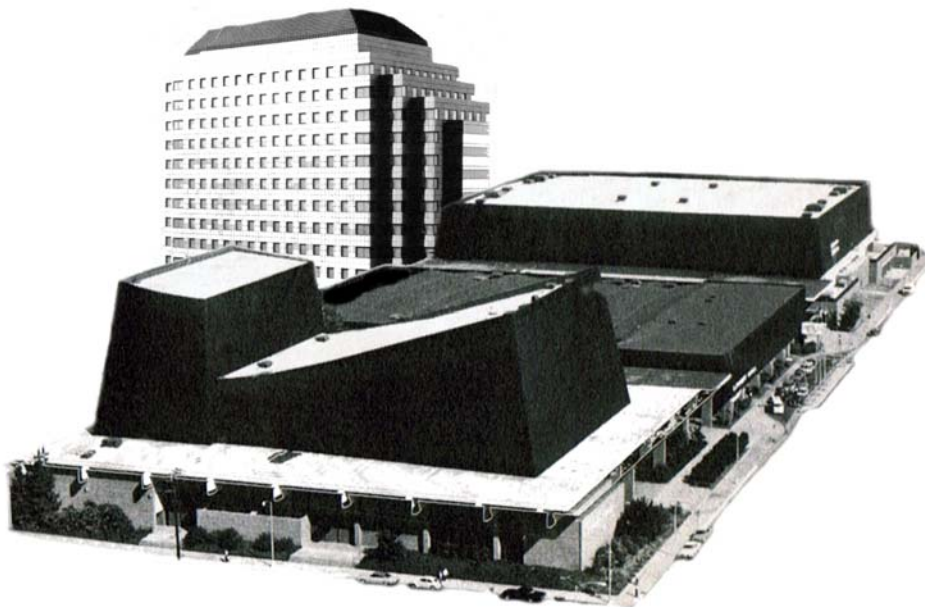




**BARBERSHOP HARMONY SOCIETY
SPEBSQSA, Inc.**

FAR WESTERN DISTRICT

**2010 DIVISIONAL
FAR WESTERN DISTRICT
CONVENTION REGULATIONS
MANUAL**



REVISED MARCH 01, 2010

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

2009 DIVISIONAL CONVENTION MANUAL CONTENTS

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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 Divisional Contest that is held coincident with the Spring International Quartet Preliminaries is governed by the FWD current *Spring/Divisional* Convention Regulations Manual. All other Divisional Contests, not combined with the Spring contest, will be governed by the procedures and forms in the *Divisional* Convention Regulations Manual.

FWD DIVISIONAL 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 Divisional	March 2010	FWD Board	Board Meeting 03/18

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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 Medallist 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.

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 8.3.2.2.2 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 and also available on the **FWD Web Page** (www.spebsqsfwd.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
DIVISIONAL ONLY
CONVENTIONS/CONTESTS**

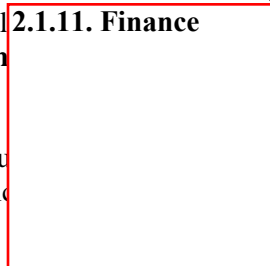
2.1. Divisional Conventions

Four Far Western District Divisional convention/contests are held annually in April and May in each of the respective four geographical areas. The fifth Divisional Contest, that is located within the area selected for the Spring International Preliminary Quartet Contest, will be held coincident with that contest. The Divisional Convention/Contests include a number of contests, meetings and specials events.

- Division 1. **SW:** Southern California West (South West),
- Division 2. **SE:** Southern California East (South East/SoNev/SoUtah)
- Division 3. **NW:** Northern California West/Hawaii (North West/HI)
- Division 4. **NE:** Northern California Nevada (North East/NoNev)
- Division 5. **Arizona Division**

2.1.1. Divisional Convention Roles

There are a number of major roles for the successful candidates of the FWD Divisional Convention/Contests. In addition to the general information, specific information regarding the Divisional 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 Divisional Convention/ Contest, additional descriptive material is provided in this section. The General Convention Chairman is responsible to the local Division Convention Planner (DCP) and 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, Division Convention Planner (DCP), Chairman of the Events Committee (CEC) and District President.

DIVISIONAL CONVENTION GENERAL INFORMATION

ACTIVITY	ACTION
Bid Form:	Form 100D
When To Bid:	2 Years Prior
Bid Submitted To:	Chairman of the Events Committee (CEC)
Bid Approved	Chairman of the Events Committee (CEC)
Split Chapter/District:	50% Chapter - 50% District Minimum
District Events Team Run	Chapter For-Hire (Flat Fee)
Registration Fees:	Adult All Event Early Bird - \$30.00/\$40.00 Late/On Site Youth All Events (under 26) Early Bird - \$15.00/\$20.00 Late/On Site Non-member Child (12 and under) Free (Members this young use Youth rates) On Site Charge - Single Event \$20.00 Each - Sold On Site Only All competitors must have All Events Registration for their age group.
Auditorium	600 Seats Minimum
Hotel Rooms	As Needed (See Table 3-4)
Meeting Rooms	As Required
Draw for the quartet/chorus	Host Chapter/Events Team - 14 Days Prior To Contest
Draw College	At Site

Table 3-1

2.1.3. Divisional 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 awards are made during the weekend of the Divisional Convention/contest. They are classified into two sections: (1) Competition Awards and (2) Non-Competition Awards. Table 3.2 provides a summary of these awards.

DIVISIONAL CONVENTION/CONTESTS COMPETITION AWARDS

DIVISION Competition Awards	Type/ Traveling Trophy	Type/ Plaque	Type/ Certificate
Chorus Champions	Traveling Trophy	1-Plaque	
Top Scoring Plateau A Chorus		1-Plaque	
Top Scoring Plateau AA Chorus		1-Plaque	
Top Scoring Plateau AAA Chorus		1-Plaque	
Most Improved Chorus	Traveling Trophy	1-Plaque	
Quartet Champions	Traveling Trophy	4-Plaques	
Novice Quartet		4-Plaques	
College (as applicable)	None	None	
TOTALS	3	13	None

Table 3.2

2.1.4.1. Non-Competition Awards

Non-Competition Awards include those division-unique awards provided and awarded in accordance with local custom.

2.1.5. Bidding Procedures

A chapter bidding to host a Divisional Convention/Contest shall follow the instructions provided in the Divisional Bid Package available in (Part E, section 1 and 2) of this document and also may be obtained from the Chairman of the Events Committee (CEC). Bids for all FWD Divisional Conventions, shall be made on Form AF-100-D (see Part D Section 4) and all bids must be accompanied by a preliminary budget on Form AF-101-D (see Part D Section 4).

2.1.5.1. To Whom and When Bids Must Be Submitted

Bids for the Divisional Convention/Contests are submitted to the Chairman of the Events Committee on or before January 1, two 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 Divisional Convention/Contests.

Prior approval of the proposed auditorium to be used for the contest venue is required by the Chairman of the Contest & Judging Committee 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-D). 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 Divisional Convention shall be no less than fifty per cent. (50%)

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-D) 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). 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). They will be mailed to quartets, chorus directors or chapter presidents only by special request to the DRCJ.

The District Representative Contest & Judging (DRJC) 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), and returning it to the District Representative Contest & Judging (DRC) 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 (DRJC) 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.

14 days prior the contest the Host chapter will conduct the drawing for order of appearance for choruses as well as quartets. 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

In general Divisional Conventions do not dedicate conventions to outstanding persons of the Division but the General Convention Chairman (GCC) may if he wishes, make such an award.. Where possible the person honored by the Division 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 Divisional Convention/Contests include: competition, meetings and special activities. Table 3.3 summarizes these events. These events will be listed on the convention schedule.

DIVISIONAL CONVENTION/CONTEST EVENTS

Divisional Competitions	Meetings	Special Activities
Chorus	Divisional Presidents/Chapter Counselors	Afterglow(s)
Quartets	Ladies Hospitality	Hospitality Rooms
Senior Quartets	YIH	As Needed
Super Senior Quartets	Judges Evaluation Sessions	
College Quartets		

Table 3.3

2.1.9.1. Board Of Directors Meeting

A Board of Directors meeting room is not required for divisional conventions (except where that Divisional is held coincident with the Spring International Preliminary Quartet Contest)

2.1.9.2. House of Delegates Meeting

House of Delegates meetings are not scheduled at divisional contest (except where that Divisional is held coincident with the Spring International Preliminary Quartet Contest)

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 (if planned) for the Divisional Contest should seat at least 200 persons on Saturday evening. The afterglow is at the option of the hosting chapter and, if provided, will not be at Convention/Contest expense. Admission is to be at no additional charge to all registrants. Charges for food/beverages are permissible.

2.1.10. Facilities

There are a number of facilities that are required to conduct a Convention/Contest 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 Divisional Contest should have at least 600 seats. Seat numbers are not required. The auditorium approval for the Divisional contest is the responsibility of the Chairman of the Events Committee (CEC) and the District Representative Contest & Judging (DRCJ). Flat floor facilities are acceptable, but not desirable. See the Detailed Technical Theater Concerns (Part C Section 1).

2.1.10.2. Auditorium House Committee

The House Chairman of this committee is responsible for, door monitors, ushers and distribution of programs. He is in charge of the entire building "in front of the footlights."

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

The Stage Manager of this committee is in charge of the building "behind the footlights." This includes the stage, lighting, sound, curtains, etc. He will need several good helpers backstage to pre-set the stage. The committee will coordinate with the Contest Administrator and under his direction arrange tables and adequate facilities immediately in front of the stage for the judges and approved candidate judges in accordance with (Part B Section 3 Exhibit AE-06-D).

This committee is responsible for procuring and setting up (or in venues covered by applicable union regulations, will oversee) suitable choral shells for use by the choruses and up to eleven sections of **four step risers** for the choruses. **The risers should include safety rails on the back row.** The District Representative Contest & Judging (DRCJ) makes the determination of necessary number of riser sections after written communication with each qualified chorus representative. Monitor speakers are to be provided for the quartet competition. In no case will monitor speakers and a shell be used.

The Stage Manager's committee should make every effort to conform to the stage, curtain and riser configuration specified by the Society Office and used in International Competition. 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 date.

The Monitor Chairman assigns dressing rooms, warm-up rooms, and makes all arrangements for the proper flow of contestants from dressing rooms, to warm-up rooms, to backstage, to on-stage, to off-stage, to photographer (if used), to dressing rooms. . He will need several runners to keep the quartets and choruses lined up and ready to go on stage at the proper time. It is common for the quartet contest to gain time and the contestants must be kept aware that they are liable to go on well before the published time. The use of two-way radio has proven to be extremely beneficial in handling traffic smoothly.

2.1.11. Finance

The chapter shall be responsible for the submission and approval of a preliminary budget (Form AF-100-D), to be submitted with the bid. A revised budget (Form AF-102-D) 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, October for Divisional. The preliminary budget shall be sufficiently detailed to show all expected receipts and disbursements so that the Division Planning Chairman (DPC) can make his recommendations to Chairman of the Events Committee (CEC). 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.

NOTE: 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-D. This statement must be accompanied by a check made payable to the Far Western District, covering the District's share within **forty-five days** of the completion of the convention. 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

The need for a headquarters hotel at Divisional Convention/Contests is limited to the housing needs of the judging panel, Chairman of the Events Committee (CEC) the Contest Administrator and District Representative Contest & Judging (DRJC). The General Convention Chairman will reserve hotel space as needed for all personnel that must be accommodated.

DIVISIONAL CONVENTION/CONTESTS HOTEL ROOMS NEEDED

DIVISION CONVENTION Sleeping Rooms Needed	Free/ Complimentary	Convention Expense	District Expense	User's Expense
Chairman of the Events Committee (CEC) (Regional Convention Planning Mgr.)				
District Representative Contest & Judging				
Contest Administrator				
General Convention Manager				
Associate Contest Administrator(s)				
Judges				

2.1.13. Housing

Table 3.4

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 (not applicable to divisional contests).

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 Part B, Section 3, Exhibit AE-07-D).

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 in accordance with Society regulations via the District Secretary. 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 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 MC 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 Divisional Convention is not required. If provided, 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 tickets, 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 Part B, Section 4, Sample AS-15-D)

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 Part C, Section 4, Samples AS-16-D)

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 three issues preceding the convention and on the *FWD Web Site* (www.spebsqsafwd.org). The district 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

Videos may be provided to each competitor at convention expense. Stringent Federal rules govern performances to the public and must be clearly understood and followed. Professional video or audio master recordings of each contest session at the Divisional Conventions **are not** required (except where that Divisional is held coincident with the Spring International Preliminary Quartet Contest). If provided, however, masters would 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 or separated into segments and provided to the respective contestants..

2.1.23. Recreational Vehicles (Optional at Division Contests)

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) 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, in conjunction with the General Convention Chairman, in the headquarters hotel or Auditorium as required throughout the following hours: **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 Chairman of the Contest & Judging Committee (DRJC) 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).
 - 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 Divisional Convention (other than the divisional associated with the Spring International Quartet Preliminary Contest) shall be **\$30.00**, 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

Reserved seating is not provided at Division Conventions (except at that divisional that is held coincident with the Spring International Quartet Preliminary Contest).

2.1.24.3. Patron Registration.

The pre-registration procedures for **patrons and contestants** are generally carried in the district magazine *WESTUNES*, various competitor direct mailings, and on the **FWD Web Site** (www.spebsqsafwd.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 Divisional Convention/Contest will be found in (Part D, Section 2). Typical of these are: AF-200-D Schedule of Events and AF-201 & 202-D Schedule for Competition/Show. The FWD Fifteen Year calendar (District/Divisional 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. Rarely is there a need for other than transportation of the judging panel at divisional contests.

-End of Divisional General Info -



**BARBERSHOP HARMONY SOCIETY
SPEBSQSA, INC.**

FAR WESTERN DISTRICT

PART B - SECTION 1
DIVISIONAL
CONVENTIONS/CONTESTS
TASKS/JOBS/TIMELINES

GENERAL
CHAIRMAN

JTE-01-D



**GENERAL CONVENTION CHAIRMAN (GCC)
(FWD DIVISIONAL 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 housing at the headquarters hotel for himself, the Contest Judging Panel, Contest Committee Chairman and if attending the convention, Chairman Events Committee, Division VP, and FWD President.

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).**



DIVISIONAL CONVENTION OPERATIONAL SCHEDULE

The Divisional 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
MORE THAN THREE (3) YEARS IN ADVANCE)			
' Obtain Bid Package witch includes bid forms from CEC (Form AF-100-D).			
' 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-D).			
' Present bid to CEC.			
' Copy CEC, DVP, DEP and DP on all correspondence.			
AFTER RECEIVING THE BID			
' 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.			
ONE YEAR IN ADVANCE			
' The General Convention Chairman and the Finance Chairman prepare a Revised Budget (Form AF-102x-D) 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, DEP and DP on all correspondence.			

Task Timeline

GENERAL CHAIRMAN

Task	Target Date	Completed Date	Person Assigned
EIGHT MONTHS IN ADVANCE			
' The Graphics committee must meet with the GCC or DEP to lay out its plans for printing flyer/registration forms, programs, forms, etc.			
' Send proofs of all items to be printed to CEC or DEP for approval.			
' Registrations flyer/forms printed for distribution.			
' Prepare registration flyer/form for Westunes and FWD Web Page.			
SIX MONTHS IN ADVANCE			
' 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.			
THREE (3) MONTHS IN ADVANCE			
' 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 DRJC Form CJ-21: "Information For Computing Expense Allowance Required For Official Panel Members" (Exhibit AE-07) This information is needed by the DRJC 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
TWO (2) MONTHS IN ADVANCE			
• Conduct a Convention Committee meeting including CEC or DEP.			
• 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).			
ONE (1) MONTH IN ADVANCE			
• Host Chapter to conduct the draw for quartets and choruses with DCP.			
• General Convention Committee Meeting with the CEC or DEP.			
• 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 DRJC 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

Task	Target Date	Completed Date	Person Assigned
TWO (2) WEEKS IN ADVANCE			
' 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.			
TEN (10) DAYS IN ADVANCE			
' 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.			
FRIDAY AND DAY OF CONVENTION			
' 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.			
WITHIN ONE (1) MONTH AFTER CONVENTION			
' 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
DIVISIONAL
CONVENTIONS/CONTESTS
JOBS/TIMELINES**

**COMMITTEE
CHAIRMEN**



**AFTERGLOW COMMITTEE CHAIRMAN
 (FWD DIVISIONAL 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

Task	To be done	Completed
' . Secure room at hotel or elsewhere with GCM 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-D
AUDITORIUM “HOUSE” COMMITTEE CHAIRMAN
(FWD DIVISIONAL 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**

Task	To be done	Completed
' 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 DIVISIONAL CONVENTIONS)
(INCLUDES THE SECURITY SUB-COMMITTEE)
JOB DESCRIPTIONS AND TIMELINE**

Duties and Responsibilities:

The Chairman 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 Stage Manager and Monitor/Movement Chairman.

The 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 are made by the DRJC after communication with each competing chorus representative. Shells are not used for quartets, monitor speakers must be used instead.

No one will be allowed backstage without specific approval of the General Convention Chairman or Stage Manager. 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 (Exhibit TE-01).

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 Chairman 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	
' . Break-down of risers and shells.	Saturday evening after show.	
' Return of all rental and borrowed equipment.	Monday after convention	



JTE-06-D
AWARDS COMMITTEE CHAIRMAN
(FWD DIVISIONAL 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.

DIVISIONAL CONVENTION/CONTESTS COMPETITION AWARDS

DIVISION Competition Awards	Type/Traveling Trophy	Type/Plaque	Type/Certificate
Chorus Champions	Traveling Trophy	1-Plaque	
Top Scoring Plateau A Chorus		1-Plaque	
Top Scoring Plateau AA Chorus		1-Plaque	
Top Scoring Plateau AAA Chorus		1-Plaque	
Most Improved Chorus	Traveling Trophy	1-Plaque	
Quartet Champions	Traveling Trophy	4-Plaques	
Novice Quartet		4-Plaques	
College (as applicable)	None	None	
TOTALS	3	13	None

Task Timeline

AWARDS TIMELINE

Task	To be done	Completed
• 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	
• Inventory of awards and trophies.	Saturday morning	



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

Duties and Responsibilities:

The Finance Chairman prepares a budget Form AF-101x-D, 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-D for submission to the CEC for the board meeting prior to the convention.

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

Send checks of final accounting Form CJ-22 (AE-07-D) 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-D.

This statement must be accompanied by a check made payable to the Far Western District, covering the District's share within **forty-five days** of the completion of the convention. 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-D.	At least two years prior to Conv.	
▸ Set up separate Convention Accounting Records.	One year prior to convention	
▸ Prepare revised budget, form AF-102x-D, 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-D & Check.	Less than 45 days after convention	
▸ Preserve all records and receipts.	Ten years after conventions	



**GRAPHICS/PRINTING COMMITTEE CHAIRMAN
(FWD DIVISIONAL 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-D through AS-16-D) 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

Task	To Be Done	Completed
' Prepare registration forms, registration badges, flyer/ad, etc.	(8) Months prior to convention	
' Get all information from the GCC and DRJC.	(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 DIVISIONAL 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 TIMELIN

Task	To be done	Completed
Chairman obtains list of contestants from DRJC.	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 instructions.	Competitor arrival day	
Escort contestant through contest etc.	Entire weekend, as needed	



**HOUSING/RV COMMITTEE CHAIRMAN
 (FWD DIVISIONAL CONVENTIONS)
 JOB DESCRIPTIONS AND TIMELINE**

Duties and Responsibilities:

The General Convention Chairman or a person appointed by him arranges for housing at the headquarters hotel for the Contest Judging Panel, Convention Committee Chairmen and if attending the convention, Chairman Events Committee, Division VP, and FWD President.

Check with Headquarters Hotel if they allow RV Parking, if not check with local RV Parks close to the Headquarters Hotel or Auditorium. Send RV information to chapters in advance.

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 managers to eliminate any possible misunderstanding regarding the late night singing by convention attendees.

A pre-convention meeting must be held with the GCM, Housing Chairman 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 Chairman works very closely with the GCC (General Convention Chairman) as many of the jobs that need to be done in advance are originated and assigned by him.

DIVISIONAL CONVENTION/CONTESTS HOTEL ROOMS NEEDED

DIVISION CONVENTION Sleeping Rooms Needed	Free/Complimentary	Convention Expense	District Expense	User's Expense
Chairman Events Committee (CEC) or Division Events Planner (DEP)		1 Room		
General Convention Chairman		1 Room		
Contest Administrator		1 Parlor suite		
Judging Panel		7 Rooms (double panel)		
Total Rooms		10 Rooms		

Task Timeline

HOUSING COMMITTEE TIMELINE

Task	Timeline	Completed
Prepare Housing Form for Graphics Chairman	Two weeks prior to convention	
Book rooms for Judging Panel, Convention Committee Chairmen, Etc.	Two months prior to convention but not later than Six months prior to convention	
Book Room for Afterglow at Hotel if one is planned	Two weeks prior to convention.	
Make arrangements for RV Parking at Headquarters Hotel or close RV Park.	Two weeks prior to convention.	
Make list of signage for hotel.	Two weeks 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	

**JTE-10-D
 HOUSING/RV
 COMMITTEE
 CHAIRMAN**



**JUDGES SERVICES COMMITTEE CHAIRMAN
(FWD DIVISIONAL 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-D) 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

Task	To Be Done	Completed
‘ 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:

If any meeting or Chapters wishing to hold a special function (at own expense) the Meeting Chairman's responsibilities are to work with the Convention General Chairman in succoring any 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. He must work closely with the District Secretary to make sure that any late minute changes in times so the catering manager will meet layout requirement.

DIVISIONAL CONVENTION/CONTESTS EVENTS

Divisional Competitions	Meetings	Special Activities
Chorus	Divisional Presidents/Chapter Counselors	Afterglow(s)
Quartets	Ladies Hospitality	Hospitality Rooms
Senior Quartets	YIH	As Needed
Super Senior Quartets	Judges Evaluation Sessions	
College Quartets		

Task Timeline

MEETINGS COMMITTEE TIMELINE

Task	To Be Done	Completed
' Meetings Manager appoints committee.	One year prior to convention.	
' Secures all rooms needed for meetings/luncheons	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.	
' Checks on all remaining meeting rooms.	Friday through Sunday.	
' Checks Hotel bills for meeting room charges.	Sunday morning.	



**MONITOR (MOVEMENT) COMMITTEE CHAIRMAN
(FWD DIVISIONAL CONVENTIONS)
JOB DESCRIPTIONS AND TIMELINE**

Duties and Responsibilities:

The Chairman of this committee is in charge of the flow of competing quartets, choruses and anyone that will be participating in the stage area. "behind the footlights". He will need to appoint several key people who will be assigned two ways radio handsets for communications between each other. Several runners are needed to keep the quartets and choruses lined up and ready to go on stage at the proper time. The Monitor/Movement Chairman works closely with the Stage Manager and Host Chairman.

This Chairman is responsible for producing a Monitor/Movement Workers Schedule with the help of the General Convention Chairman, Stage Manager, Host Chairman and the Contest Administrator. Strict guidelines and time frames are to be followed as per Convention Relations. These time schedules are to be given to the Host Chairman for distribution to all competitors.

The Traffic Schedule for Awards and Show of Champions are to be given to all participants as soon as possible after each contest to keep confusion to a minimum back stage. The Stage Manager will follow these Schedules.

Task Timeline MOVEMENT (MONITOR) TASK TIMELINE

Task	To be done	Completed
' Appoint, Traffic/Movement Chairman	One year prior to convention.	
' Assign jobs to each person on committee.	One year prior to convention.	
' Make copies of Exhibit Movement Schedule Forms.	Six months prior to convention.	
' Finalize Movement Schedule Forms	Immediately after draw.	
' Distribute Movement Schedules to Host Chairman, etc.	Day after draw.	
' Set up Traffic/Movement table in dressing area.	Morning of convention.	
' Meeting with Host Chairman and Host Committee.	Morning of convention.	
' Pick up communications equip. and check if working.	Morning of convention.	
' Return all communications equipment to Stage Mgr.	After Show of Champions.	



JTE-14-D
PHOTOGRAPHY/AUDIO/VIDEO COMMITTEE CHAIRMAN
(DIVISIONAL CONVENTIONS)
JOB DESCRIPTION AND TIMELINE

Duties and Responsibilities:

The Chairman and his committee are to help set up the area for photography (if used, not required at Divisional's) 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.

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**

Task	To Be Done	Completed
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-D PUBLICITY/PUBLIC RELATIONS COMMITTEE CHAIRMAN
 (FWD DIVISIONAL CONVENTIONS)
 JOB DESCRIPTION AND TIMELINE**

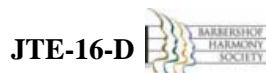
Duties and Responsibilities:

This Chairman and members of this committee should prepare articles for *WESTUNES* and see that registration forms and housing forms will appear in three issues preceding the convention. There is no charge to the convention for ads in *WESTUNES*. Prepare Registration Forms for FWD Web Page also.

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



REGISTRATION COMMITTEE CHAIRMAN (FWD DIVISIONAL CONVENTIONS) JOB DESCRIPTION AND TIMELINE

Duties and Responsibilities:

The Chairman will arrange for registration facilities (registration area layout Exhibit AS-09-D, in conjunction with the General Convention Chairman in the headquarters hotel or auditorium, as required, throughout the following hours:

Friday 9 a.m. to 11 p.m. (if used)

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

The Registration Chairman will procure from the Graphics Committee 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 **including complimentary registrations**, using the computer generated accounting form AF-104x-D. Send (via email) to all registrants that furnish email address, a conformation as soon as processed.

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

Accurate records (computer printout) shall be maintained and shall be in the possession of the Registration Chairman at the convention in the event a problem arises.

The Contest Administrator will be responsible for the judges' registration items and will coordinate this with the General Convention Chairman.

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 Chairman and forward all registration funds to the Finance Chairman using the Bank Deposit Form Exhibit AS-05-D on a continuing and timely basis.

Appoint committee member 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:

- | | |
|---|---|
| <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> c. All assigned Masters of Ceremonies d. All guest representing the Society Office d. <i>WESTUNES</i> photographer or his representative (2 total). f. Other guests approved by the CEC. |
|---|---|

With the help of the Graphics and PR Chairmen, prepare an advertisement and publicity for the *WESTUNES* magazine including registration forms and hotel registration forms. These advertisements are to appear in three issues, preceding the convention. Exhibit AS-01-D. Prepare registration forms for FWD Web Page.

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

- a. Computer, laptop and printer or Typewriter (large type)
- b. Adequate personnel to handle registrations
- c. Extra Registration forms and badges.
- d. Cash box containing adequate change.
- f. Computer readout of pre-registrations.
- g. Tickets for special events, dinners, bus, etc. (if used)
- h. Extra schedule of events, list of hospitality rooms, maps showing location of events, etc.
- i. Telephone or cell available.
- j. 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.	Friday 9 a.m. to 11 p.m.(if used) Saturday 9 a.m. to 8 p.m.	
▸ Individuals must pick up their own registration badges.	Saturday at registration area.	



**CONVENTION SECRETARY/COMMUNICATIONS CHAIRMAN
(FWD DIVISIONAL 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

Task	To Be Done	Completed
' 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 DIVISIONAL 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
- f. Parking directions
- g. Billboard directions for public
- h. Non-singing areas of hotel

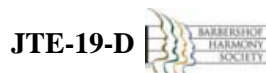
SIGNS NEEDED

Task	Completed
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.	
' 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.	

Task Timeline

SIGNAGE COMMITTEE TIMELINE

Task	To Be Done	Completed
' 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 DIVISIONAL 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

Task	To Be Done	Completed
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	



**BARBERSHOP HARMONY SOCIETY
SPEBSQSA, Inc.**

FAR WESTERN DISTRICT

PART B - SECTION 3
DIVISIONAL
CONVENTIONS/CONTESTS
ADMINISTRATIVE
EXHIBITS

AE-01-D rev Apr 10, 2013



**FAR WESTERN DISTRICT
 BARBERSHOP HARMONY SOCIETY**

**FIFTEEN-YEAR CALENDAR 2013-2027
 FWD DIVISION CONVENTION/CONTESTS DATES**

YEAR	2 nd April Weekend	3 rd April Weekend	1 st May Weekend	2 nd May Weekend	3 rd May Weekend	4 th March Weekend	3 rd April Weekend	4 th April Weekend	EASTER	HOLIDAY PASSOVER	REMARKS
	DIV. 3 NW	DIV. 5 AZ	DIV. 1 SW	DIV. 2 SE	DIV. 4 NE	SAI Reg. 11 Comp.	SAI Reg. 21 Comp.	SAI Reg. 12 Comp.			
2013	April 12-13	April 19-20	May 03-04	May 10-11	May 17-18	March 14-17	April 04-07	April 4-7	March 31	March 26-April 02	
2014	April 11-12	May 2-3	May 09-10	May 16-17	May 23-24	March 24-27	April 24-27	April 3-6	April 20	April 15-22	
2015	April 10-11	April 24-25	May 08-09	May 15-16	May 22-23	March 16-19	April 16-19	April 23-26	April 05	April 04-11	
2016	April 01-02	April 15-16	May 06-07	May 13-14	May 20-21				March 27	April 23-30	
2017	April 07-08	April 21-22	May 05-06	May 12-13	May 19-20				April 16	April 11-18	
2018	April 13-14	April 20-21	May 04-05	May 11-12	May 18-19				April 01	March 31-April 07	
2019	April 12-13	April 26-27	May 03-04	May 10-11	May 17-18				April 21	April 20-27	
2020	April 24-25	April 17-18	May 01-02	May 08-09	May 15-16				April 12	April 09-16	
2021	April 09-10	April 16-17	May 07-08	May 04-15	May 21-22				April 04	March 28-April 04	
2022	April 08-09	April 22-23	May 07	May 14	May 20-21				April 17	April 16-23	
2023	April 14-15	April 21-22	May 06	May 13	May 19-20				April 09	April 06-13	
2024	April 12-13	April 19-20	May 3-4	May 10-11	May 17-18				March 31	April 23-30	
2025	April 11-12	April 18-19	May 2-3	May 9-10	May 16-17				April 20	April 13-20	
2026	April 10-11	April 17-18	May 01-02	May 08-09	May 15-16				April 05	April 02-09	
2027	April 09-10	April 16-17	May 07-08	May 14-15	May 21-22				March 28	April 22-29	

NOTE: Future Division Contests combined with the Spring Convention will be awarded at a later date (dates may change)
 Rev. 04/2013 jj

AE-02-D



2010
BID MANUAL
DIVISIONAL 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 Divisional Convention.
2. The availability of adequate, desirable and affordable facilities in the prospective host city.

An inquiry to host a FWD Barbershop Harmony Society Divisional 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
NOTE: Soon to be also available on the FWD Web Site: (www.spebsqsafwd.org).

In seeking out desirable FWD Divisional 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 Divisional 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 Divisional 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.

Bob Cathaway
2009 FWD Chairman of the Events Committee
rwathaway@bak.rr.com



RECOMMENDED STEPS FOR A CHAPTER CONSIDERING A BARBERSHOP HARMONY SOCIETY FWD DIVISIONAL 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.
NOTE: Soon to be also available on the FWD Web Site: www.spebsqsafwd.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 Divisional 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). 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) makes the final approval of who will be awarded the Divisional Convention. He then will inform the winning bidder of his decision and makes his report to the FWD Board Of Directors.

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 Divisional 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 Divisional 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. (50% maximum) of the net proceeds or \$500 which ever is higher. (Chapter Run – 2009-2010)
2. (\$500) flat fee. (FWD Events Team Run – 2009-2010)

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-D** and subsequent **Revised Budget Form AF-102x-D** 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-D**) 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-04-D



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2010

**SCHEDULE OF PAYMENTS
FOR CHAPTER HOST**

FOR-HIRE PAY FOR WORK

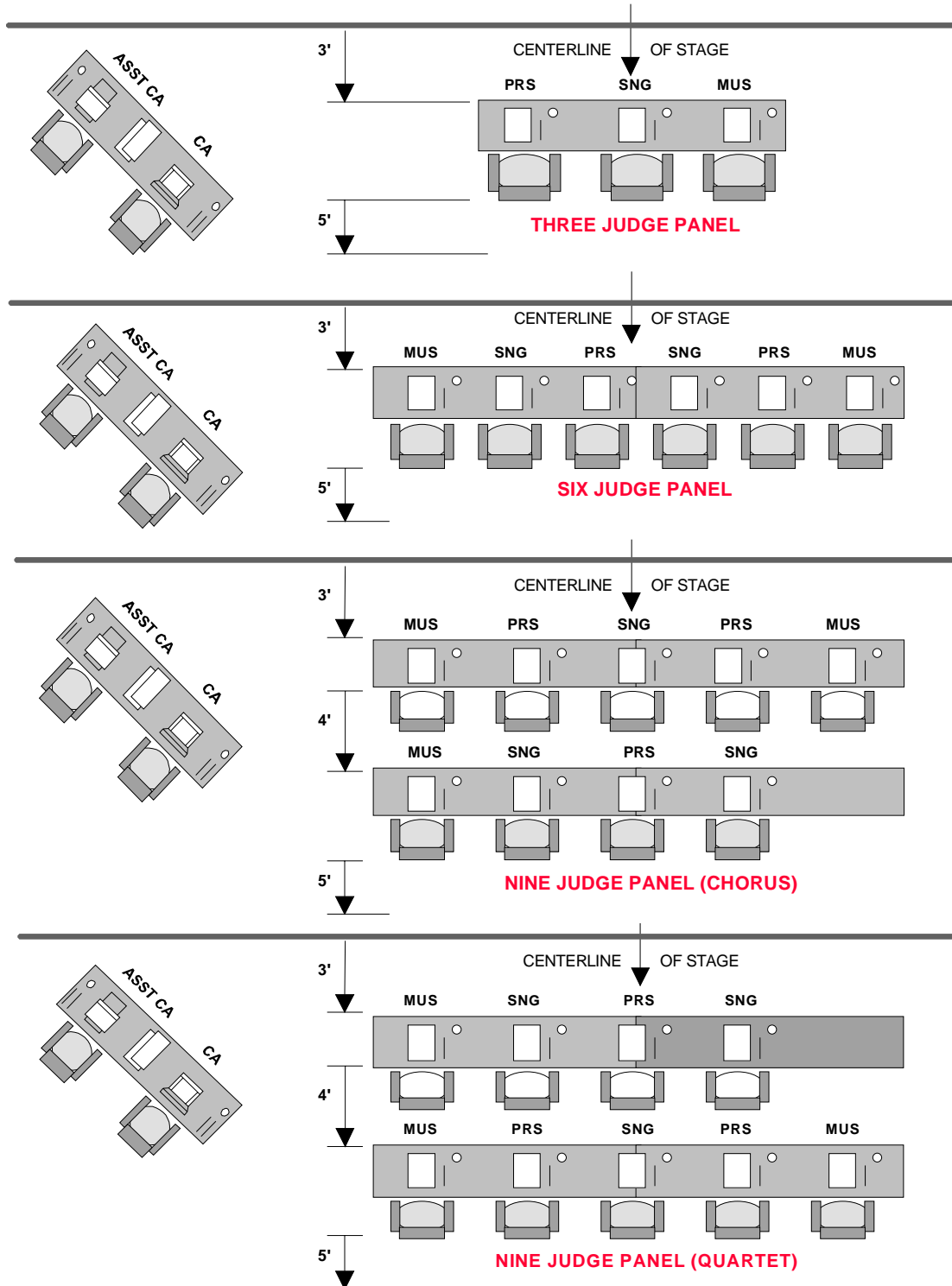
FWD Spring/Div.	\$1,500.00
FWD Fall	\$4,500.00
SW Div.	\$ 500.00
SE Div.	\$ 500.00
NW Div.	\$ 500.00
NE Div.	\$ 500.00
ARIZONA Div.	\$ 500.00

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-06-D



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



AE-07-D



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 14 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)*

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-D



**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 the convention Time: _____ Place: _____

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-D



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

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.spebsqsafwd.org)

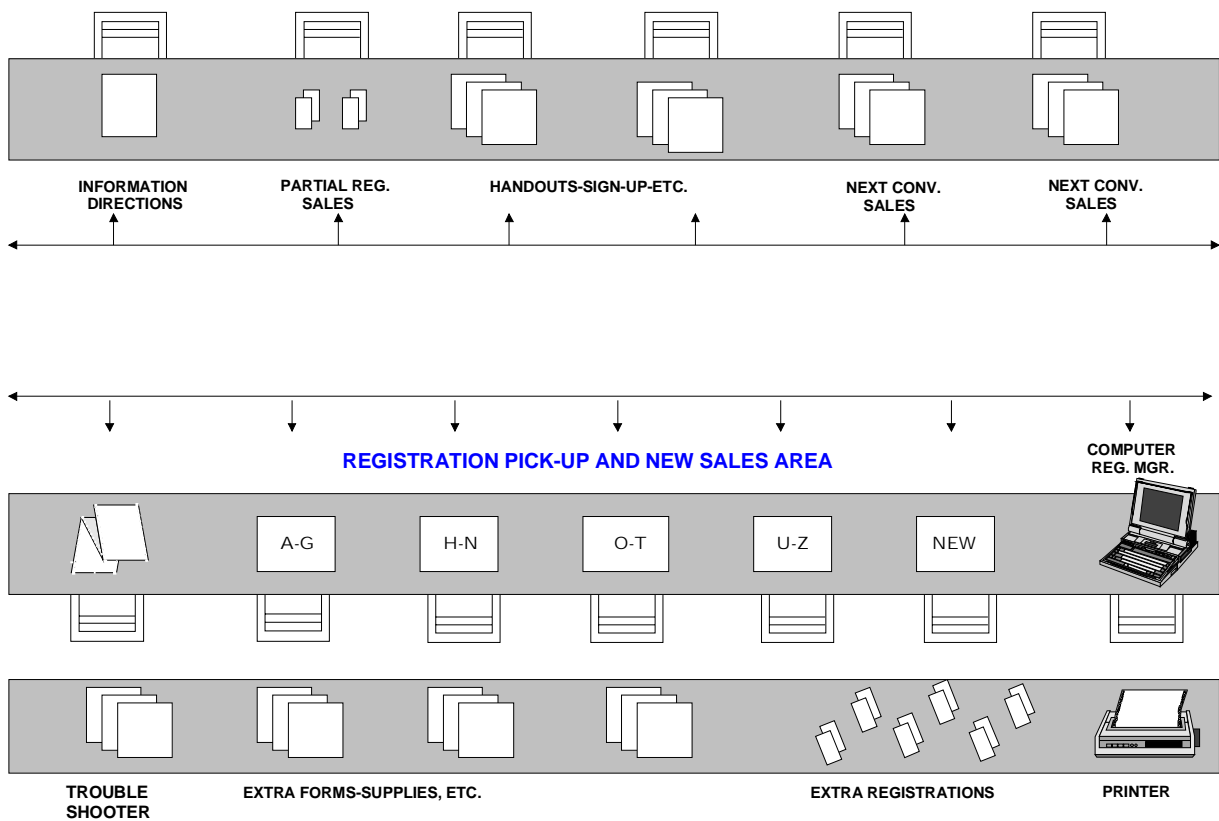
AE-09-D



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2010

REGISTRATION AREA CONFIGURATION



AE-11-D



**FAR WESTERN DISTRICT
 BARBERSHOP HARMONY SOCIETY**

2010

**DIVISIONAL CONVENTION/CONTESTS
 VIP HOUSING/REGISTRATIONS**

VIP HOUSING	# HOTEL ROOMS	REGS.	REMARKS
General Convention Chairman (GCC)	1	2	Paid by Conv. - Wife Reg. Comped
Judging Panel	4/8* aprox.	10	Paid by Conv. - Judges/Wives Reg. Comped
Convention Committee Chairmen	10	15	Room and Reg. - Own Expense
GCC's Invited Guests	5	8	Room - Own Expense - Reg. Comped
THE FOLLOWING, ONLY IF ATTENDING THE CONVENTION			
Division Events Planner (DEP) (If attending)	1	2	Room District Expense - Reg. Comped
Chairman Event Comm. (CEC)	1	2	Room District Expense - Reg. Comped
Convention Division VP	1	2	Room District Expense - Reg. Comped
FWD President	1	2	Room District Expense - Reg. Comped
Society Rep	1	1	Room Society Expense - Reg. Comped
Westunes Photographer	1	2	Room District Expense - Reg. Comped
Total FWD District VIP Rooms & Registrations	40	46	Approximate numbers

*** Divisional Contests may have a single panel (4) or double panel (8); they rarely bring wives.**

NOTE: VIP's must register hotel rooms at least 45 days prior to convention.



**BARBERSHOP HARMONY SOCIETY
SPEBSQSA, Inc.**

FAR WESTERN DISTRICT

**PART B - SECTION 4
DIVISIONAL
CONVENTIONS/CONTESTS**

**ADMINISTRATIVE
SAMPLES**

AS-01-D SAMPLE




**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2010

WESTUNES CONVENTION AD SAMPLE LAYOUT

8.5"
Far Western District - Barbershop Harmony Society



(name) DIVISIONAL CONVENTION/CONTESTS
(Year) CONVENTION/CONTESTS
(Date)
(Lost 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)

**USE OFFICIAL DIVISIONAL REGISTRATION FORM
AF-300-D
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)

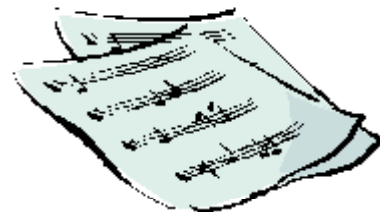
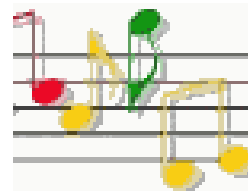
(Optional) Your Email Address: _____ Confirmation only my Email

AS-02-D SAMPLE



BARBERSHOP ART

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



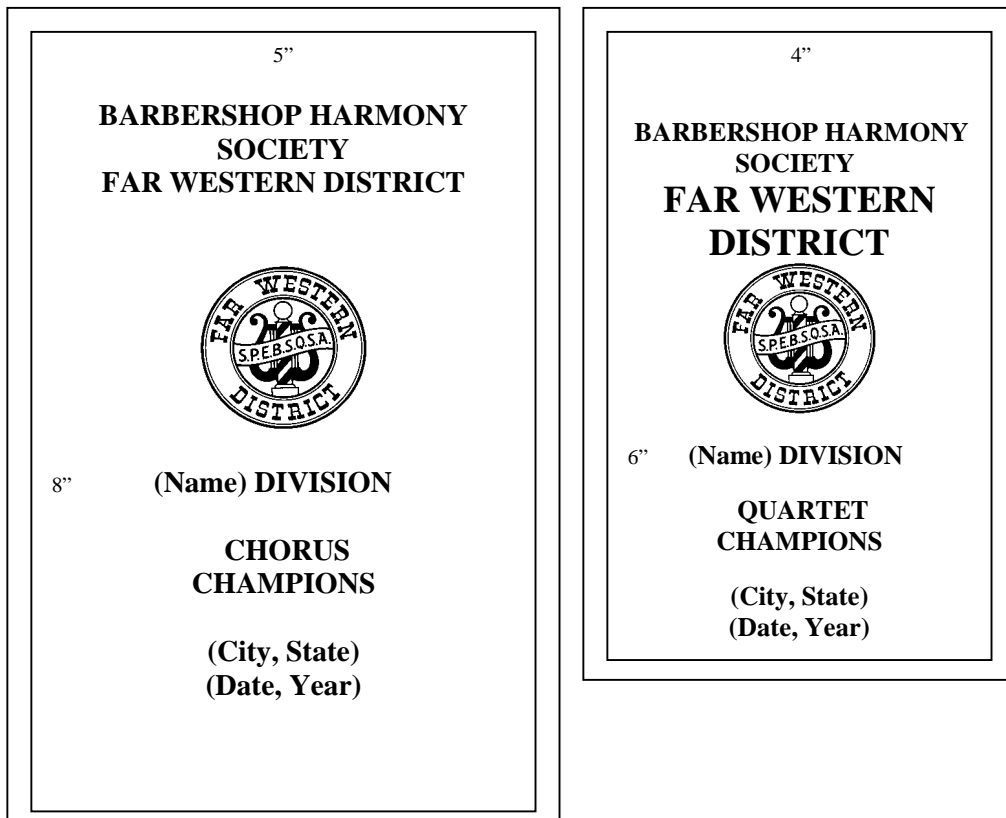
AS-03-D SAMPLE



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2010

SAMPLE DIVISIONAL AWARD PLAQUES



AS-04-D SAMPLE



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2010

**COMBINATION PERSON/SEAT BADGES
SAMPLE 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-D 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
TOTAL DEPOSIT		\$ 690.00			

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 Ferrington	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
TOTAL DEPOSIT		\$ 1,413.00			

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
TOTAL DEPOSIT		\$ 1,550.00			

DATE: 05/07/2009

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

DATE: 5/15/2009

DOOR RECEIPTS (see attached)	
\$	2,977.00

TOTAL RECEIPTS \$10,865.00

AS-06-D SAMPLE



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY
2010 BID SAMPLE**

DIVISIONAL CONVENTION AND CONTESTS

FORM AF-100-D

MUST BE SUBMITTED TO CEC BEFORE OCTOBER BOARD MEETING TWO YEARS (2) 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: **2007** LOCATION: **RIVERSIDE CALIFORNIA**
2. NAME OF CHAPTER BIDDING: **RIVERSIDE** ACTIVE MEMBERS: **25**
3. PROPOSED CONVENTION DATES: **May 10, 2009**
4. **OTHER CHAPTERS** that will provide positive assistance. **INLAND VALLEY**
5. Estimated number of **ACTIVE MEMBERS** that will work on contest. **30**

- | | | |
|----------------------------------|------------|-------------------------------------|
| 6. PROPOSED GENERAL MGR.: | Name | BILL SHOVA |
| | Address | 405 Brocklawn Dr. |
| | City | Banning |
| | State/Zip | CA 92220 |
| | Phone Home | (951) 845-0547 |
| | Phone Work | (951) 845-0547 |
| | Fax | (951) 845-0547 |
| | E-mail | <u>bshova@thenewgang.org</u> |

BARBERSHOP EXPERIENCE: **18 YEARS**

CONVENTION EXPERIENCE: **Assistant General Chairman 4 Division Conventions and 1 Fall and 1 Spring Conventions**

7. What percent of **NET PROCEEDS** will be directed to the DISTRICT? **50%**
(50% is the minimum for DIVISIONAL CONVENTIONS)
8. Does your chapter hold an **ANNUAL SHOW**? [X] YES [] NO
 - a. On what dates? **EARLY MARCH**
 - b. If your chapter is awarded this convention, will you still hold an **ANNUAL SHOW**? [X] YES [] NO
 - c. What dates? **EARLY MARCH**
 - d. What is the **TOP PRICE** for show tickets? **\$10.00**
 - e. How many **TICKETS** do you usually **SELL** to your show? **800**
9. How many **REGISTRATIONS** do you plan to sell for this conventions? **500**
10. Please **ATTACH** any other information that would support the bid.

SAMPLE BID FOR FWD (DIVISION) CONVENTION/CONTESTS FORM 100D
HOTEL INFORMATION

11. **HEADQUARTERS HOTEL:** Name **RIVERSIDE SHERATON**
(20 Rooms All Hotels Min.) Address **3400 Market Street**
City/State/Zip **Riverside, CA 92501**

General Mgr. _____
Phone (____) _____
FAX (____) _____

Sales Mgr. **Ms. DONNA ESPARZA**
Phone **(951) 784-8000 Ex 101**
FAX **(951) 369-7127**

Reservations Mgr. _____
Phone (____) _____

Catering Mgr. **Ms. CHARISSE WILSON**
Phone **(951) 784-8000 Ex 105**

Restaurant Mgr. _____
Phone (____) _____

Security Mgr. **Mr. ED SMITH SR.**
Phone **(951) 784-8000 Ex 108**

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

13. How many **SLEEPING ROOMS** in hotel? 250

14. How many sleeping rooms are **BLOCKED** for our use? 50

15. List number of rooms **BLOCKED** in **OTHER HOTELS/MOTELS**? 0

16. **TOTAL** rooms blocked in **ALL** hotels/motels? 50

17. **FUNCTION ROOMS** available to us at **HEADQUARTERS HOTEL**? 12
(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 **\$80** DOUBLE **\$80** TWIN **\$80** DOUBLE/DOUBLE **\$80**
SUITES **TBA** EXTRA PERSON IN ROOM **\$15**

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

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

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? 11TH AND 12TH FLOORS

23. Does hotel have 24 hour **EATING FACILITIES**? [] YES NO However they may stay open
later. Norman hours are 6 am to 12 midnight.

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

25. How many eating facilities within **WALKING DISTANCE** of the hotel? 4-5

26. List the **PARKING FACILITIES** and **RATES**. FREE

SAMPLE BID FOR FWD (DIVISION) CONVENTION/CONTESTS FORM 100D
HOTEL INFORMATION Continued

27. Is there **RV PARKING** available? YES NO **CONV. CENTER PARKING AREA**

28. How **CLOSE** is the hotel (**H.Q.**) to **SHOPPING**? **SHORT WALKING DISTANCE**

29. Will **ROOM RESERVATIONS** be handled through: **HOTEL/MOTEL** YES NO
CONVENTION BUREAU YES NO

30. **CONVENTION BUREAU** Name **RIVERSIDE CONVENTION BUREAU**
 Address **3443 Orange Street**
 City/State/Zip **Riverside CA 92501**
 Contact Ms. **CYNTHIA CREHAN**
 Phone **(951) 787-7950 Ex. 201**

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
Malls 5-7 miles, walk to antique shops etc.

AUDITORIUM INFORMATION

33. **AUDITORIUM:** Name **RAMONA HIGH SCHOOL**
 (600 Seats Minimum) Address **7675 Magnolia Ave.**
 City/State/Zip **Riverside, CA 92501**

Contact: **Mrs. Wagner** Security **Mr. JOHN MC KEE**
 Phone **(951) 788-7426** Phone **(951) 787-7950 Ex 201**
 FAX **(909) 787-5498**

Aud. Mgr. Mr. Howard Hanson **Stage Mgr. Mr. AL THOMPSON**
 Phone **(951) 787-7951 Ex 402** Phone **(951) 787-7951 Ex 400**

Audio. Mgr. Mr. Phil Myers **Lighting Mgr. Ms. JANE ESTON**
 Phone **(951) 787-7951 Ex 403** Phone **(951) 787-7951 Ex 405**

- | | | | |
|-----------------------------|--|---------------------------------|---|
| a. Seating capacity | 1600 | j. Distance from H.Q. Hotel | Adjacent |
| 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 |

SAMPLE BID FOR FWD (DIVISION) CONVENTION/CONTESTS FORM 100D
AUDITORIUM INFORMATION Continued

34. Area for **QUARTET/CHORUS PHOTOS** available **YES** [] **NO**

35. **DRESSING ROOMS:**

- a. How many **DRESSING ROOMS** available for **QUARTETS**? **6** Size **900 sq. ft each**
b. How many **DRESSING ROOMS** available for **CHORUSES**? **6** Size **900 sq. ft each**

36. **STAGE INFORMATION:**

- a. How **WIDE** is stage? Ft. **40 ft.** c. Main curtain **TRAVEL** [] **FLY**
b. How **DEEP** is sage? Ft. **30 ft.** d. Main curtain [] **ELECT** **MANUAL**

37. Separate **ACCESS** to back stage area? **YES** [] **NO**

38. Chorus **SHELL SECTIONS** available? **YES** [] **NO**

39. Chorus **RISERS** that meet **DISTRICT REQUIREMENTS**? **YES** [] **NO**
(Will set to largest chorus competing requirements up to 11 sections
of 4 step standard Wenger or wood type.)

40. Estimated **AUDITORIUM COST**? **\$2,000**
(Including house, ushers, stage hands, electricians etc.)

41. **REMARKS:** **Add comments on anything you feel would be considered.**

Facilities was used for Division Conventions in the past.

We have read the **FWD CONVENTION REGULATIONS** and are familiar with the responsibilities and duties connected with hosting this convention for which this chapter is bidding. We understand that the **GENERAL CHAIRMAN** must attend the **CONVENTION PLANNING CLASS AT COTS** prior to said convention.

Chapter President : Date **May 10, 2007**
General Convention Chairman: Date **May 10, 2007**
Chapter Secretary: Date **May 10, 2007**

INSPECTED BY: CEC Date **May 10, 2007**
 DRJC: Date **May 10, 2007**
 PRO. DIR: Date **May 10, 2007**

-End Of Bid Form-

AS-07-D SAMPLE

**SAMPLE - SOCAL EAST DIVISION 2008
 PRELIMINARY BUDGET FINANCIAL STATEMENT
 EXHIBIT D-H1C - FORM CA-101DxC Rev. 01/08 fq**

LOCATION: Servite High School, Anaheim
EVENT: SoCal East Division Convention/Contests
MANAGEMENT: Riverside "The New Gang On The Corner"
DATE(S): May 10, 2005

Far Western District



SUMMARY	PRELIM BUDGET	TOTAL REG. SALES PRELIM.
TOTAL INCOME	\$16,325.00	\$10
TOTAL EXPENSES	\$8,185.00	
NET PROFIT/LOSS	\$8,140.00	
50% NET PROFIT TO DISTRICT	\$ 4,070.00	
50% NET PROFIT TO HOST CHAPTER	\$ 4,070.00	

CODE INCOME:	PRELIM BUDGET QUANTITY	PRELIM BUDGET EACH	PRELIM BUDGET TOTAL
101 ALL EVENTS EARLY BIRD	300	\$ 30.00	\$ 9,000.00
102 ALL EVENTS LATE/ON SITE	140	\$ 40.00	\$ 5,600.00
103 ALL EVENTS EARLY BIRD CHILD/STUDENT	5	\$ 15.00	\$ 75.00
104 ALL EVENTS CHILD/STUDENT LATE/ON SITE	10	\$ 20.00	\$ 200.00
106 SINGLE EVENT - SAT. QUARTET CONTEST	5	\$ 20.00	\$ 100.00
107 SINGLE EVEN - SAT CHORUS CONTEST/SHOW	40	\$ 20.00	\$ 800.00
108 COMP. REGISTRATIONS	10	\$ 30.00	\$ 300.00
SUB TOTAL	510		\$16,075.00
109 PROGRAM AD SALES	5	\$ 50.00	\$ 250.00
110 RV PARKING @ \$	0	\$ -	\$ -
111 TRANSPORTATION @ (\$ price)	0	\$ -	\$ -
112 HOTEL CREDIT - COMP ROOMS	0	\$ -	\$ -
113 OTHER INCOME MISC.	0	\$ -	\$ -
114	0	\$ -	\$ -
115	0	\$ -	\$ -
116	0	\$ -	\$ -
SUB TOTAL			\$250.00
100 TOTAL INCOME			\$16,325.00

CODE EXPENSES	BUDGET	TOTAL
201 RENTAL - AUDITORIUM	\$ 1,500.00	
202 RENTAL - ROOMS/EXTRA	\$ -	
203 RENTAL - RADIO COMMUNICATIONS	\$ 125.00	
204 RENTAL - AUDIO/VIDEO EQUIPMENT/EXTRA	\$ 425.00	
205 RENTAL - LIGHTING/EXTRA	\$ -	
206 RENTAL - MISC.	\$ -	
207 LABOR - STAGE HAND(S)	\$ 1,500.00	
208 LABOR - ELECTRICIAN(S)	\$ -	
209 LABOR - AUDIO/VIDEO TECHNICIAN(S)	\$ -	
210 LABOR - CUSTODIAN(S)	\$ -	
211 LABOR - SECURITY(S)	\$ -	
212 LABOR - USHERS	\$ -	
213 OTHER AUDITORIUM EXPENSES	\$ 100.00	
200 TOTAL AUDITORIUM EXPENSE	\$ 3,650.00	\$3,650.00
301 JUDGES TRAVEL	\$ 2,000.00	
302 JUDGES HOUSING	\$ 800.00	
303 JUDGES MEALS	\$ 200.00	
304 JUDGES MISC.	\$ 50.00	
305 JUDGES SERVICES REFRESHMENTS/ETC.	\$ 125.00	
300 TOTAL JUDGES EXPENSES	\$ 3,175.00	\$3,175.00
402 AUDIO/VIDEO TAPES	\$ 50.00	
403 AWARDS & TROPHIES	\$ 150.00	
404 HOTEL MISC. COFFEE/ETC.	\$ 50.00	
405 HOTEL ROOM DEDICATEE	\$ -	
406 HOTEL ROOM MISC.	\$ 110.00	
407 INSURANCE	\$ -	
408 LADIES HOSPITALITY	\$ 50.00	
409 POSTAGE & TELEPHONE	\$ 50.00	
410 PRINTING MISC. FLYERS/ETC.	\$ 100.00	
411 PRINTING PROGRAM	\$ 300.00	
412 PRINTING SIGNS & SCORE SHEETS	\$ 50.00	
413 PUBLICITY DISTRICT/PUBLIC	\$ -	

414	REGISTRATION & MISC. SUPPLIES	\$	150.00	
415	TRANSPORTATION (EXCLUDING JUDGES)	\$	-	
416	REGISTRATION COMPS	\$	200.00	
417	GCC EXPENSES	\$	100.00	
418	OTHER MISC. EXPENSES	\$	-	
400	TOTAL SUPPLIES/SERVICE/ETC.	\$	1,360.00	\$1,360.00
CODE Not Used				
501				
502				
503				
504				
505				
506				
507				
600				
600	TOTAL EXPENSES	\$		8,185.00
CODE TOTALS				
100	TOTAL INCOME	\$	16,326.00	
600	TOTAL EXPENSES	\$	8,185.00	
700	NET PROFIT/LOSS	\$	8,140.00	
701	50% NET PROFIT TO DISTRICT	\$	4,070.00	
701	50% NET PROFIT TO HOST CHAPTER	\$	4,070.00	

Bill Shears

 SIGNED (GENERAL MANAGER)

January 15, 2005

 DATE:

Fritz Grunewald

 SIGNED (EXECUTIVE GENERAL MANAGER)

January 15, 2005

 DATE:

AS-08-D SAMPLE

FWD Convention Manual

SAMPLE - SOCAL EAST DIVISION REVISED FINANCIAL STATEMENT

EXHIBIT D-H2C - FORM CA-102Dx-C Rev. 01/08 fg

LOCATION: Servite High School Anaheim
 EVENT: SoCal East Division Convention/Contests
 MANAGEMENT: Riverside "The New Gang On The Corner"
 DATE(S): 10-May-08

Far Western District



SUMMARY	PRELIM BUDGET	REVISED ACTUAL	VARIANCE	TOTAL REG. SLAES
TOTAL INCOME	\$16,325.00	\$ 10,750.00	\$ (5,575.00)	PRELIM 510
TOTAL EXPENSES	\$8,185.00	\$ 7,402.00	\$ (783.00)	REVISED 510
NET PROFIT/LOSS	\$8,140.00	\$ 3,348.00	\$ (4,792.00)	VARIANCE 0
50% NET PROFIT TO DISTRICT	\$ 4,070.00	\$ 1,674.00	\$ (2,396.00)	
50% NET PROFIT TO HOST CHAPTER	\$ 4,070.00	\$ 1,674.00	\$ (2,396.00)	

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	300	\$ 30.00	\$ 9,000.00	300	\$ 20.00	\$ 6,000.00	\$ (3,000.00)
102 ALL EVENTS LATE/ON SITE	140	\$ 40.00	\$ 5,600.00	140	\$ 25.00	\$ 3,500.00	\$ (2,100.00)
103 ALL EVENTS EARLY BIRD CHILD/STUDENT	5	\$ 15.00	\$ 75.00	5	\$ 10.00	\$ 50.00	\$ (25.00)
104 ALL EVENTS CHILD/STUDENT LATE/ON SITE	10	\$ 20.00	\$ 200.00	10	\$ 12.50	\$ 125.00	\$ (75.00)
106 SINGLE EVENT - SAT. QUARTET CONTEST	5	\$ 20.00	\$ 100.00	5	\$ 15.00	\$ 75.00	\$ (25.00)
107 SINGLE EVENT-SAT.CHORUS CONTEST/SHOW	40	\$ 20.00	\$ 800.00	40	\$ 15.00	\$ 600.00	\$ (200.00)
108 COMP. REGISTRATIONS	10	\$ 30.00	\$ 300.00	10	\$ 20.00	\$ 200.00	\$ (100.00)
SUB TOTAL	510		\$16,075.00	510		\$ 10,550.00	\$ (5,525.00)
109 PROGRAM AD SALES	5	\$ 50.00	\$ 250.00	4	\$ 50.00	\$ 200.00	\$ (50.00)
110 RV PARKING @ \$	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
111 TRANSPORTATION @ \$	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
112 HOTEL CREDIT - COMP ROOMS	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
113 OTHER INCOME MISC.	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
114							
115							
116							
SUB TOTAL			\$250.00			\$200.00	\$ (50.00)
100 TOTAL INCOME			\$16,325.00			\$10,750.00	\$ (5,575.00)

CODE EXPENSES	PRELIM TOTAL	REVISED TOTAL
201 RENTAL - AUDITORIUM	\$ 1,500.00	\$ 1,500.00
202 RENTAL - ROOMS/EXTRA	\$ -	\$ -
203 RENTAL - RADIO COMMUNICATIONS	\$ 125.00	\$ 120.00
204 RENTAL - AUDIO/VIDEO EQUIPMENT/EXTRA	\$ 425.00	\$ 425.00
205 RENTAL - LIGHTING/EXTRA	\$ -	\$ -
206 RENTAL - MISC.	\$ -	\$ -
207 LABOR - STAGE HAND(S)	\$ 1,500.00	\$ 1,200.00
208 LABOR - ELECTRICIAN(S)	\$ -	\$ -
209 LABOR - AUDIO/VIDEO TECHNICIAN(S)	\$ -	\$ -
210 LABOR - CUSTODIAN(S)	\$ -	\$ -
211 LABOR - SECURITY(S)	\$ -	\$ -
212 LABOR - USHERS	\$ -	\$ -
213 OTHER AUDITORIUM EXPENSES	\$ 100.00	\$ 50.00
200 TOTAL AUDITORIUM EXPENSE	\$ 3,650.00	\$ 3,295.00
301 JUDGES TRAVEL	\$ 2,000.00	\$ 1,800.00
302 JUDGES HOUSING	\$ 800.00	\$ 640.00
303 JUDGES MEALS	\$ 200.00	\$ 200.00
304 JUDGES MISC.	\$ 50.00	\$ 50.00
305 JUDGES SERVICES REFRESHMENTS/ETC.	\$ 125.00	\$ 125.00
300 TOTAL JUDGES EXPENSES	\$ 3,175.00	\$ 2,815.00
402 AUDIO/VIDEO TAPES	\$ 50.00	\$ 50.00
403 AWARDS & TROPHIES	\$ 150.00	\$ 175.00
404 HOTEL MISC. COFFEE/ETC.	\$ 50.00	\$ 50.00
405 HOTEL ROOM DEDICATEE	\$ -	\$ -
406 HOTEL ROOM MISC.	\$ 110.00	\$ 80.00
407 INSURANCE	\$ -	\$ -
408 LADIES HOSPITALITY	\$ 50.00	\$ 50.00
409 POSTAGE & TELEPHONE	\$ 50.00	\$ 50.00
410 PRINTING MISC. FLYERS/ETC.	\$ 100.00	\$ 80.00
411 PRINTING PROGRAM	\$ 300.00	\$ 250.00
412 PRINTING SIGNS & SCORE SHEETS	\$ 50.00	\$ 42.00
413 PUBLICITY DISTRICT/PUBLIC	\$ -	\$ -
414 REGISTRATION & MISC. SUPPLIES	\$ 150.00	\$ 165.00
415 TRANSPORTATION (EXCLUDING JUDGES)	\$ -	\$ -
416 REGISTRATION COMPS	\$ 200.00	\$ 200.00
417 GCC EXPENSES	\$ 100.00	\$ 100.00
418 OTHER MISC. EXPENSES	\$ -	\$ -
400 TOTAL SUPPLIES/SERVICE/ETC.	\$ 1,360.00	\$ 1,292.00

CODE Not Used							
501							
502							
503							
504							
505							
506							
507							
500							
600	TOTAL EXPENSES	\$	8,185.00	\$	7,402.00	\$	(783.00)
CODE TOTALS							
100	TOTAL INCOME	\$	16,325.00	\$	10,750.00	\$	(5,575.00)
600	TOTAL EXPENSES	\$	8,185.00	\$	7,402.00	\$	(783.00)
700	NET PROFIT/LOSS	\$	8,140.00	\$	3,348.00	\$	(4,792.00)
701	50% NET PROFIT TO DISTRICT	\$	4,070.00	\$	1,674.00	\$	(2,396.00)
702	50% NET PROFIT TO HOST CHAPTER	\$	4,070.00	\$	1,674.00	\$	(2,396.00)

Bill Skane

 SIGNED (GENERAL MANAGER)

January 15, 2007

 DATE:

Jilly Grossenwald

 SIGNED (EXECUTIVE GENERAL MANAGER)

January 15, 2007

 DATE:

AS-09-D SAMPLE

FWD Convention Manual

SAMPLE - SPRING/DIVISION 2008 FINAL FINANCIAL STATEMENT

EXHIBIT S-H3C - FORM CA-103Sx-C Rev. 01/06 fg

LOCATION: Servite High School Anaheim, CA
EVENT: FWD SPRING/DIVISIONAL Convention/Contests
MANAGEMENT: Riverside "The New Gang On The Corner"
DATE(S): March 13-16, 2008

Far Western District



SUMMARY	REVISED BUDGET	ACTUAL BUDGET	VARIANCE	TOTAL REG. SOLD
TOTAL INCOME	\$ 47,275.00	\$ 51,402.00	\$ 4,127.00	REVISED 1265
TOTAL EXPENSES	\$ 16,750.00	\$ 15,879.22	\$ (870.78)	ACTUAL 1150
NET PROFIT/LOSS	\$ 30,525.00	\$ 35,522.78	\$ 4,997.78	VARIANCE 115
70% NET PROFIT TO DISTRICT	\$ 21,367.50	\$ 21,313.67	\$ (53.83)	
30% NET PROFIT TO HOST CHAPTER	\$ 9,157.50	\$ 10,656.83	\$ 1,499.33	

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	700	\$ 40.00	\$ 28,000.00	735	\$ 40.00	\$ 29,400.00	\$ 1,400.00
102 ALL EVENTS LATE/ON SITE	200	\$ 50.00	\$ 10,000.00	212	\$ 50.00	\$ 10,600.00	\$ 600.00
103 ALL EVENTS EARLY BIRD CHILD/STUDENT	40	\$ 20.00	\$ 800.00	42	\$ 20.00	\$ 840.00	\$ 40.00
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	5	\$ 30.00	\$ 150.00	\$ (150.00)
106 SINGLE EVENT - SAT. CHORUS CONTEST	15	\$ 30.00	\$ 450.00	44	\$ 30.00	\$ 1,320.00	\$ 870.00
107 SINGLE EVENT - SAT. QUARTET FINALS/SHOW	150	\$ 30.00	\$ 4,500.00	198	\$ 30.00	\$ 5,940.00	\$ 1,440.00
108 COMP. REGISTRATIONS	25	\$ 40.00	\$ 1,000.00	21	\$ 40.00	\$ 840.00	\$ (160.00)
SUB TOTAL	1150		\$45,350.00	1265		\$ 49,330.00	\$ 3,980.00
109 PROGRAM AD SALES	10	\$ 50.00	\$ 500.00	12	\$ 50.00	\$ 600.00	\$ 100.00
110 RV PARKING @ \$	25	\$ 5.00	\$ 125.00	18	\$ 5.00	\$ 90.00	\$ (35.00)
111 TRANSPORTATION @ \$	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
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	\$ -	\$ 382.00	\$ 82.00
114	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
115	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
116	0	\$ -	\$ -	0	\$ -	\$ -	\$ -
SUB TOTAL			\$1,925.00			\$2,072.00	\$ 147.00
100 TOTAL INCOME			\$47,275.00			\$51,402.00	\$ 4,127.00

CODE EXPENSES	REVISED	TOTAL	ACTUAL	TOTAL
201 RENTAL - AUDITORIUM	\$ 1,200.00		\$ 1,195.00	\$ (5.00)
202 RENTAL - ROOMS/EXTRA	\$ -		\$ -	\$ -
203 RENTAL - RADIO COMMUNICATIONS	\$ 150.00		\$ 148.50	\$ (1.50)
204 RENTAL - AUDIO/VIDEO EQUIPMENT/EXTRA	\$ 3,000.00		\$ 3,195.12	\$ 195.12
205 RENTAL - LIGHTING/EXTRA	\$ -		\$ -	\$ -
206 RENTAL - MISC.	\$ -		\$ -	\$ -
207 LABOR - STAGE HAND(S)	\$ 2,000.00		\$ 2,013.00	\$ 13.00
208 LABOR - ELECTRICIAN(S)	\$ -		\$ -	\$ -
209 LABOR - AUDIO/VIDEO TECHNICIAN(S)	\$ -		\$ -	\$ -
210 LABOR - CUSTODIAN(S)	\$ -		\$ -	\$ -
211 LABOR - SECURITY(S)	\$ -		\$ -	\$ -
212 LABOR - USHERS	\$ -		\$ -	\$ -
213 OTHER AUDITORIUM EXPENSES	\$ -		\$ -	\$ -
200 TOTAL AUDITORIUM EXPENSE	\$ 6,350.00	\$6,350.00	\$ 6,551.62	\$ 201.62
301 JUDGES TRAVEL	\$ 3,800.00		\$ 3,842.60	\$ 42.60
302 JUDGES HOUSING	\$ 2,500.00		\$ 2,539.04	\$ 39.04
303 JUDGES MEALS	\$ 500.00		\$ 212.00	\$ (288.00)
304 JUDGES MISC.	\$ 100.00		\$ -	\$ (100.00)
305 JUDGES SERVICES REFRESHMENTS/ETC.	\$ 150.00		\$ 178.72	\$ 28.72
300 TOTAL JUDGES EXPENSES	\$ 7,050.00	\$7,050.00	\$ 6,772.36	\$ (277.64)
402 AUDIO/VIDEO TAPES	\$ 75.00		\$ 74.68	\$ (0.32)
403 AWARDS & TROPHIES	\$ -		\$ -	\$ -
404 HOTEL MISC. COFFEE/ETC.	\$ 300.00		\$ 389.43	\$ 89.43
405 HOTEL ROOM DEDICATEE	\$ 300.00		\$ 309.12	\$ 9.12
406 HOTEL ROOM MISC.	\$ -		\$ -	\$ -
407 INSURANCE	\$ -		\$ -	\$ -
408 LADIES HOSPITALITY	\$ 100.00		\$ 52.00	\$ (48.00)
409 POSTAGE & TELEPHONE	\$ 100.00		\$ 36.90	\$ (63.10)
410 PRINTING MISC. FLYERS/ETC.	\$ 100.00		\$ 78.45	\$ (21.55)
411 PRINTING PROGRAM	\$ 250.00		\$ 185.76	\$ (64.24)
412 PRINTING SIGNS & SCORE SHEETS	\$ 75.00		\$ 38.00	\$ (37.00)
413 PUBLICITY DISTRICT/PUBLIC	\$ -		\$ -	\$ -
414 REGISTRATION & MISC. SUPPLIES	\$ 300.00		\$ 254.90	\$ (45.10)
415 TRANSPORTATION (EXCLUDING JUDGES)	\$ 800.00		\$ 450.00	\$ (350.00)
416 REGISTRATION COMPS	\$ 750.00		\$ 630.00	\$ (120.00)
417 GCC EXPENSES	\$ 100.00		\$ 43.10	\$ (56.90)
418 OTHER MISC. EXPENSES	\$ 100.00		\$ 12.90	\$ (87.10)
400 TOTAL SUPPLIES/SERVICE/ETC.	\$ 3,350.00	\$3,350.00	\$ 2,555.24	\$ (794.76)

CODE	EXPENSES (Not Used)	REVISED	TOTAL	ACTUAL	TOTAL
501					\$ -
502					\$ -
503					\$ -
504					\$ -
505					\$ -
506					\$ -
507					\$ -
600	TOTAL EVENTS MGMT. EXPENSES	\$ -	\$ -	\$ -	\$ -
600	TOTAL EXPENSES		\$ 16,750.00	\$ 15,879.22	\$ (870.78)
CODE TOTALS					
100	TOTAL INCOME		\$ 47,275.00	\$ 51,402.00	\$ 4,127.00
600	TOTAL EXPENSES		\$ 16,750.00	\$ 15,879.22	\$ (870.78)
700	NET PROFIT/LOSS		\$ 30,525.00	\$ 35,522.78	\$ 4,997.78
701	78% NET PROFIT TO DISTRICT		\$ 21,367.50	\$ 21,313.67	\$ (53.83)
702	30% NET PROFIT TO HOST CHAPTER		\$ 9,157.50	\$ 10,656.83	\$ 1,499.33

Bill Shown

 SIGNED (GENERAL MANAGER)

(Date Signed)

 DATE:

Felix Grossmann

 SIGNED (EXECUTIVE GENERAL MANAGER)

(Date Signed)

 DATE:

-End of Budget Forms-


AS-10-D SAMPLE



**DIVISIONAL FWD BARBERSHOP HARMONY SOCIETY
CONVENTION/CONTESTS
SAMPLE FLYER**

8.5"

Far Western District - Barbershop Harmony Society



(name) DIVISIONAL 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)

✂

**USE OFFICIAL DIVISIONAL REGISTRATION FORM
AF-300-D
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-11-D SAMPLE



(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-12a-D **SAMPLE**



SAMPLE DIVISIONAL HOST WELCOME PACKAGE FOR CONTESTANTS



WELCOME TO THE FWD **BARBERSHOP HARMONY SOCIETY** (Year) (Name) DIVISIONAL CONVENTION & CONTESTS

We are in (Location) for the first time and look forward to another exciting FWD (Name) Divisional Convention and Contests here at (Name). It's time for the best Barbershoppers in our division to put their performances on stage for judging and to see who will qualify for the FWD Fall Contests. I would like to wish all new and returning performers a wonderful competition experience.

Your FWD Events Team and (Name) have done their best to make this (Name) Divisional Convention a success.

Have a great day, and remember that we are a singing society. Grab three other parts and sing up a storm.

All ways in HARMONY,

(Name) – FWD Convention General Mgr.

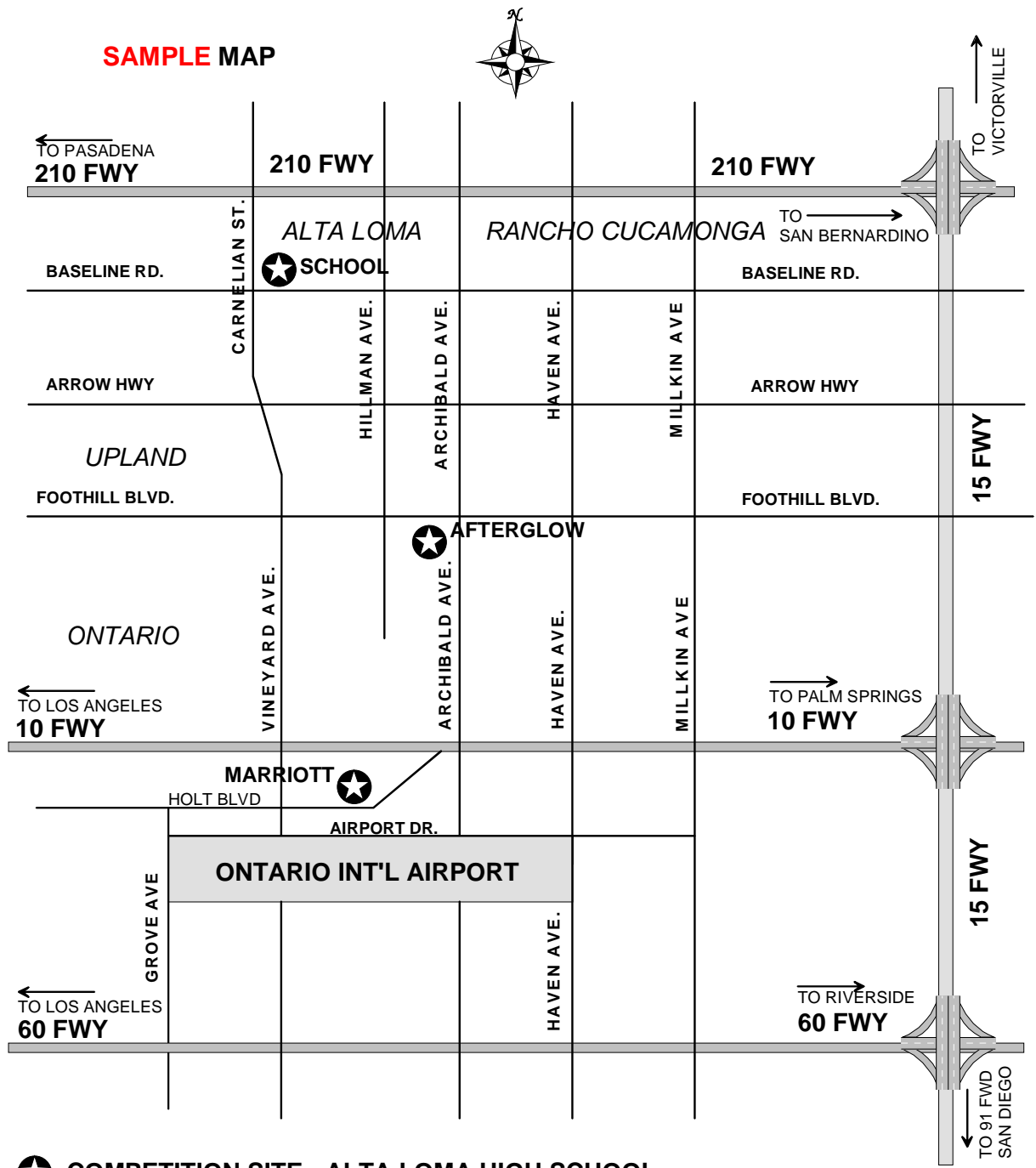
SCHEDULE OF EVENTS SATURDAY, (Date)

(Location) Auditorium –(Address)
 Headquarters – (Location-Phone)

Morning	Event	Location
09:00 AM	Registration Opens	Lobby
09:00 AM	Quartet/Chorus Sign-In Table Open	Lobby
10:00 AM	(Div.) Presidents Forum	Choral Room
10:30 AM	Judges Meeting/Luncheon	Judges Room HS
10:45 AM	Doors Open Quartet Contest	Lobby
11:00 AM	Woodshedding/Mixer	Quad Area
11:45 AM	Quartet Contest Starts (College, Regular, Senior & Super Senior all combined)	Auditorium
Afternoon	Event	Location
3:30 PM	Quartet Evaluations	Theater
5:00 PM	Woodshedding/Mixer Doors Open Chorus Contest	Quad Area Theatre
Evening	Event	Location
6:00 PM	Woodshedding/Mixer Continues	Quad Area
6:45 PM	Chorus Contest Begins	Auditorium
8:00 PM	Registration Closes	Lobby
8:10 PM	Show Of Champions	Auditorium
9:15 PM	Chorus Evaluation	Auditorium
10:00 PM	Afterglow	Rickey's

**AFTERGLOW FOLLOWING STATS AT 10:00 PM
 THE SHOW OF CHAMPIONS!
 (DIRECTIONS)**

AS-12b-D SAMPLE

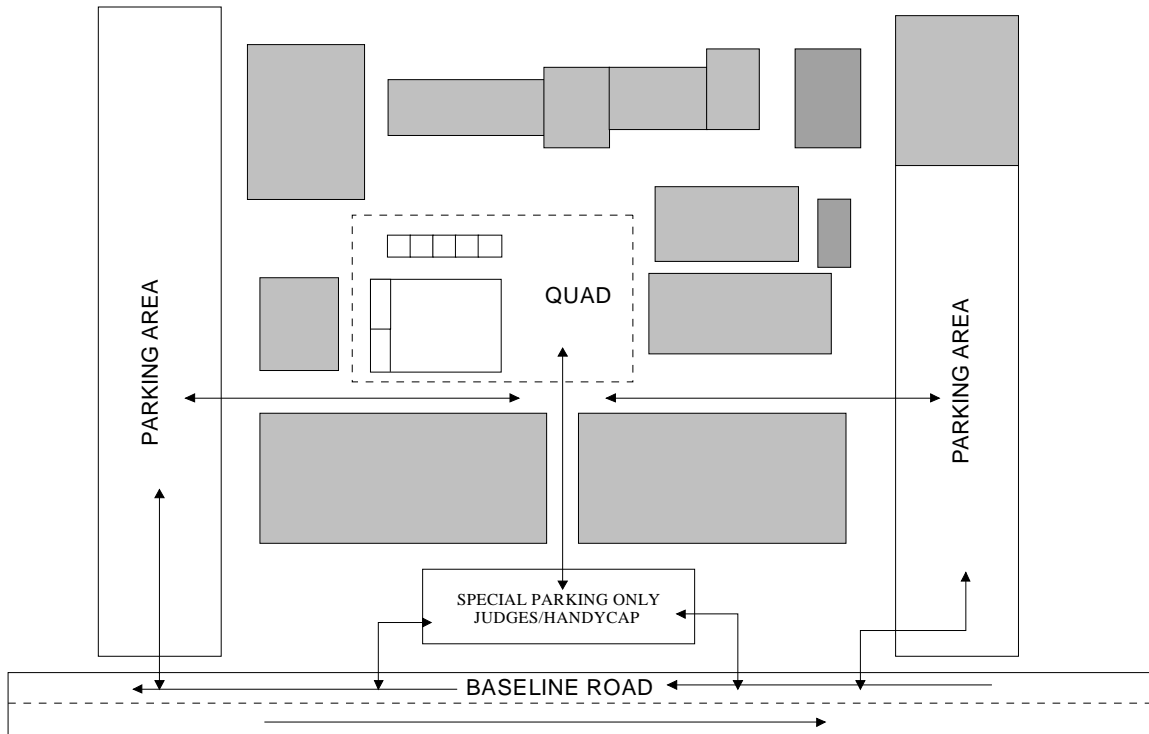
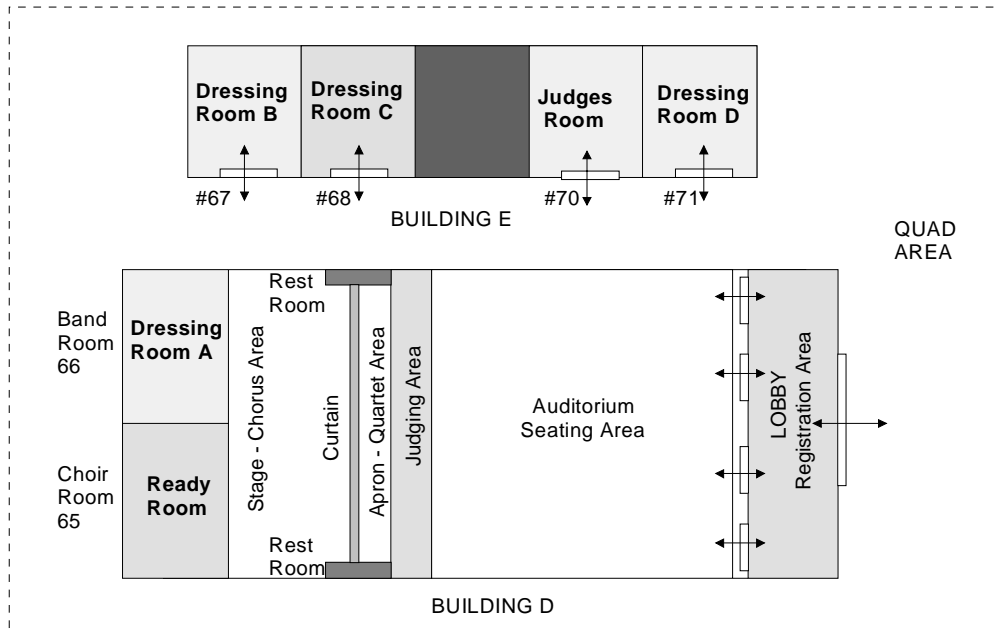


- ★
COMPETITION SITE - ALTA LOMA HIGH SCHOOL
 8880 Baseline Road Alta Loma - Baseline Rd. and Carnelian St.
- ★
HEADQUARTERS HOTEL - ONTARIO AIRPORT MARRIOTT HOTEL
 2200 E Holt Blvd. Ontario
- ★
AFTERGLOW - ROCKY'S PIZZERIA
 9615 Foothill Blvd. Rancho Cucamonga

AS-12c-D SAMPLE



SAMPLE CAMPUS CONFIGURATION
 (Name, Address)



AS-12d-D SAMPLE



FWD BARBERSHOP HARMONY SOCIETY
(Name) Division (Date)
SAMPLE DIVISIONAL QUARTET
COMPETITOR MOVEMENT SCHEDULE

#	Quartet Name	Dressing Rm.	Assembly	Rehearsal	Ready Rm	On Stage	
MT	Expedia	Back Stage - Stage Right	11:28 AM	11:36 AM	11:44 AM	11:52 AM	
1	XL	Bldg. E – Room 67	11:36 AM	11:44 AM	11:52 AM	12:00 PM	
2	CHP ©	Bldg. E – Room 67	11:44 AM	11:52 AM	12:00 PM	12:08 PM	
3	Gaslight Review	Bldg. E – Room 67	11:52 AM	12:00 PM	12:08 PM	12:16 PM	
4	Afternoon Delight ©	Bldg. E – Room 67	12:00 PM	12:08 PM	12:16 PM	12:24 PM	
5	Four Fifteen	Bldg. E – Room 67	12:08 PM	12:16 PM	12:24 PM	12:32 PM	
6	Cheers	Bldg. E – Room 67	12:16 PM	12:24 PM	12:32 PM	12:40 PM	
7	Entourage	Bldg. E – Room 68	12:24 PM	12:32 PM	12:40 PM	12:48 PM	
8	Fortitude	Bldg. E – Room 68	12:32 PM	12:40 PM	12:48 PM	12:56 PM	
9	TAG	Bldg. E – Room 68	12:40 PM	12:48 PM	12:56 PM	1:04 PM	
INTERMISSION 1:12 PM							
10	BLING!	Bldg. E – Room 68	1:04 PM	1:12 PM	1:20 PM	1:28 PM	
11	FUNTONES	Bldg. E – Room 68	1:12 PM	1:20 PM	1:28 PM	1:36 PM	
12	Centerpiece	Bldg. E – Room 68	1:20 PM	1:28 PM	1:36 PM	1:44 PM	
13	Easy Street	Bldg. E – Room 71	1:28 PM	1:36 PM	1:44 PM	1:52 PM	
14	HIT	Bldg. E – Room 71	1:36 PM	1:44 PM	1:52 PM	2:00 PM	
15	Men-So-Forte	Bldg. E – Room 71	1:44 PM	1:52 PM	2:00 PM	2:08 PM	
16	Life's Good	Bldg. E – Room 71	1:52 PM	2:00 PM	2:08 PM	2:16 PM	
17	Preferred Blend	Bldg. E – Room 71	2:00 PM	2:08 PM	2:16 PM	2:24 PM	
18	Roundhouse! ©	Bldg. E – Room 71	2:08 PM	2:16 PM	2:24 PM	2:32 PM	
19	Barber Que Sauce ©	Bldg. E – Room 67	2:16 PM	2:24 PM	2:32 PM	2:40 PM	
20		Bldg. E – Room 67	2:24 PM	2:32 PM	2:40 PM	2:48 PM	
21		Bldg. E – Room 67	2:32 PM	2:40 PM	2:48 PM	2:56 PM	
END OF CONTEST 3:04 PM							
CA ANNOUNCEMENT OF QUALIFYING QUARTETS			Quartet Name				Score
1	Qualifying Quartet: Division Champions						
2	Qualifying Quartet:						
3	Qualifying Quartet:						
4	Qualifying Quartet:						
5	Qualifying Quartet:						
6	Qualifying Quartet:						
7	Qualifying Quartet:						
Highest Scoring: College: _____ Senior: _____ Super Senior: _____							

1. All Qualifying Quartets (by score) advance to the Fall Convention.
2. Wild Card Quartets will be announced after all 5 divisions scores are in
3. All Qualifying Quartets sing on the Show Of Champions. (1 song) (Division Champs 2 songs)
4. Highest scoring College, Senior and Super Senior Quartets sing on Show Of Champions. (1 song each)

AS-12e-D SAMPLE



FWD BARBERSHOP HARMONY SOCIETY
(Name) Division (Date)
SAMPLE DIVISIONAL CHORUS
COMPETITOR MOVEMENT SCHEDULE

#	Chorus Name	Dressing Rm.	Assembly	Rehearsal	Ready Rm	On Stage	
MT	All Stars				6:40 PM	6:50 PM	
1	Riverside	Bldg. E – Room 67	6:30 PM	6:40 PM	6:50 PM	7:00 PM	
2	Rancho Bernardo	Bldg. E – Room 67	6:40 PM	6:50 PM	7:00 PM	7:10 PM	
3	Irvine	Bldg. E – Room 68	6:50 PM	7:00 PM	7:10 PM	7:20 PM	
4	Palomar Pacific	Bldg. E – Room 68	7:00 PM	7:10 PM	7:20 PM	7:30 PM	
5	Brea	Bldg. D – Room 66	7:10 PM	7:20 PM	7:30 PM	7:40 PM	
6	Fullerton	Bldg. D – Room 66	7:20 PM	7:30 PM	7:40 PM	7:50 PM	
END OF CHORUS CONTEST						8:00 PM	
CA ANNOUNCEMENT OF QUALIFYING CHORUSES							
			Chorus Name				Score
1	Qualifying Chorus: 2008 Division Champion						
2	Qualifying Chorus:						
3	Qualifying Chorus:						
4	Qualifying Chorus:						
5	Qualifying Chorus:						
6	Qualifying Chorus:						

1. All Qualifying Choruses (by score) advance to the Fall Convention)
2. Wild Card Choruses will be announced after all 5 divisions scores are in.
3. 2009 (Name) Division Chorus Champion sings on the Show Of Champions. (2 songs)

AS-12f-D SAMPLE



**SAMPLE SHOW OF CHAMPIONS
 MICRO SCHEDULE**

Sch. Time	Event	Tim/Songs	Name
8:10 PM	Introduction of MC		
	MC		
8:12 PM	Presentations		
SHOW OF CHAMPIONS - BEGINS			
8:15 PM	Westminster Chorus	10-15 min.	
8:30 PM	Highest Scoring College Quartet	1 Song	
8:33 PM	Highest Scoring Super Senior Quartet	1 Song	
8:36 PM	Highest Scoring Senior Quartet Champion	1 Song	
8:39 PM	Qualifying Quartet #5	1 Song	
8:42 PM	Qualifying Quartet #4	1 Song	
8:45 PM	Qualifying Quartet #3	1 Song	
8:48 PM	Qualifying Quartet #2	1 Song	
8:51 PM	1st Place Division Quartet Champion	1 Song/Award/1 Song	
8:57 PM	1st Place Division Chorus Champion	1 Song/Award/1 Song	
9:04 PM	"Keep The World Singing"	1 Songs	
9:07 PM	End		
9:15 PM	Chorus Evaluations		

Starting times may change.

-End of Host Welcome Package-

AS-13-D SAMPLE



FAR WESTERN DISTRICT BARBERSHOP HARMONY SOCIETY

2010

SAMPLE CHAIRMAN OF JUDGES CHECKLIST AND CONVENTION CHAIRMAN'S ANSWERS

Contest General Chairman, **FRITZ GRUNENWALD**

Event: **FWD (Name) DIVISION CONTEST** Location: (City) Date: **5/13/06** 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-14-D SAMPLE



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2009

SAMPLE PANEL MEMBER JUDGES ALLOWABLE EXPENSES

Panel Member: Jim Massey **Category:** PRES **Phone:** xxx xxx xxxx **Cell:** xxx xxx xxxx
3925 Spyglass Rd Oklahoma City, OK 73120 **Email:** jmassey@flash.net

Contest Name: FWD SoCal East Divisional
Location: Alta Loma High School
8880 Baseline Rd Alta Loma, California
xxx xxx xxxx

Headquarters: Ontario Airport Marriott
Address: xxxx East Holt, Ontario Calif.
Telephone: xxx xxx xxxx

First Official activity: Judges briefing/lunch at the theater prior to contest,
Saturday, May 13, 2009, 10 a.m.

Last Official activity: Completion of evals Saturday night

Convention Chairman: Fritz Grunenwald
Home: xxx xxx xxxx **Email:** scercpm@aol.com

Judges Services Coordinator: Emmett Bossing
Home: xxx xxx xxxx **Email:** embossing29101@msn.com

1. Mode Of Transportation

Round trip Coach Fare **\$309.20**
 Driving to/from airport 80 miles @ \$.25/mile **\$ 16,00**

*Note: Cost will be the lesser of the miles at \$20 or the cost of the lowest available airfare.
Parking, tolls, shuttle, etc. (Specify) **\$ 25.00**

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

Arrival: Date: 5/12 Time: 2:11 p.m. Airline AA 1649 ONTARIO
Departure: Date: 5/14 Time: 8:10 a.m. Airline AA 1785 ONTARIO
 Host chapter will provide transportation to and from the Ontario airport.

3. Housing Information:

All rooms are non-smoking **\$199.08**

My wife/guest will not accompany me
I understand that I am responsible for the additional room cost.

ALLOWABLE EXPENSES Cont.

1. Other Expenses:

Meals: 2 Breakfast \$10 ___0_Lunch \$15 ___ 2 Dinner \$20 Meals: \$ 60.00

Meals during travel: \$8 \$ 4.00

Baggage Handling and tips \$

Other Expenses: (Specify) \$

Computer Usage (CA/ACA) (\$100) \$ 100.00

Total Allowable Expenses (Check will be mailed unless otherwise specified) \$713.28

Approved by DRJC R. Girvin Date 2/24/09

Approved by Convention Chairman Fritz Grunenwald Date: 2/28/09

Convention Treasurer: Joe Shaw Date: 2/28/09

Check # issued 1354 Date: 2/28/09

SAMPLE DIVISIONAL 8 PAGE PROGRAM LAYOUTS

<p style="text-align: center;"><i>DIVISION QUARTET CONTEST (3)</i></p> <p>#----- ----- #----- ----- #----- ----- #----- ----- #----- ----- #----- -----</p> <p style="text-align: center;"><i>etc.</i></p> <p style="text-align: center;">ANNOUNCEMENT OF DIVISION QUARTET QUALIFIERS</p> <p>1. _____ 2. _____ 3. _____ 4. _____</p> <p style="text-align: center;"><i>etc.</i></p> <p style="text-align: center;">Page 6</p>	<p style="text-align: center;">OFFICIAL PANEL OF JUDGES</p> <p>Contest Administrator (Name-Home) <i>Assoc. Contest Adm. (Name-Home)</i> <i>Music (Name-Home)</i> <i>(Name-Home)</i> <i>Presentation (Name-Home)</i> <i>(Name-Home)</i> Singing (Name-Home) <i>(Name-Home)</i></p> <p style="text-align: center;">EXPLANATION OF JUDGING</p> <p>MUSIC----- ----- --PRESENTATION----- ----- --SINGING----- ----- -----</p>
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Sheet 2 Outside

<p style="text-align: center;"><i>DIVISION QUARTET CONTEST (1)</i> <i>(Date-Time)</i> MC (Name-Home) <i>Mike Tester Qt. Tenor-Lead</i> <i>(Qt. Name) Bari-Bass</i></p> <p>#----- ----- #----- ----- #----- ----- #----- ----- #----- ----- #----- -----</p> <p style="text-align: center;"><i>etc</i></p> <p style="text-align: center;">Page 4</p>	<p style="text-align: center;"><i>DIVISION QUARTET CONTEST (2)</i></p> <p>#----- ----- #----- ----- #----- ----- #----- ----- #----- ----- #----- ----- #----- -----</p> <p style="text-align: center;"><i>etc.</i></p> <p style="text-align: center;">Page 13</p>
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Sheet 2 Inside

-End of Program Layout-

AS-16-D **SAMPLE**



FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY
2010

SAMPLE REGISTRATION ACCOUNTING

Far Western District



2005 SOCAL EAST DIVISION CONVENTION/CONTESTS
REGISTRATION/ACCOUNTING/STATISTICS FORM CA-104D
FWD EVENTS TEAM RUN - HOST FOR HIRE - RIVERSIDE

#	Last Name	First Name	Swk Assigned	Date Recd	Full-Early	Full-Late	Youth-Early	Youth-Late	Qt Contest	Ch/Show	Special Str/Student	Totals	Amt. Recd.	Check #	Badge Type	Chapter	Chorus Comp.	Qt. Comp.	Non-Cp.Mbr.	Guest	Comp Reg.
1	Abbott	Beth		04/16/05	1								\$ 20.00	3390	G	Fullerton-Guest					1
2	Abbott	Lynn		04/16/05	1								\$ 20.00	3390	C	Fullerton	1				
3	Aday	Lee		04/07/05	1								\$ 20.00	1889	C	Irvine	1				
4	Allen	Dave		03/15/05	1								\$ 20.00	n/a	HC	Riverside	1				
5	Anderson	Linda		04/09/05	1								\$ 20.00	3174	G	EICajon-Guest					1
6	Anderson	Tom		04/09/05	1								\$ 20.00	3174	C	EICajon	1				
7	Anderson	Lawrence		04/18/05	1								\$ 20.00	1381	NC	Palomar Pacific			1		
8	Aramian	Sandi		04/18/05	1								\$ 20.00	5083	G	Guest					1
9	Aramian	Terry		04/18/05	1								\$ 20.00	5083	Q	SingersLtd-Qt		1			
10	Ashcroft	Mary		04/16/05	1								\$ 20.00	3390	G	Fullerton-Guest					1
11	Ashcroft	Ray		04/16/05	1								\$ 20.00	3390	C	Fullerton	1				
12	Baker	Ken		04/08/05	1								\$ 20.00	1005	C	San Diego	1				
13	Barker	William		04/01/05	1								\$ 20.00	309	CQ	SanDiego-Qt	1	1			
14	Barlow	Carl		04/08/05	1								\$ 20.00	6058	C	San Diego	1				
15	Bates	Steve		04/15/05	1								\$ 20.00	205	C	La Jolla	1				
16	Bauer	Michael		04/15/05	1								\$ 20.00	1051	C	La Jolla-Qt	1	1			
17	Beacom	Bill		04/08/05	1								\$ 20.00	4842	CQ	SanDiego-Qt	1	1			
18	Becker	Diana		04/16/05	1								\$ 20.00	3390	G	Fullerton-Guest					1
19	Becker	Chuck		04/16/05	1								\$ 20.00	3390	C	Fullerton	1				
20	Bell	Al		04/16/05	1								\$ 20.00	3390	C	Fullerton	1				

COMP REGISTRATIONS																					
#	Last Name	First Name	Date Recd	Full-Early	Full-Late	Youth-Early	Youth-Late	Qt Contest	Ch/Show	Special Str/Student	Totals	Amt. Recd.	Check #	Badge Type	Chapter	Chorus Comp.	Qt. Comp.	Non-Cp.Mbr.	Guest	Comp Reg.	
1	Brock	Bob	03/02/05	1								\$ 20.00	Comp	Judge	Music					1	
2	Claypool	Patrick	04/11/05	1								\$ 20.00	Comp	Qt	OCTimes-Qt					1	
3	Comer	Dale	03/02/05	1								\$ 20.00	Comp	Judge	Singing					1	
4	Comer	Lila	04/10/05	1								\$ 20.00	Comp	G	Judges-wife					1	
5	DeBar	Phil	03/02/05	1								\$ 20.00	Comp	Judge	Singing					1	
6	Devine	Sean	04/11/05	1								\$ 20.00	Comp	Qt	OCTimes-Qt					1	
7	Eaton	James	04/13/05			1						\$ 10.00	Comp	Qt	LethRide-ColQt					1	
8	Feeney	Peter	03/02/05	1								\$ 20.00	Comp	MC	MC-ShowChamps					1	
9	Gipp	George	03/02/05	1								\$ 20.00	Comp	Judge	Presentation					1	
10	Girvin	Dick	03/02/05	1								\$ 20.00	Comp	Judge	Contest Admin					1	
11	Gray	Matt	04/13/05			1						\$ 10.00	Comp	Qt	MenSoForte-ColQt					1	
12	Hunt	Cory	04/11/05	1								\$ 20.00	Comp	Qt	OCTimes-Qt					1	
13	Knuth	Carson	04/13/05			1						\$ 10.00	Comp	Qt	LethRide-ColQt					1	
14	Lancot	Mike	03/02/05	1								\$ 20.00	Comp	Judge	Contest Admin					1	
15	Miller	Justin	04/02/05			1						\$ 10.00	Comp	Q-C	AfternoonDLColQt					1	
16	Mosse	Rayn	04/13/05			1						\$ 10.00	Comp	Qt	MenSoForte-ColQt					1	
17	Myer	Brian	04/13/05			1						\$ 10.00	Comp	Qt	LethRide-ColQt					1	
18	Papageorge	Nick	03/02/05	1								\$ 20.00	Comp	Judge	Music					1	
19	Papageorge	Sam	04/02/05			1						\$ 10.00	Comp	Q-C	AfternoonDLColQt					1	
20	Payne	Shirley	04/10/05	1								\$ 20.00	Comp	G	Judges-Friend					1	
21	Pizzo	Nick	04/13/05			1						\$ 10.00	Comp	Qt	LethRide-ColQt					1	
22	Priceman	Bernard	03/02/05	1								\$ 20.00	Comp	MC	MC-Chorus					1	

Refunds																					
#	Last Name	First Name	Date Recd	Full-Early	Full-Late	Youth-Early	Youth-Late	Qt Contest	Ch/Show	Special Str/Student	Totals	Amt. Recd.	Check #	Badge Type	Chapter	Chorus Comp.	Qt. Comp.	Non-Cp.Mbr.	Guest	Comp Reg.	
1	Dorman	Mike	over paid									\$ 5.00									
2	Kukla	Paul	over paid									\$ 5.00									
3	Harshberger	Robert	over paid									\$ 5.00									
4	Slemmons	Daniel	over paid									\$ 5.00									
				Full-Early	Full-Late	Youth-Early	Youth-Late	Qt Contest	Ch/Show	Special Str/Student	Totals	Amt. Recd.									
SUB TOTALS				277	1	17	0	0	0	0	295	\$ 5,745.00									
Minus Comp Registrations				29		12					41	\$ 340.00									
Refunds											4	\$ 20.00									
GRAND TOTAL				248	1	5	0	0	0	0	254	\$ 5,385.00									

AS-17-D 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
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.	
' 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-18-D 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/Division) Convention/Contests.**

Date	Item	Description	Total
TOTAL			\$

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
DIVISIONAL
CONVENTIONS/CONTESTS

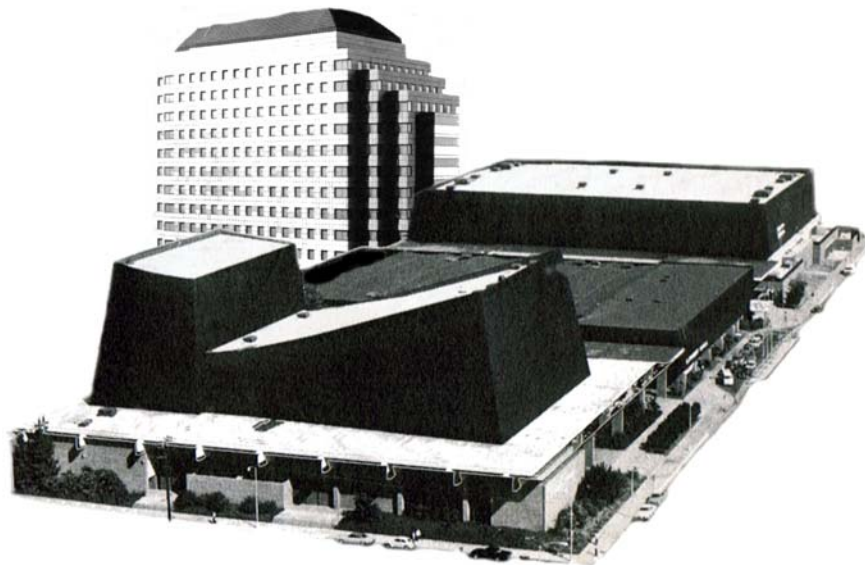
THEATER
EXHIBIT GUIDES

TG-01



**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2009 THEATER
TECHNICAL REQUIREMENTS
ALL CONVENTIONS/CONTESTS



Far Western District
CONVENTION REGULATIONS MANUAL

REVISED MARCH 01, 2010

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

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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	AKGC391B
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

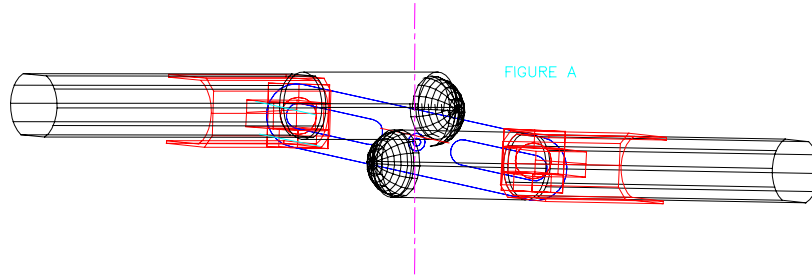
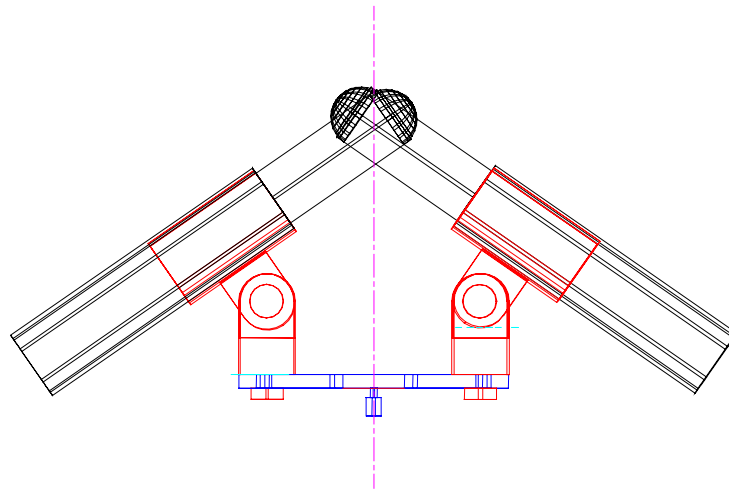


FIGURE B



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.

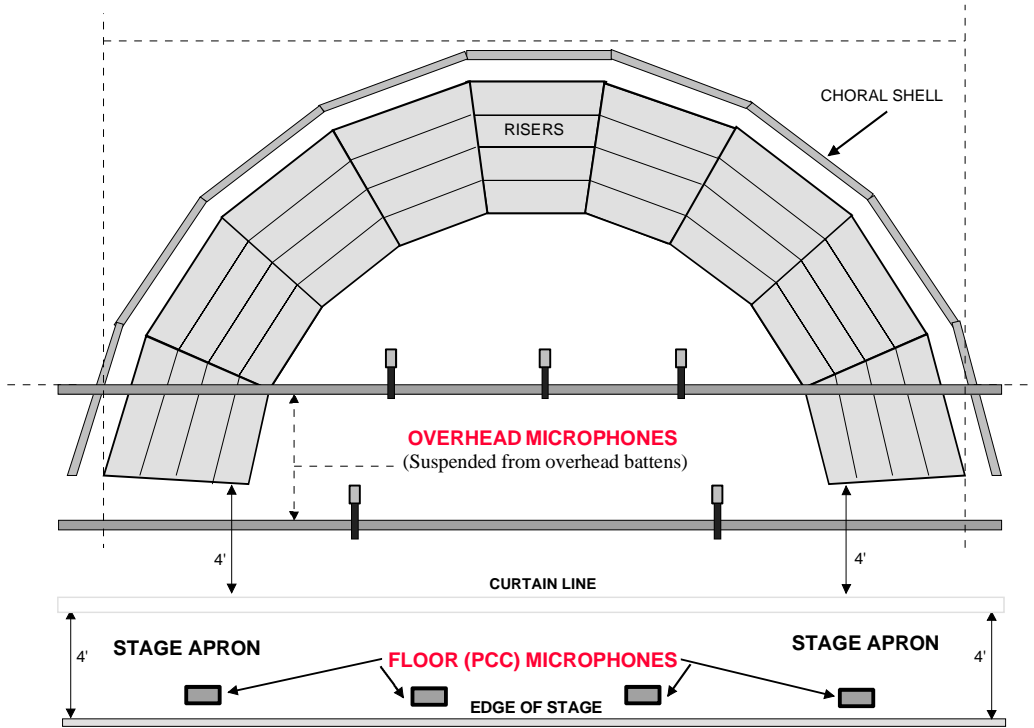
When choruses perform all or a portion of a selection off the risers, we recommend that microphones designed to be placed on a flat horizontal surface, such as the Crown PCC 160, be used at the lip of the stage. For example, when choreography is part of the stage presentation, these microphones will 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

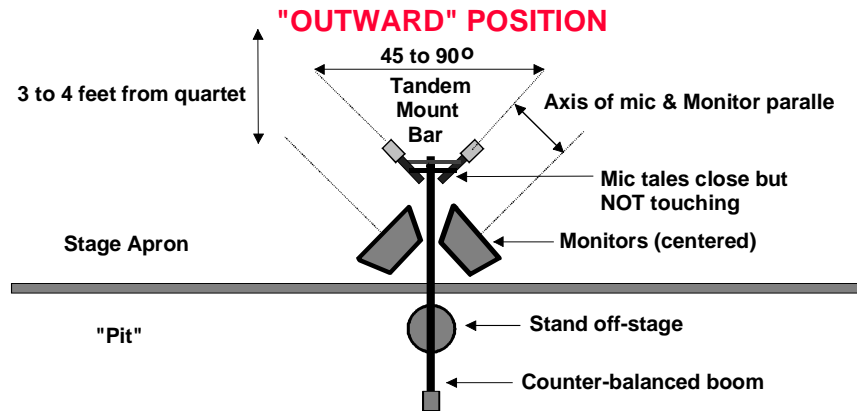
Follow the same guidelines as for the Quartet Microphone Setup.

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**



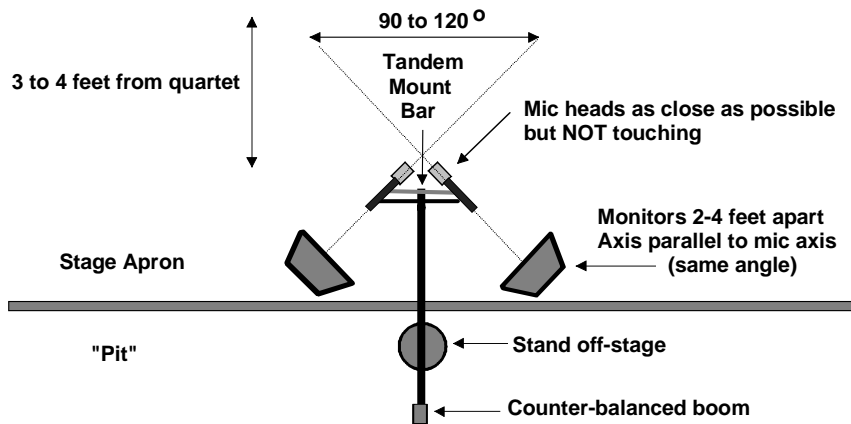
**BARBERSHOP HARMONY SOCIETY
FWD CONVENTION/CONTESTS
QUARTET MICROPHONE/MONITOR PLACEMENT
CONFIGURATION**



NOTE: Monitors will be less prone to feedback problems if positioned so as to shoot into back ("dead") side of mic.

FIGURE 1.

**QUARTET MICROPHONE/MONITOR PLACEMENT
"INWARD" POSITION**



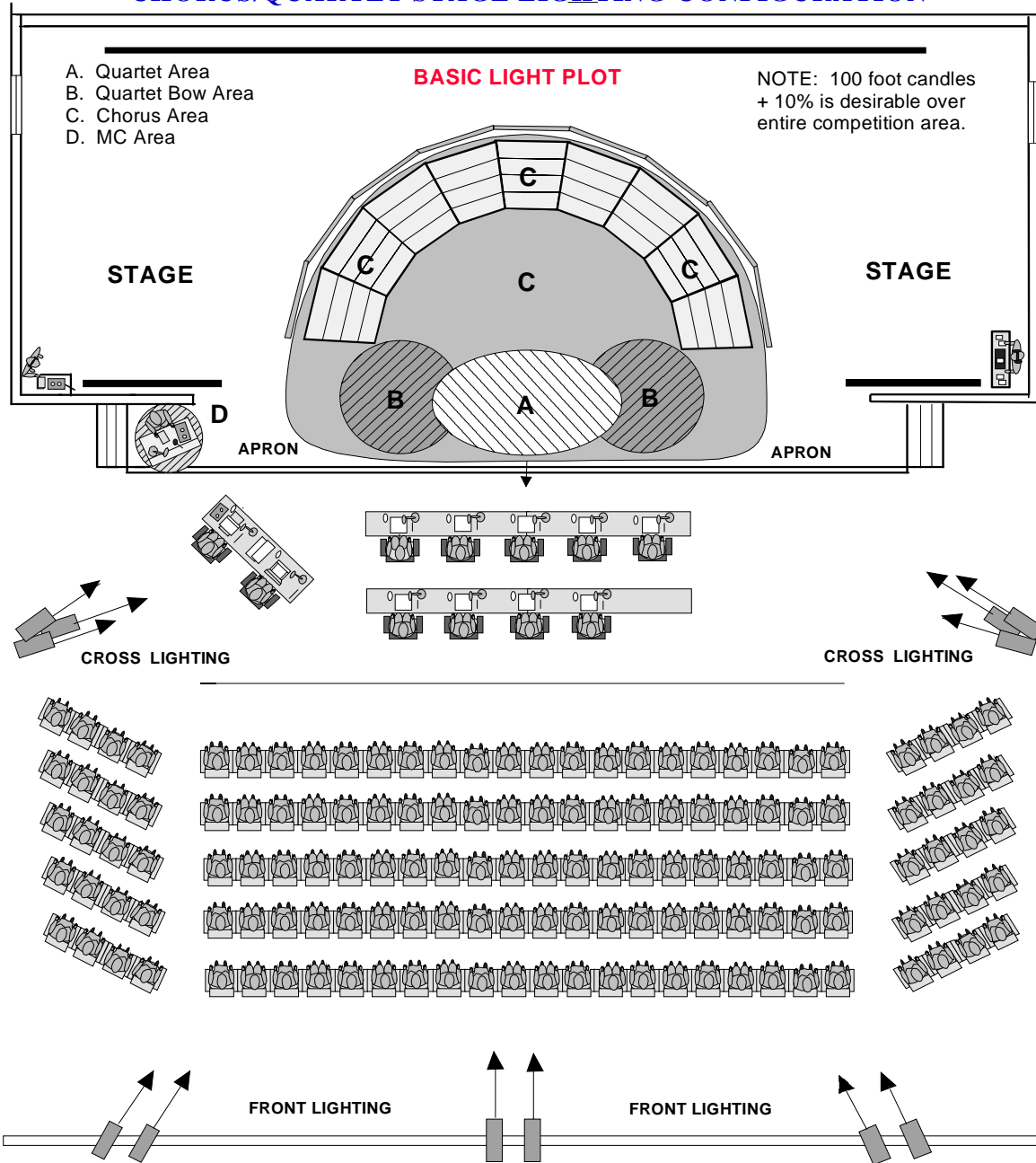
NOTE: Monitors will be less prone to feedback problems if positioned so as to shoot into back ("dead") side of mic.

FIGURE 2.

-End of Sound Guide-

TG-03

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



TG-04



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-



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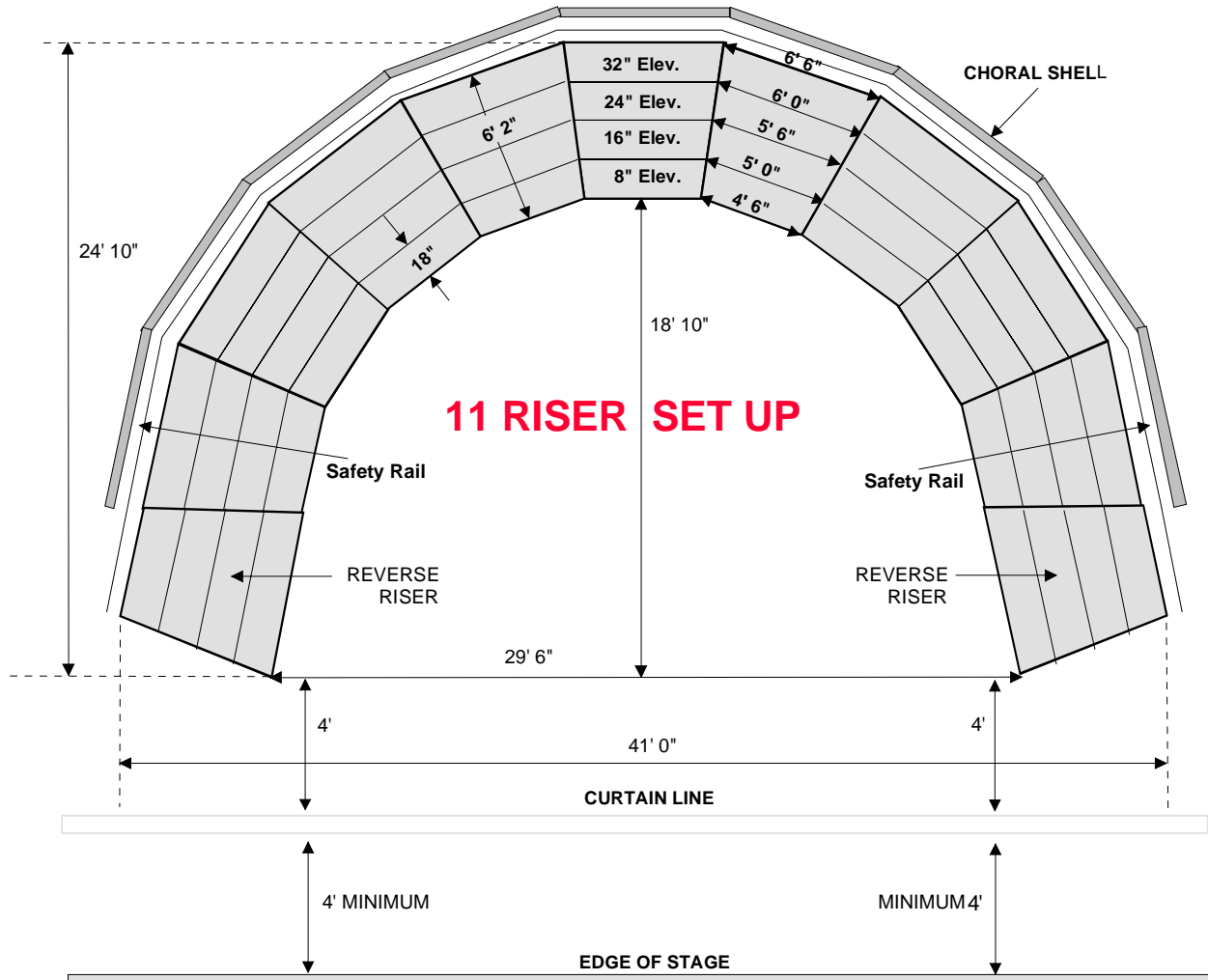
FAR WESTERN DISTRICT

PART C - SECTION 2
DIVISIONAL
CONVENTIONS/CONTESTS

THEATER
EXHIBITS

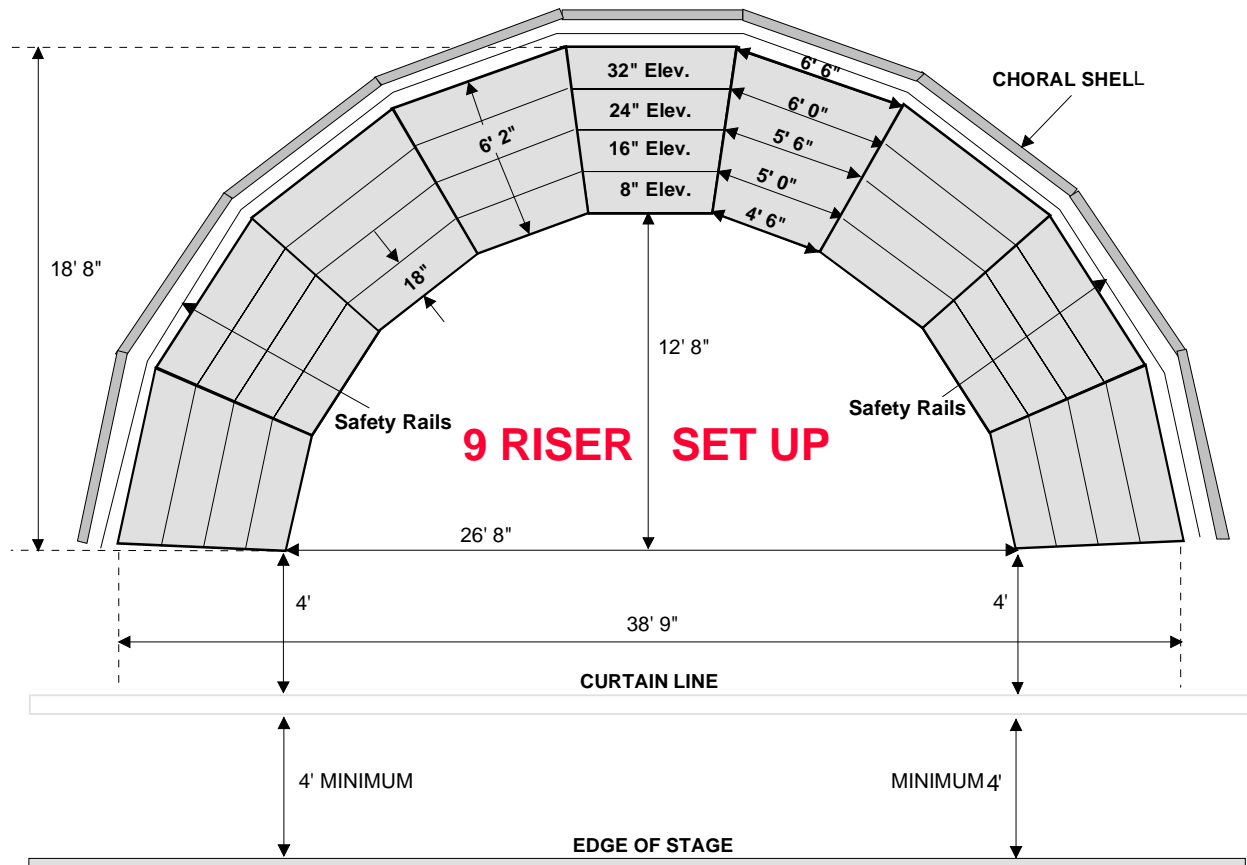
TE-01

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



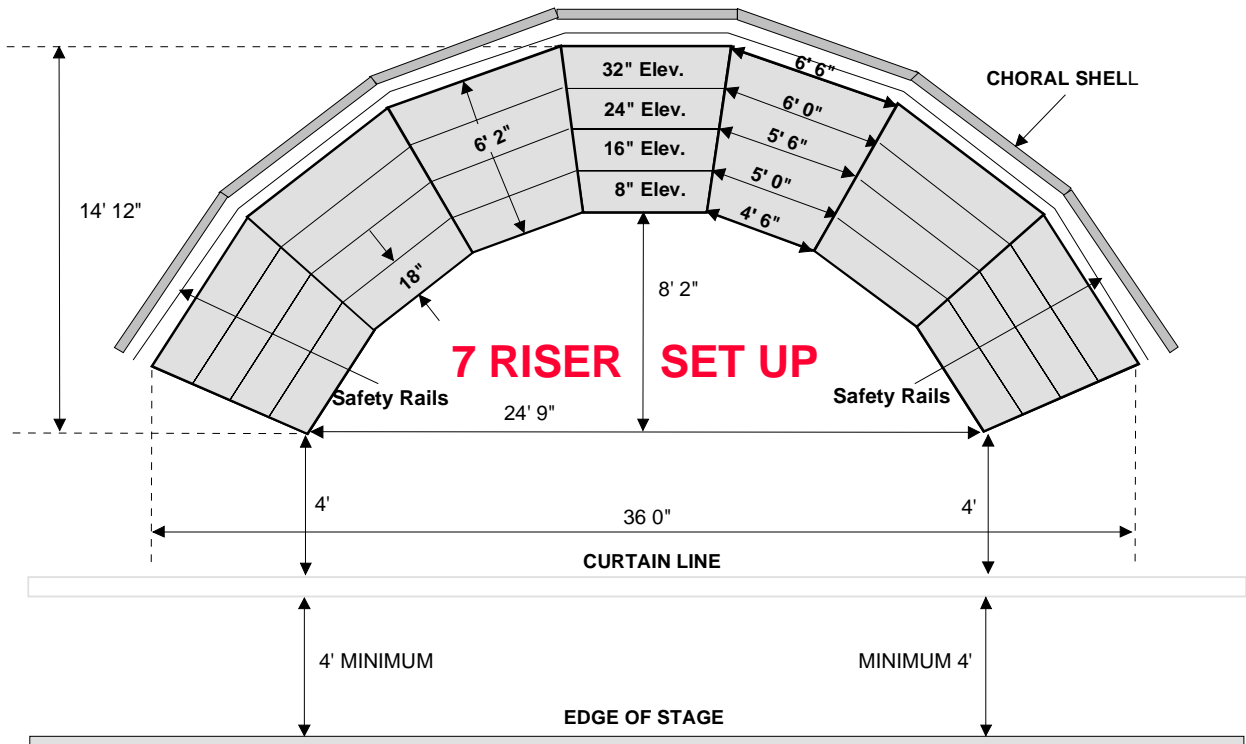
SET-UP FOR 11 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS
ACCOMMODATES 115 - 125 + CHORUS MEMBERS

BARBERSHOP HARMONY SOCIETY FWD CONVENTION/CONTESTS 9 RISER CHORUS CONFIGURATION



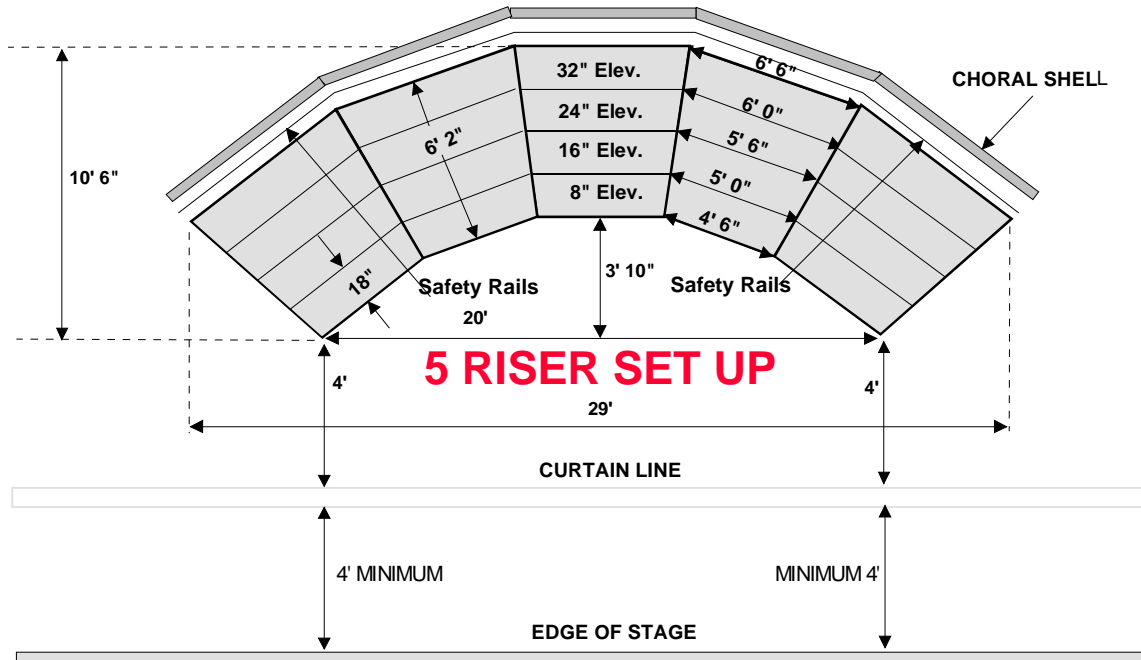
SET-UP FOR 9 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS
ACCOMMODATES 95 - 105 + CHORUS MEMBERS

FWD BARBERSHOP HARMONY SOCIETY CONVENTION/CONTESTS 7 RISER CHORUS CONFIGURATION



SET-UP FOR 7 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS
ACCOMMODATES 75 - 85 + CHORUS MEMBERS

BARBERSHOP HARMONY SOCIETY FWD CONVENTION/CONTESTS 5 RISER CHORUS CONFIGURATION

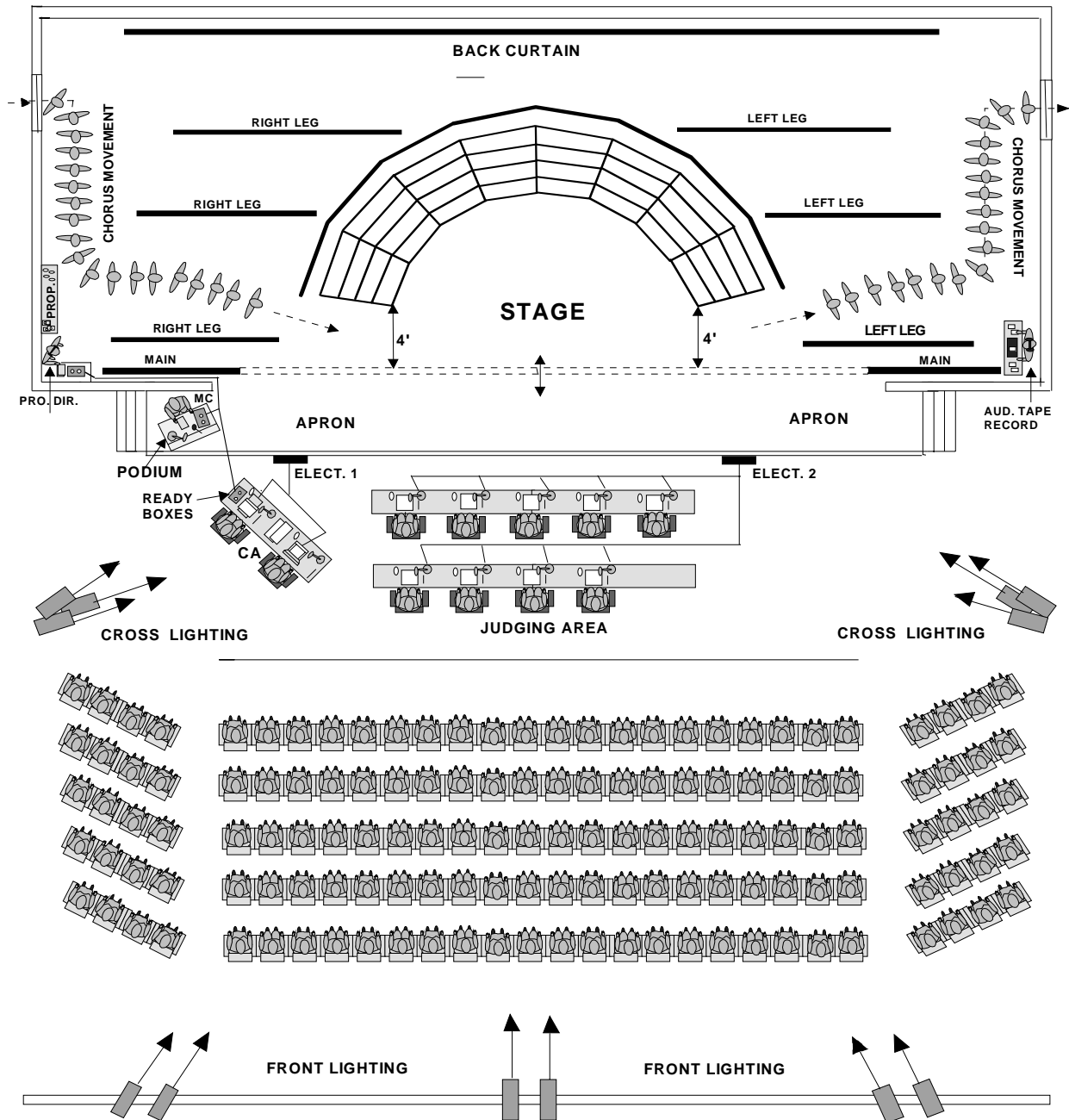


SET-UP FOR 5 - 6' RISERS INCLUDING FOURTH STEP & SAFETY RAILS
ACCOMMODATES 55 - 65 + CHORUS MEMBERS

-End of Riser Set-Up-

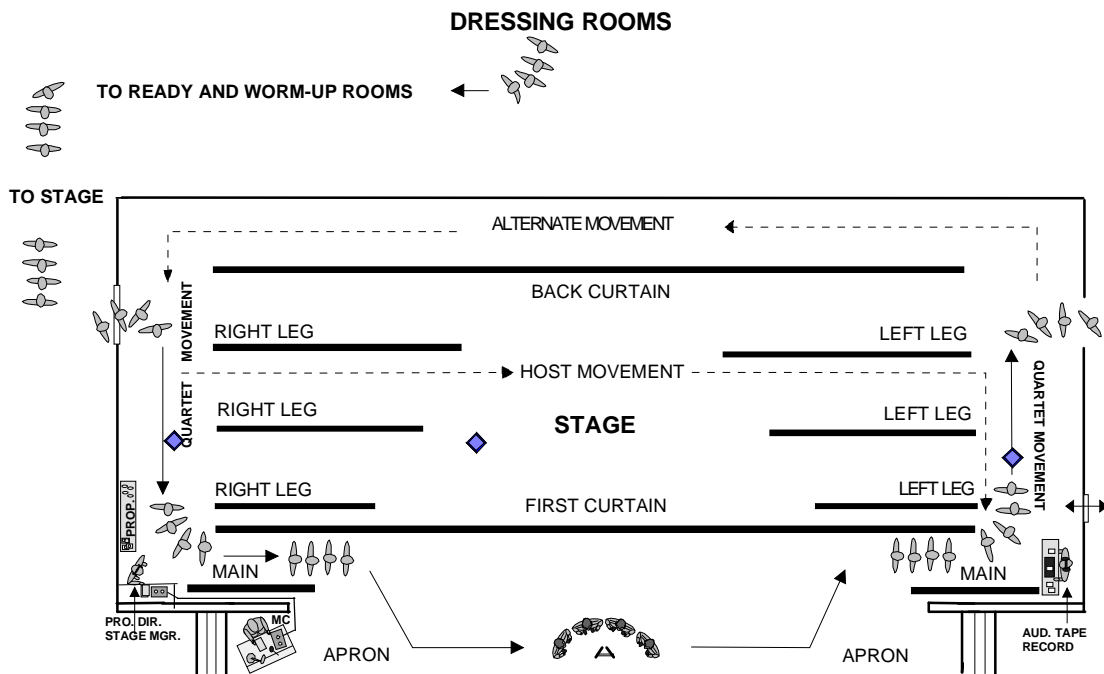
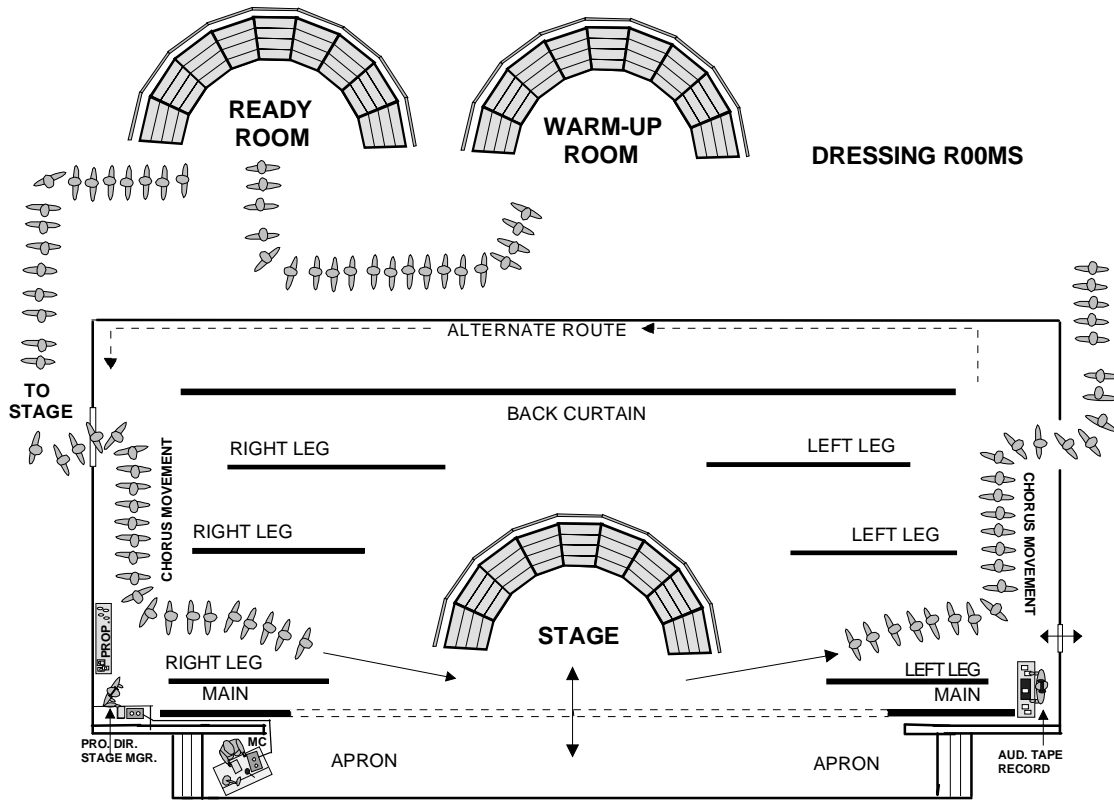
TE-02

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



TE-03

**FWD BARBERSHOP HARMONY SOCIETY
 DIVISIONAL CHORUS AND QUARTET MOVEMENT CONFIGURATION**





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FAR WESTERN DISTRICT

**PART C - SECTION 3
DIVISIONAL
CONVENTIONS/CONTESTS**

**THEATER
SAMPLES**

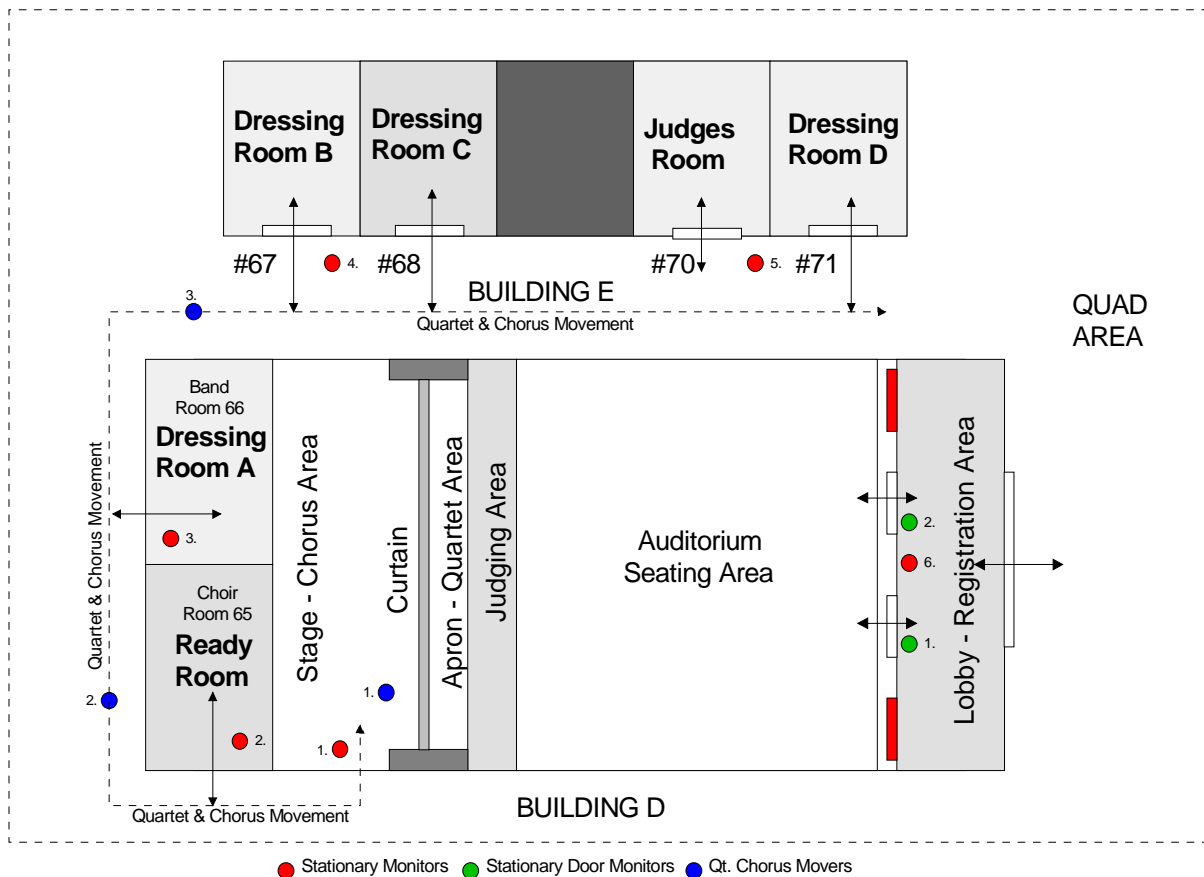
TS-01 SAMPLE



**FAR WESTERN DISTRICT
 BARBERSHOP HARMONY SOCIETY**

2010

SAMPLE DIVISIONAL MOVEMENT MONITOR LOCATIONS





**FAR WESTERN DISTRICT
BARBERSHOP HARMONY SOCIETY**

2010

SAMPLE DIVISIONAL MONITOR/MOVEMENT WORKERS SCHEDULE

FWD CONVENTION/CONTESTS MONITOR/MOVEMENT WORKERS SCHEDULE					
Time		Task	Qty.	Report to	Notes
Saturday					
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:

Quartet	Choruses
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:

Quartet	Choruses
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 SAMPLE



**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**

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-End of Divisional Convention Manual-