to encourage more quartet activity at the chapter level and
- to train every member with a number of like arrangements so they can participate and enjoy more quartet fun at inter-chapter, area, district and international functions.

The Barbershop Harmony Society has published two volumes of the Barberpole Cat Book.

### 7.11.1. Volume 1

- My Wild Irish Rose
- Wait 'Til The Sun Shines, Nellie
- Sweet And Lovely (That's What You Are To Me)
- Down Our Way
- Let Me Call You Sweetheart
- Sweet, Sweet Roses Of Morn
- Shine On Me
- The Story Of The Rose (Heart Of My Heart)
- Honey-Little 'Lize Medley
- You're The Flower Of My Heart, Sweet Adeline
- Down By The Old Mill Stream
- You Tell Me Your Dream

### 7.11.2. Volume 2

- After You've Gone
- Bright was The Night
- Caroline
- (When It's) Darkness On The Delta
- Drivin' Me Crazy
- From The First Hello To The Last Goodbye
- Goodbye, My Coney Island Baby
- Hello Mary Lou (Goodbye Heart)
- I Don't Know Why ( I Just Do)
- I've Been Workin' On The Railroad
- Lida Rose/Will I Ever Tell You
- Over The Rainbow

Participants can choose to start in whichever volume they wish. It is encouraged to start with Volume 1. Upon completion of their first six songs, the member should receive a Barberpole Cat certificate of award. The chapter president, or the quartet activity chairman, should make an appropriate presentation of the award during a chapter meeting.

A Barberpole Cat lapel pin will be awarded to any member who successfully qualifies by singing his voice part of all 12 songs included in the Barberpole Cat repertoire.

The chapter president, program officer, director or quartet activity chairman may act as a committee to approve (or disapprove) each man as he attempts to qualify.

It is suggested that the volume 1, songs may be learned over a period of one year. In addition to the regular meetings, the songs can be learned prior to (early-bird chorus), or immediately following, the meeting.

## **7.12. Change Partners**

This is an excellent rehearsal technique for the chorus as well as a sneaky way to coerce a fellow into singing in a quartet. The director can try this at any rehearsal at any time. The following is the procedure for this delightful singing experience:

1. Line up your tenors, one behind the other, facing the director.
2. Do likewise with the leads, baris and basses.
3. No one sings except the foursome directly in front of the director.
4. On the signal from the director, the quartet begins singing the prescribed song until such time as the director signals for a change.
5. The quartet directly behind the group presently singing pushes out that group & continues the song.
6. The quartet which has been pushed out retreats to the end and waits until such time as they individually appear in front again.

It's just like a monumental counter march... one foursome at a time. The process is repeated over and over again.

## **7.13. Chapter Novice Quartet Contest or Chapter Jamboree**

In conjunction with the Barberpole Cat program, a chapter novice quartet contest has been developed. This activity should be implemented by the chapter quartet-activity chairman and under the supervision of the Chapter Program committee. All members may participate in as many combinations as they wish.

For instance, in some chapters, where there are fewer tenors and baritones, it will be necessary for these fellows to sing in more than one group. One rule that should be followed is that no quartet has more than one member who is presently singing in a given registered Society quartet. Costumes or uniforms are not required but might be encouraged. Music and judging would be the same as for the area quartet jamboree.

The contest should be considered as a social event for the chapters and should be an evening of enjoyment for those who participate and observe. The competition is usually great fun and many chapters invite wives or sweethearts as well as potential members. This type of function can be held twice a year.

## 8. Chorus Programming Ideas

### 8.1. Chorus Activities

#### 8.1.1. Mystery Director

Arrive at your meeting place early and greet the members who come through the door with a numbered card. At the end of rehearsal, pull a random number from a bucket, and announce that the person with that number will be the mystery director of “The Old Songs” and/or “Keep The Whole World Singing” or whatever song you please! Be careful you don’t embarrass anyone.

#### 8.1.2. Pinwheel Activity

This program requires twelve participants and a director. Men form a semicircle – tenor, lead, bari, bass, tenor, lead, etc. Any four consecutive members form a quartet. Select either a present chorus song, an old chestnut or a Barberpole Cat song. The director starts a foursome and then varies quartet makeup by changing consecutive foursomes as the song progresses. This is a fun way to polish words and music on relatively new material.

#### 8.1.3. Eighth Wheeling

On an evening when you plan to use the talents of one of your chapter’s organized quartets, ask them to sing a few numbers on their own and then in turn, ask one man in each voice part to come up and join them in singing octet-style. To fill out the octet, members who do not have many opportunities to sing in quartets should be asked, enabling them to become more confident and to learn to sing better. After one octet performs, the quartet then invites four more singers and the new octet sings another tune. Many times, the quartet can sing one of their rehearsed tunes and guide the rest of the men through the song. It’s surprising how many know all the words and music to some of their favorite quartet arrangements. Try it! Everyone benefits.

#### 8.1.4. Lining Up the Parts

Line up tenors, leads, baris and basses one behind another. Ask them to sing a Polecat selection or a chorus repertoire song. At some point in the song, signal the front quartet to move aside or allow the next man in line to tag the man in front and ask him to step aside. This mixes up the individuals into temporary quartets and gets everyone involved without a critical set of eyes watching.

#### 8.1.5. Sneaky Tag Teaching for Guests

Just before the mid-meeting break, have a member teach the entire chorus a new tag. Then, during the break, each singing guest will be able to sing the tag in pickup quartets or octets. Once he hears the thrill of locking in a chord, you’ll have him hooked forever!

#### 8.1.6. Choral Confusion

Here’s one that has a lot of possibilities. Use four men at one time to direct the chorus. One directs the tenors, another the leads, another the baris and the last the basses. Use a song the chorus knows and sit back and watch the fun. Ridiculous as it sounds, one chapter found several men by this method who had the ability to direct and at the same time had a lot of fun. You might face the voice parts in opposite directions to add to the confusion.

### **8.1.7. Numbers**

This is a program idea that can last for as long as those in charge want it to last. A resourceful program chairman is the key man in this endeavor; he should be well organized to make the following procedure clear to his men.

1. Cut up paper into small sheets and place in four piles.
2. Number each pile consecutively from 1 to 50.
3. Have tenors line up and take a number starting with one (1).
4. Have leads, baris and basses do likewise until each member has a number.
5. Once the above has been accomplished, proceed by having one quartet an evening appear and sing a song of its choice from the chorus repertoire.
6. The program chairman says: "All right, let's hear from quartet number five!"
7. All men who hold the number five come forward and sing one song.

Obviously, a larger chapter with more representation in each part can enjoy several quartet combinations.

### **8.1.8. Octet Contest**

Choose two octets to compete against each other. Within the octet, select one experienced Barbershopper and one neophyte for each voice part. Then chose two members to act as director for each group. Each sings two chorus contest-type numbers complete with motions (either standard chorus motions or motions of their own choosing) and one other number. Judge them either by individual judges using Society rules or by applause of the remaining membership.

### **8.1.9. From the Four Corners**

Locate the four parts in the four corners of the largest room available, the larger the better. The director is located in the center of the room. The chorus unit sound is the goal. The director has to face 1-2 sections at a time and have his back to the others, focusing on the group that needs the most work. The section should try not to draw the director's focus.

### **8.1.10. Circle of Friends**

This one meets a number of needs. The director stands in the middle of the room. All the leads form a circle around him spaced evenly with enough room to fit the rest of the chorus in the circle. Basses join the circle, such that no two leads and no two basses stand next to each other (there will be gaps). Fit baritones in the gaps, then tenors. Now you have a circle of parts spread out. Work any song in your repertoire, especially ones where the harmonies are critical. Practicing this way, forces everyone to listen and allows every man to hear everyone else, without being able to lean on another in his part. This is also fun because everyone can hear the harmonies.

## **8.2. Education**

### **8.2.1. Judging Category Information**

Most Barbershoppers know very little about the three categories used to judge each chorus and quartet at contests. Obtain a list of the certified judges in each category from your district. Invite one judge in each category to present a program to your chapter on his specialty (not longer than 30 minutes).

Your chapter members not only will more about the judging system... they'll get a free coaching session out of it too!

### **8.2.2. Video Education**

The Society has an impressive line of video recordings and many districts and chapters have libraries. Or you can bring in any other entertaining recorded package. Try not to present more than 40 minutes, unless your leadership team is completely out sick.

### **8.2.3. General Society Information**

None of us, whether old or new members, probably realize all of the activities our Society provides for us. For example, who makes the Society laws? What is the International Board of Directors? What is the Society Executive Committee? What does each do? What is the function of the Society's International office staff?

The answers to all these questions are contained in the various chapter materials online. Why not ask someone to prepare a ten-minute orientation session for one of your program sessions once each week?

You'll be pleased and surprised at the acceptance and appreciation of the membership. Perhaps for the first time they'll realize all of the outlets for their talents available to them. Believe us, this information can breed real strength into a chapter. As a variety of this program, make cards with the question on one side and the answer on the other, and then run a contest.

## **8.3. Chapter Show Exchange**

An ambitious inter-chapter event includes each chapter appearing on the other's chapter show (including any of each chapter's registered quartets). Lots of good fellowship here for both chapters involved... and lots more talent available for chapter shows too!

## **9. General Programming Ideas**

### **9.1. Pot Luck Supper & Show**

Some of the best “vittles” are served up by our own wives. An inexpensive social event for the chapter is to obtain the cooperation of most of the members’ wives in contributing their best dishes to a potluck supper. It could easily be held at a member’s home (provided it’s large enough) or at a lodge hall in town. Invite a good quartet (and their wives, to) to provide entertainment after the meal, and then let the woodshedding continue until it’s time to go home.

### **9.2. Hotel Pool Party**

This is excellent during the summertime as an extracurricular chapter activity. Contact the managers of various hotels or motels located on the main highways. See if one manager will provide his pool for a special chapter pool party for members and wives. Also ask him to publicize the event on the motel’s marquee and in any advertising he does in the area... all this in exchange for free entertainment of motel guests and townspeople during the weekend date.

### **9.3. Dinner Theatres**

Several chapters have forsaken normal annual shows in favor of regular “beer and pretzel” shows, with a lot less work involved and a lot more fun for both the audiences and members. If there is a dinner theatre close to your town, talk over the possibility of taking over the place on the theatre’s “dark” night (usually Mondays). If there is not a dinner theatre in your town, consider a nightclub or dance hall. Fix a fee for the owner to cover his overhead and costs for the evening (maybe a few hundred dollars). Make arrangements to purchase enough beer, soft drinks, chips and pretzels for a capacity house. Sell your tickets on an all-you-can-eat-and-drink basis for from \$5 to \$10. Have at least two quartets and your chapter chorus on the show program, with your chorus members serving the eats and refreshments to the patrons in their chorus uniforms prior to the show and during refreshment breaks. If you can put together a Dixieland band from your chorus membership, this produces a great entertainment break. Chapters have cleared from \$1,000 to \$10,000 on these shows, with a lot less work involved than a full-blown annual show.

### **9.4. Bonus “Barbershop” Bucks**

The chapter had play money, or “funny money” as they call it, printed starting with a \$500 bill, \$1,000 bill, \$5,000 bill, \$10,000 bill, \$20,000 bill and finally as \$50,000 bill. (These bills were of appropriate size so that six could be place on one 8 ½ x 11 paper and then cut into separate bills) These bills were then given as a positive reward to members who successfully participated in the various activities of the chapter. For example, if you were in your chair at the beginning of the meeting or by the end of the singing of “Old Songs.” you would receive a \$500 bill and be told to save it for the future. If you attended a performance, you received a \$100 bill. If a member participated in a planned program in either a quartet or octet, he received a \$5,000 bill. If a member were to organize and present a planned program, he would receive a \$10,000 bill. The chapter had a long list of things to do to receive bonus bucks.

After six months of distribution, the chapter conducted an auction. They selected a set of donated gifts from their advertisers or from chapter members themselves, white elephants, and perhaps some Society recordings, pitch pipes or something along the music line. During the evening's program, those items were auctioned off and, of course, the only usable currency were the bonus bucks. If you had the loot, you could then bring home some goodies. It boiled down to the simple fact that the more an individual member contributed to the success of a chapter, the more money he obviously had available to bid on some rather nice items. This idea can also be used as part of a ladies or family night program.

The bonus bucks could be used, too, to let the chapter members pay part of their way into the contest.

## **9.5. Birthdays and Anniversaries**

Compile a list of the birthdays and anniversaries of all your members. As the dates come around, announce them in your meeting. Give some background about the member and then present him a cupcake with a candle in it. Don't be afraid to sing them a song, either!

## **9.6. Father-Son-Grandson Night**

You would be surprised how many fathers don't expose their youngsters to barbershop harmony – or assume that they won't be interested. By having a father-son night program, you'll honor these youngsters in a way that will be meaningful to them... and expose them to dad's barbershop music at the same time. It might be a good idea to arrange to bring a local high school chorus or barbershop group down to entertain for that night.

## **9.7. Past President's Night**

Contact all your past presidents and make certain they attend. Introduce them to your members; mention the year(s) they have served and something of significance that happened during their tenure of office. Have your honored guests tell some of their experiences as chapter president and encourage them to sing for your members. Add some of your own ideas to the above suggestions and you will have an enjoyable and rewarding evening.

## **9.8. Barbershopper of the Month**

This is a program that has so many good side effects it's worth doing once each month. A committee of one can accomplish the entire project, and that one man will have the time of his life.

Set aside one of your meeting night programs each month to honor one man in your chapter who has, either in the last month or more likely in the past, contributed his time and talents to the chapter, above and beyond the call of duty. (Each chapter has three to seven of this type!)

Once the chairman has determined his own choice, he begins to research and develop his portfolio of facts on his target's background. He can begin by interviewing the wife of the member and in "this is your life" fashion, glean as much information as possible about the younger life of the honoree. Such facts as birthplace, place of education, highlights during courtship, etc/ when unfolded, give the entire membership an opportunity to learn a good deal more about that great guy that never misses a meeting and sings a mean baritone. Handled properly, the information can prove to be most amusing and impressive, but great care must be taken to avoid any possible embarrassment to the honoree.

If possible, perhaps the parents or the man's employer may be secretly brought into the final program. Photos taken during childhood are always interesting, as is unusual information the chapter may not know about.

On the scheduled night, after the break, the chairman kicks things off by having the director lead the chapter in one or two barbershop chestnuts. Then he reminds the assembled that this night's program is the Barbershopper of the month. (In almost all the chapters which practice this method, the members do not have to be reminded. This is one night no one misses... after all... it may be you!) Perhaps he can pass around a photo of a baby, three month old, resting coquettishly on a white bear rug.

Naturally, the members will be making cracks about whom they think the model in the picture is. Perhaps someone will accidentally call out the name of the honoree: "Oh, that's gotta be Frank Barbershopper!" If so, the acknowledgement is made... Frank is called forth to be honored as... the Barbershopper of the Month.

In due course, then Frank's story is told, bit by bit. In between introducing his wife, children, parents and perhaps employer, his background is highlighted to the chapter, letting each man know his friend a little better. In addition, the director leads the chorus in two of Frank's favorite songs and, likewise, the local chapter quartets dedicate a number or two to Frank.

Needless to say, you have taken the time to honor a man in your chapter and simply, to say thanks for all his contributions to the welfare of barbershopping.

Finally, Frank should be presented with some tangible memento of the evening. Some chapters give the recipient a tape recording of the event. Others, a trophy of some nature. We suggest something in good taste, handmade, perhaps, by one of your more talented hand-craftsmen in your chapter. In this case, it truly is the thought and not the price that counts.

## **9.9. Invite 'Outsiders'**

Ask outside performing groups to visit and perform for your members (magicians, bagpipers, square dancers, etc). Be considerate, be courteous. Do not rehearse in front of the guests, unless they want to see you in action. You may reciprocate with a brief chorus and/or quartet performance.



## **9.10. School Guests**

Our members have their fair share of children, and many of these children engage in musical activities in their schools. Invite these school groups to make an appearance at one of your chapter meetings. Let them entertain you and let your chapter entertain them. Remember, though; don't overdo it as far as the chapter is concerned. Let the kids have equal time. A program of this kind not only lets the kids and their schools know we appreciate their efforts, but it also establishes an identity we too many times fail to establish. Incidentally, plan to end this meeting no later than 9:00 PM.

## **9.11. Charter Member Night**

Look through your records (or contact the Society Office) and invite all your chapter's charter members (whether or not they are still active) to one of your meetings. Have a planned program, using one of the ideas in this manual, with gang singing, quartet singing followed by woodshedding. For an additional fine touch, do a little research to find out some of the songs the chapter sang during its first year and provide copies for the chapter to sing. If you don't push too hard, but just show them the typical hand of barbershop friendship, this might be just the move needed to get them back in the chapter if they haven't been active.

## **9.12. Ladies Amateur Night**

This one takes some planning. It should turn into quite a variety show. No vocal quartets allowed unless they are mixed!

Find out which of your members and their wives play musical instrumental; Dance (soft shoe, tap, etc.); Sing (solo or duet, that that is); Pantomime; Juggle; Perform magic; Do imitations.

Then work up a good, fast-moving program to run about an hour. You might start the evening off with some gang singing and arrange for some kind of simple refreshment to follow the program.

A good suggestion is to include a couple of wives on your program committee, in general!

## **9.13. Old Timers' Night**

If your chapter is more than five years old, chances are you have some former members still in town who had to drop out in the past for one reason or another. By having an old timer's night (with old chorus photos, etc.) you're liable to entice these dropouts back into regular attendance again. Send formal invitations to make the evening a big blowout! These former members will consider it an honor to have the chapter remember them with the event.

## **9.14. Visit a Neighboring Chapter**

This takes planning to arrange the visit (transportation). You can go the route of only informing the peer chapter president that you'll be attending, and ask him to keep it a surprise for the other chapter members! OR you can see if the other chapter is willing to host and provides the hall, directions, seating, entertainment and snacks. You can volunteer to help in any way you wish. Promote the affair to your men and the visitors.

## **9.15. Family Night**

Have something for everyone. Invite wives and children. Have something to eat (if not a dinner). Seek out entertainment from outside the chapter, if possible to allow families to be together. This can be a picnic, a potluck dinner, a Christmas dinner or just a fun gathering just let your families know you appreciate their letting you out to sing with these guys. Every member introduces his family. Name Tags are optional. Who knows, you might find new friends.

## **9.16. Advertisers Appreciation Night**

This one pays dividends. They call it "advertiser's appreciation night" and here's how it works. Within two weeks following the annual chapter show, merchants who advertised in the show program are invited to a regular chapter meeting. Because the chorus is well prepared, they entertain the guests with their show numbers, and the guests are then invited to participate with the chorus in gang singing.

If you wish, you could also engage them in a short rehearsal of a new song, making certain it is not too difficult, so that the guests can capture a part of the flavor of a normal rehearsal.

At the close of the meeting, you might serve a light lunch. You'll find that the merchants will look forward to these events, and you will experience very little difficulty in reselling program ads to the same customers next year. Some chapters have found that merchants turn out to be some of the greatest ticket sales boosters.

You could also send each merchant a Christmas thank-you card with a picture of the chorus thereon. It's good public relations as well.

## **9.17. Strictly Not-A-Barbershop Night**

Many of your chapter members may be musically talented or have interest in music other than barbershop – and yet they never publicize the fact. By having a kind of talent night, where your members (maybe in the company of their wives) show their talents in other areas of entertainment (ventriloquism, musical instrument, marionettes, dancing, etc.), you provide an evening of fun, entertainment and surprise.

## 9.18. Mystery Night & Fooling Them...

Tell your members in advance that on a given date you are going to have a “mystery night.” They’ll think some other chapter is going to visit you or that you are going to visit another chapter.

Secretly contact the wives, girl-friends or significant others of the members and ask them to prepare a potluck snack. Don’t use your regular meeting place, get another location. Have the members meet at an appointed place just as though you were going out of town. Proceed to the hall and look at the amazement on the faces of the members when they find the wives and girlfriends there with the snack laid out.

**IMPORTANT:** Keep the evening social. No formal rehearsal just gang singing, woodshedding and everybody talking when there is no singing going on.

The chapter which tries this likes it so much they are making it an annual affair. Only problem – getting the significant others to keep the secret!

## 9.19. Lights Out and Listen

When the new district or international championship chorus recording is available, bring it and something to play it on. Have all members sit in their chairs, turn out the lights, and turn up the sound. Let your members soak in the great sounds of those top choruses in the dark with no distractions. It’ll inspire them to try to imitate the beautiful sounds made by larger, more proficient choruses.

# 10. A Barbershop Founder’s Month program

Definitely for the month of April! (***Do you know why?***) But obviously, not required only in April. You can try this at a different time of the year, too!

The following quiz program is a fitting program to honor the Society’s founder and, at the same time, remind ourselves of the facts we should remember about our chapter, our district and our Society.

**Note:** This program is most successful if you plan to drop tidbits of information throughout a year... such as the answers to this quiz. It usually is not successful if you try doing this ‘cold’.

Invite multiple chapters to participate if you’d like, but definitely ensure there is an audience to react and cheer on the members!

Set up your members in four teams. You can do this by voice parts, or drawn by lot or any method you desire.

The four teams should stand in front of and face the audience, with a moderator standing in the middle.

Four containers should be used to hold the cards bearing the questions (and answers). One for each of the categories;

- Chapter
- District
- International
- General

The first question should be taken from the chapter category and asked of the first man on the team. If answered, the next question is drawn from the same category and asked of the first man on the second team and so on. The second question is then taken from the district category and handled in the same manner and so on with the third and fourth questions, then begin again.

As each man misses, he returns to the audience... the next team, then is given the opportunity to answer, then the next. If no team can answer, the audience is asked. If still no answer, the moderator should give it.

The last man of a team, however, even though he may fail to answer, will remain at the front of the room until only one man remains from each team. (You guessed it – there is a quartet!)

Call-out that there is a quartet now up front... our history began there, and continues to be integral in the advancement and preservation of our organization.

Further treatment of a quiz program of this kind may be varied in a number of ways – with or without prizes of some kind. Example questions, which can be used, are listed below:

**Chapter Category Example Questions:**

- What was the year the chapter was chartered?
- Name five past chapter presidents.
- What quartets appeared on last year's show?
- What songs did the chorus sing on last year's show?
- When do the chapter officers take office?
- What is the chapter membership number?
- How many charter members are now in the chapter? (Name one.)
- Who was the chapter's first president?
- When did the chapter produce its first show?
- Name one quartet that appeared on the first chapter show?
- What was the name of the sponsoring chapter?
- Who was the chapter's first chorus director?

**District Category Example Questions:**

- Name the district president and his chapter.
- Name the district's immediate past president.
- Name the district vice president(s).
- Name the district secretary.
- Name the district treasurer.
- Name the current district quartet champion and their chapter.
- Name the current district champion chorus.
- Where was last international preliminary contest held?
- Where was the last district contest held?

- Where will the next district contest be held? When?
- Where and when will the next International preliminary contest be held?
- When was district chartered? (Year)
- Who elects the district board of directors?
- Who elects the district officers?

**International Category Example Questions:**

- Name the current international president.
- Name the international executive director.
- Name one other staff member at the international office.
- What is the name of the international office?
- Where is the current international office?
- When was the Society founded? By whom? (***O.C. Cash, 1938.***)
- What is the “birthday” of the Society? (***April 11th***)
- Where was the most recent international convention held?
- Name the current international quartet champion
- Name the current international chorus champion
- Name the first international quartet champion (***The Bartlesville Barflies***)
- Name the first international chorus champion (***Great Lakes Chorus***)

**General Category Example Questions:**

- How many current songs are in the repertoire of the chorus?
- How many flats are in the key of F?
- How many ledger lines are on a staff?
- How many judging categories are there in the Barbershop Harmony Society Judging system?
- Name the judging categories of the Barbershop Harmony Society
- What does crescendo mean?
- An interval that is eight notes apart is called?

# 11. Leadership

Leadership is a quality that develops with time. It is the ability to inspire and help others work together toward a goal. Leadership is bestowed by others recognizing ability.

There are three primary styles of leadership that appear in our Chapter Meetings:

- **Democratic-** encourage equal participation and uses when the subject under consideration is controversial
- **Permissive-** open and free-wheeling meetings in which all can talk whenever they want to, and usually do.
- **Authoritative-** directing the meeting with an iron hand. Used when the subject under consideration consists of “open and shut” items that can be handled in short order.

The leader must define the goals of the group and provide an environment for achieving them within the scope of the Chapter Bylaws, Mission, Vision and identity.

## 11.1. Effective Leadership

Effective leaders strive to be good communicators. An effective leader can make the leadership function appear easy through:

- Preparation
- Practice
- diplomacy

A leader must set an example for others to follow. They should help settle differences and disagreements by encouraging a spirit of cooperation. They can introduce new ideas that help solve problems.

## 11.2. Benefits of Developing Leadership Skills

Leadership skills can help:

- Achieving group goals by focusing everyone’s energy on the task at hand.
- Grow professionally, since leadership skills can be applied in any line of work.
- Enjoy personal growth and satisfaction, from knowing that you are making a difference in the world around you.

## 11.3. Types of Communication

Communication is the art of the successful conveying or sharing of ideas and feelings. This is usually done through:

- **Written-** Sent through letter, report, email, etc.
- **Spoken-** Transmitted by phone, formal speaking in front of the group, and conversation
- **Unwritten/Unspoken-** Based upon the communicator’s tone of voice, mannerisms, language, etc.

Communication is the key to developing and using all other leadership skills, as people can’t work together without communicating.

## 11.4. Effective Communication Tips

- **Develop your speaking skills.** Speaking, whether to an individual or to a group, is a skill that improves with practice.
- **Be timely.** Present only information that's current and relevant. Make it a point to be on time and stick to the schedule.
- **Practice active listening.** Be courteous and pay attention to what's being said. Take notes and ask questions if you are unsure.
- **Keep a positive attitude. Smile!** Even if you disagree with what's being said, don't let your emotions interfere with clear thinking. Summarize without interjecting your opinions.
- **Be Brief.** Stick to the subject at hand to avoid confusing your members.
- **Be Accurate.** Check all the facts before making any comment.
- **Keep it simple.** Don't use confusing terminology or unnecessary explanations
- **Goodwill.** Chapter members will take their tasks more seriously if you demonstrate that you're more interested in group goals than in your own personal agenda.

# Appendix I. Sample Chapter Planning Calendar

The below is only an sample in how to document your plan for a year. By no means is this a template or 'cookie-cutter' recommendation to follow programming-wise.

Week #	Date:	Event/Activity/Focus:	Planning Person Responsible:
1	01/01	New Year's Day ( <i>No Rehearsal</i> )	-
2	01/08	Woodshedding & Ear Singing	Joe Barbershopper
	01/13 - 01/14	District Leadership Academy	-
3	01/15	Quartet Activity: Rotating Quartets	Josh Doe
4	01/22	Not-A-Barbershop-Night: Bagpipers	Allan Fig
	01/27	Chapter Planning Meeting	-
5	01/29	Singing Valentines: Quartet Auditions	Bruce Judges
6	02/05	Judging Categories Introduction	Joe Barbershopper
7	02/12	Singing Valentines: Quartet Showcase	Bruce Judges
	02/14	Singing Valentines	-
8	02/19	Barbershop Craft: Diction & Annunciation	Joe Barbershopper
9	02/26	Family Night (Potluck)	Allan Fig
10	03/05	Tag Singing	Josh Doe
11	03/12	Chapter Visit to Local Food Bank	Heis Aleader
12	03/19	Barbershop Craft: Warm-Up Techniques	Joe Barbershopper
13	03/26	Woodshedding & Ear Singing	Joe Barbershopper
14	04/02	Guest Night	Heis Aleader
15	04/09	Chapter History Night	Long Timmer
16	04/16	Quartet Invitational	Josh Doe
	04/20 - 04/21	District Chorus Contest & International Quartet Prelims and Convention	-
17	04/23	Not-A-Barbershop-Night: High School Chorus	Allan Fig
18	04/30	Chapter Show Preparation	Ima Director
19	05/07	Chapter Visit (Hosting Local Peer)	Heis Aleader
20	05/14	Barbershop Craft: Intervals Can be Fun	Joe Barbershopper
21	05/21	Show Uniform Review	Caring Colors
22	05/28	Memorial Day (Invite Veterans)	Allan Fig
23	06/04	Family Night (BBQ)	Lets Doit



<b>Week #</b>	<b>Date:</b>	<b>Event/Activity/Focus:</b>	<b>Planning Person Responsible:</b>
24	06/11	Dress Rehearsal at Show Venue	Ima Director
	06/15 - 06/16	Chapter Annual Show	
25	06/18	Advertiser's Recognition Dinner	Heis Aleader
26	06/25	Guest Night	Long Timmer
	07/03 - 07/07	Society International Convention & Contest	-
27	07/09	Not-A-Barbershop-Night: Vaudeville	Allan Fig
28	07/16	Barbershop Craft: Tonal Center & Pitch	Joe Babershopper
29	07/23	Quartet Visit	Josh Doe
30	07/30	Chapter Visit to Peer Chapter	Heis Aleader
	08/04	Xenia Corn Roast	
31	08/06	Private Voice Lessons: Coaching One-On-One	Bruce Judges
32	08/13	Quartetting Activity: Randomized Quartets	Josh Doe
33	08/20	Guest Coach: Joey Smudge	Ima Director
34	08/27	Division Inter-Chapter Night	Heis Aleader
35	09/03	Labor Day ( <i>No Rehearsal</i> )	-
36	09/10	District Convention Preparation	Ima Director
		District Convention	
37	09/17	Quartet Recognition Night	Josh Doe
38	09/24	Not-A-Barbershop-Night: Jazz Band	Allan Fig
39	10/01	Chapter Business (Elections & Making it Go)	Mr. President
40	10/08	Barbershop Craft: Unit Sound	Joe Barbershopper
41	10/15	No Program	-
42	10/22	Woodshedding & Ear Training	Joe Barbershopper
43	10/29	Chapter Visit to Local Nursing Home	Allan Fig
44	11/05	Novice Quartet Practice	Josh Doe
45	11/12	Novice Quartet Competition/Invitational	Josh Doe
46	11/19	Christmas Package Test	Ima Director
47	11/26	Barbershop History Night	Long Timmer
48	12/03	Christmas Performances	Ima Director
49	12/10	Installation & Christmas Party	

# Appendix II. Sample Chapter Program Survey

The following survey is being conducted to aid in the programming of regular meetings and other events. The opinions and suggestions obtained here will help to attain this goal. Please read all questions thoroughly and answer honestly. You do not have to sign this survey. **Please write or print clearly.**

**Age:**

- Under 20
- 21-35
- 36-50
- 41-65
- Over 65

**# of Years as a Member:**

- Under 2 Years
- 3-7 Years
- 8-15 Years
- 16-30 Years
- 31-49 Years
- 50+ Years

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**Meeting/Rehearsal should START at:**

- 6:30 PM
- 7:00 PM
- 7:30 PM
- 8:00 PM

**Meeting/Rehearsal should END at:**

- 9:00 PM
- 9:30 PM
- 10:00 PM
- 10:30 PM

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**Our Meetings/Rehearsals should have:**

- More variety of activities
- Less variety of activities
- Same as Present

**I suggest that we prioritize the following activities**

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_

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**There should be:**

- More family/friend activities
- Less family/friend activities
- Same as Present

**I suggest the following family activities:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**There should be:**

- More public performances
- Less public performances
- Same as Present

**Maximum number of public performances per MONTH should be:**

- 1
- 2
- 3
- 4
- 5+

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**Our Assistant Directors and Other Musical Leaders should be called upon:**

- More
- Less
- Same as Present

**Our meetings and rehearsals need:**

- More Sectional Practices
- Less Sectional Practices
- Same as Present

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**The chorus teaching method is:**

- Working very well
- Working OK
- Needs work

**I suggest the following to improve our musical program (i.e. teaching, sectionals, timing, etc.):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Would you be willing to come early for practice sectional rehearsals?**

- Yes
- No

**Would you be willing to come early for practice performance/presentation rehearsals?**

- Yes
- No

**Would you be willing to come early for vocal lessons?**

- Yes
- No

**Would you be willing to come early for Barberpole Cat singing?**

- Yes
- No

**Would you be willing to come early for tag singing?**

- Yes
- No

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**Do you believe the chapter has made progress in the past year?**

- Yes
- No

**Please explain your answer:**

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**Your Name (Optional):** \_\_\_\_\_

## **BHS Contact for Chapter Leadership & Education**

For all comments, concerns or further questions about this guide or resources, please feel free to contact the BHS Chapter Leadership & Education Team at [chapters@barbershop.org](mailto:chapters@barbershop.org) or call 1.800.876.7464. You can also contact the BHS Customer Service Team at [customerservice@barbershop.org](mailto:customerservice@barbershop.org) or by calling 1.800.876.7464.