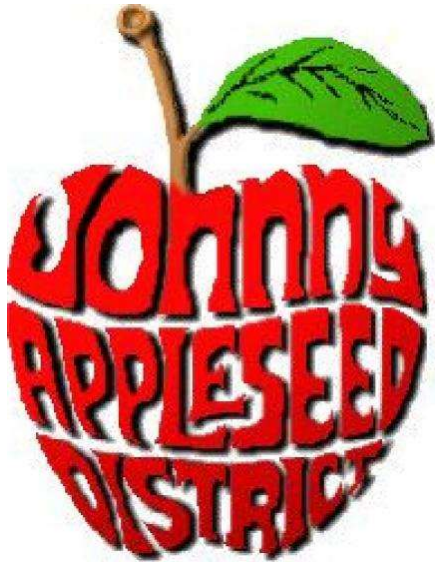


The Johnny Appleseed District

JAD
Convention
Manual

2017 - 2018



**A Guide to
Convention
Planning**

Revised 2018

FORWARD

This manual was originally penned by the 2006 – 2007 JAD Events Team, and is an adaptation of the *Central Ohio Prelims Committee Manual jointly written by John and Bob Sommer*.

The intent of this manual is to guide the JAD Chapter through the process of bidding, planning, and hosting a JAD Convention / Contest as well as an operational guide for the District Events Team.

Note: Some Conventions may be hosted by the District Events Team with volunteer assistance selected by the Events Team, Director of Events, and Convention Manager.

Hosting a JAD Convention can be a gratifying experience for your chapter in addition to being profitable, and offering some great local PR opportunities.

It is the hope of the JAD Events Team that your chapter, after reading over the materials in this manual, will consider submitting a formal proposal to the Director of Events requesting the opportunity to host a JAD Convention in your city in the near future. See Appendix in this manual for Proposal Form.

THE KEY to a GREAT CONVENTION is GOOD PLANNING!



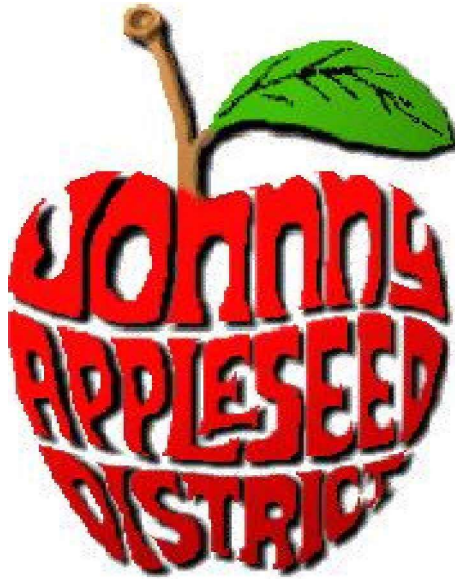
2018 JAD Events Management Team



- Greg Swann, Director of Events
- Steve Sommer, Convention Manager & Housing (Hotel and Event Venue Contracting)
- Nathan Miller, Venue/House Manager and District Awards Chairman
- Eric Koeller, Stage Manager
- Jamison Calland, Asst Stage Manager
- Dick Wenzel, Technical Manager
- Sharon Stevens, Registration Manager
- Michele Geoghegan, Asst Registration Manager
- Carl Taylor, Manager of Non- Contest Activities
- Nancy Chapple, Contestant Manager
- Bari Courts, Director of Contest & Judging



The Johnny Appleseed District of the Barbershop Harmony Society



Hosting JAD Conventions

A Chapter wishing to host a District-sponsored convention should contact the District Events Team through the Director of Events.

The Chapter should be ready to bring a lot of enthusiasm and excitement to hosting a convention. Hosts are encouraged to be creative and innovative while preserving the essence of fraternity as well as the value of the contest site itself. Both competitors and non-competitors are valued as convention plans are made.

JAD Spring International Quartet Preliminary Convention

- The contest venue should have 700-800 seats
- Ten classroom-size rooms are needed for warm-up and dressing rooms.

JAD Fall International Chorus Preliminary Convention

- The contest venue should have 700-800 seats
- Ten classroom-size rooms are needed for warm-up and dressing rooms.

All other venue specs are approved on a case by case basis by the Director of Events and Convention Manager once a venue has been identified. These specifications include the cost of the convention site, the number of hotel rooms available, cost of rooms, distance from hotel to convention site, etc.

The Chapter will provide a significant number of volunteers during the convention to assist in various aspects of hosting the event. The specifics of volunteer responsibilities are found in the District Convention Planning Manual.

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Duties and Responsibilities of the District Events Team

Director of Events:

- Reports to District President
- Submits contracts to the JAD Board of Directors for approval
- Responsible for the effective planning and budgeting, site selection, and operation of all events held within the district, including conventions, music festivals, alternative to competition, music and leadership training schools, joint events with other a Capella organization, etc.
- Approves all convention expenditures before payment
- Interpret all Society regulations as they apply to District contests
- Assure that District convention manuals are up to date and used, and Society contest sound and lighting system guidelines are followed
- Maintain a comprehensive convention history file on past and potential convention sites
- Liaison with the Society Events Committee and, when necessary, the Society External Affairs Committee
- Participate in training carried out by the Society Events Committee
- Report three times a year to the District president and Society Events Committee on progress toward achieving Society and District work plans
- Attend all District board and House of Delegate Meetings
- Secures MC's for each contest session
- Secure choral risers for stage, ready room, and photography needs

Manager Events & Conventions:

- Reports to Director Events and Conventions
- Communication link between the local chairman, his team, and the local facilities Staff
- Oversees all convention operations from planning stage to implementation
- Negotiate for use of Choral Shell if available

Housing Chairman:

The Housing Chairman evaluates the venue site and hotels, through a personal visit with the host chairman, after host bid has been submitted.

- Reports to Director of Events
- Negotiates proposal of hotel rates, comps and meeting space with hotel sales manager, after host bid has been submitted
- Secures contracts for hotels and venue for review by JAD Laws and Regulations Chairman
- Submits contracts for Director of Events review and signature

- Sets up District Master Bill for headquarters hotel
- Secures rooms for judges, Director of C&J suite, District President suite/hospitality room, dignitaries, and events team members.
- Designates what District rooms will be comp
- Arranges meeting space for District meetings and AHSOW
- Contracts with "Hotel Sales and Catering" of special setups, meals and beverages
- Supports Director of Events and District Events Manager in setup on day of contests

Stage Manager: Responsibilities are as follows

Stage and Judges Pit Set-Up:

- Provide for the safety of competitors and backstage visitors at all times as well as be aware of safety concerns in the judges' pit
- In conjunction with Director of Events and the contest CA, directs and assures proper seating & pit accommodations (per contest manual) for judges' tables, practice panel, chairs, lights, extension cords, table coverings, water, pencil/pens, candy, trash can(s), etc. as well as separate seating for Contest Administrator(s)
- In conjunction with Director of Events, assure the stage is properly set for contest include, microphone taping, riser lines, curtain function, etc.
- Assist in hanging JAD banners and other memorabilia
- Set podium for MC and set up JAD's "ready light" system
- Manages riser placement, riser changes and choral shell when available
- Provide JAD Sound & Audio Technician with manpower to help move equipment (3 - 4 men needed as some is heavy equipment) to stage/auditorium area
- Manage stage breakdown and cleanup after the final session
- Coordinates and manages all backstage help. (Curtain puller, riser changes, curtain changes)
- Receive all written announcements & communication for MC
- Greet each competitor at inside stage door, escort them to the front curtain area, and switch the backstage light to "ready" when competitor is prepared
- Assist staging choruses and talk with director about when to open and close the curtain - communicate this to curtain puller.
- Listen intently for MC announcement to send competitor to the stage

Venue/House Manager

- Arrange for pictures of each warm-up room for reference to place back to original setup
- Meets with ushers/door personnel prior to contest to train and review procedures
- Obtain any required rental items for the venue such as tables, chairs...
- Marks off "secured seating" in front row area of the auditorium for VIP's.
- Arrange for copying of contest results after each session and getting copies to all hotels and JAD registration table.
- Supply registration table with copies of room assignments, floor plan of venue, and competitor timeline.
- Oversees the setup and cleanup of Ready and Warm-up Rooms.
- Works with the Director of C&J and Contestant Manager to create, maintain and distribute copies of the competitor order of appearance and timeline.
- Maintains a floor plan of the venue and routing of competitors.
- Provide for an MC dressing room (if needed and is available).
- Coordinate cleaning of all competitor dressing rooms after each session
- Manage and assign general warm-up rooms at hotel or other outside venue through Director of C&J

House and Ushers:

- Provide for the safety of the audience while entering and exiting the auditorium
- Coordinate signage for venue as needed - parking, tickets & registration, restrooms, "Quiet Please", dressing rooms, etc.
- Coordinate printed program from Registration Manager with local advertising insert sheet
- Monitor ushers at door for opening/closing at MC's directions for each session
- Monitor cleanup of auditorium at the conclusion of the contest

Contestant Manager

- Works with the Venue/House Manager to create, maintain and distribute copies of the competitor order of appearance and timeline.
- Works with Venue/House Manager to ensure all events have coordinated space
- Coordinates onsite with events team and local team to ensure smooth flow of contest timeline
- Maintains a floor plan of the venue and routing of competitors.
- Provides local hosts with district 2-way radios for communication purposes in dressing / ready room and backstage areas.
- Provides contestant real time count to Contest Administrator in written or electronic form
- Manages runners
- Controls rehearsal and preparation space in order to provide the best contestant experience
- Assists other managers in their duties, as available

Contestant Hosts/Runners

- Distribute list of singing contestants to runners
- Plan and direct competitor rotations for all sessions with Venue/House Manager
- Coordinate with local hosts assigning of dressing/ready rooms for competitors
- Verify that all competitors have registration for the current contest

Registration Manager:

- Responsible for all registrations
- Works in conjunction with Director of C&J to verify all competitor registrations
- Works with all chapters registered to compete to obtain needed information on members competing
- Works with representatives of Harmony Foundation, Inc to appropriately recognize donors in attendance
- Maintains a list of all JAD personnel that should receive complimentary registrations
- Responsible for setting up and maintaining all online registrations
- Sets up and manages registration tables during the convention for competitors and non-competitors
- Designs and prints the program (host chapter may choose to do program and sell ads to be printed in the program)
- Prints and distributes all badges
- Keeps account of all monies taken at the door/online for non-competitor registrations
- Ensures all monies from the door are given to the District Treasurer
- Provides tablets at contest to use for credit card system

Technical Manager:

Pre-Convention

- During walk through evaluate stage and stage equipment environment
- During walk through determines all audio, lighting and stage needs that are in addition to those contracted.
- Must work with Convention/Housing Manager to negotiate needs with venue management.
- If needed submit formal request for bid from sound, lighting and stage companies for additional equipment.
- Bids are to be sent to the Convention Manager and Director of Events. All bids will require approval from the Director of Events and in some cases the JAD Board.
- Prior to convention weekend, will acquire/create a written script for the contest events, awards ceremony and any other activities to take place on stage.
- Lighting, sound and any projected programming will be queued on the script.
- In a Union hall, coordinates with Union staff regarding sound reinforcement and recording requirements and proper operation.

Convention Weekend Set-up

- Will direct lighting setup to insure proper light coverage on stage.
- Will work with the District Sound Technician in setting up and solving sound issues.
- Will work with Video/Audio Recording Technicians in setting up and solving audio / video recording issues.

Contest/Program

- Will direct all technical aspects of the program staying in constant communication with Sound, Lighting and Recording Technicians.
- Will work in harmony with the Stage Manager.

Lead Sound / Video Technician

- Coordinates with Director of Events, Director of Contest & Judging, Convention Manager and Technical Manager to assure sound requirements for competition sessions are met.
- Supervises setup and teardown of sound equipment for competition.
- Works with-District Technical Director fine tuning sound for competition prior to Judge walk through.
- Provides (or arranges for) audio feed to District competition recording equipment
- Is on hand for Judges' Visit and pre-contest sound check. Works with Asterisk Judge, Contest Administrator and panel to insure satisfactory sound
- Provides sound reinforcement support for other District functions subject to availability of personnel and equipment

Manager of Non-Contest Activities

- Responsible for the planning, implementation, and oversight of all organized activities at the convention that are of a non-contest in nature. (The intent is to kindle a "convention" environment that is fun and encouraging to contestants as well as our non-competing members and guest).
- The Manager of Non-Contest Activities reports directly to the Director of Events.

Director of Contest & Judging (C&J):

- Responsible for all matters concerning the running of the contest sessions
- Receives and validates all competitor registrations
- Make decisions concerning the running of the contest based on communications with the Contest Administrator
- Maintains a hospitality room at the headquarters hotel for the judges' use
- Answers all questions concerning the judges' activities
- Communicates with chapters regarding available warmup space for their use at an offsite or hotel location. Gives interested choruses names and contacts to District Venue Manager for assignment.

Host Chapter Involvement

Every member of your chapter will need to be involved, working under the direction of a chapter committee chairman, who will work directly with members of the District Events Team.

The following pages outline the required committees and a brief job description for each of those committees.



Solving the puzzle of Hosting a JAD Convention

Host Chapter Committees and Responsibilities

Local Chairman: Reports directly with the Director of Events. However, he may communicate and work with other members of the District Team as directed by the Director of Events or District Convention Manager.

- Assists in the selection of the venue and the Headquarters Hotel
 - (Often times the hotel and venue will have been selected prior to full chapter involvement).
- Selects a staff of Committee Chairmen from the ranks of his chapter
- Convenes meetings of Committee Chairmen
- Sets calendar for meetings and agendas for meetings
- Keeps and publishes minutes of meetings and distributes to participants and the Director of Events
- Appoints Chairmen of Committees
- Coordinates with Director of Events and the committees
- Coordinates with District Awards Chairman on timing and other activities, e.g. Saturday evening show
- Assures committee chairs are prepared to report at meetings and gets necessary information to support and complete their assignments
- Manages process for planning and execution
- Writes welcome remarks for the contest program
- Establishes an information (announcement) list for MCs prior to the contest weekend, to be given to the District Stage Manager
- Coordinates with the District Presidents for the International Representative's needs (Spring Prelim only)
- Keeps an ongoing distribution, email list and phone numbers, of all Chairmen, selected District personnel, MCs, and any other support personnel.
- Develops outline of duties and actions for each meeting, including key timelines.
- Approves and submits expenses to the District (pit modification, judges' meals, snacks and beverages for judges' room, printing of score sheets)

Equipment, Information, and Manpower Needs:

- Chairman for 8-10 committees
- Member support to volunteer for all tasks
- Judges travel itineraries and numbers, including number of Contest Administrators, where there will be a practice panel, and whether the judges' panel is a double or triple panel.
- Needs to know any special requirements for judges, guests, or JAD officers
- Needs agendas for contest sessions, shows and awards, preferably at the time of marketing
- Coordinates with Director of Events on any special offerings needing coverage in District social media, e.g. family events, local attractions
- Cell phone or contact numbers for all District and Local Committee Chairmen and District VP of Events, Contest Administrator, and District VP of C&J
- Assures that all local committee chairmen have cell phones throughout the contest weekend and all are in silent mode while at the contest site

Housing and Hospitality Chairman - coordinates and works with:
Director of Events & Convention Manager

- Secures possible HQ hotel(s) and requests to hold dates
- (Host Chapter is **NOT** to contract with hotels or attempt to negotiate with hotels on behalf of the District)
- Names of hotels and contacts are turned over to Director of Events for negotiation of rooms and rates.
- Coordinates with Director of Events for special needs of the District officers
- Arranges to have hotel room keys ready for the Contest Judges upon their arrival so the Judges will not have to check-in at the hotel front desk.

Equipment, Information, and Manpower Needs

- Need number of judges, officers, contestants expected to attend three months in advance
- Sound system for Chorditorium, contact Lead Sound/Video Technician
- Cell phone or contact numbers of all Committee Chairmen

Stage and Judges Pit Chairman - Reports to: Stage Manager

- Assures stage is properly set and marked for contest (includes mic lines, riser lines, back-drop lines)
- JAD banners hung and placed on stage
- Set up podium with microphone for MCs (coordinate with Sound Chair)
- Obtain choral risers (Seven (7) 6' sections with 4th step and back rail for stage and seven (7) sections or equivalent for each ready room)
- Obtain any required rental items (tables, chairs, etc.) and coordinate deliver and pick-up
- Provides for riser setups and re-sets as required and curtain changes
- Provides manpower to assist Lead Sound/Video Technician in setup and takedown. Coordinates with Lead Sound/Video Technician for times needed.
- In conjunction with Director of Events, directs and assures proper seating and pit accommodations, per contest manual specifications, for judges including chairs, tables, lighting, extension cords, electrical outlets, tablecloths, pencils, pencil sharpener, water, candy, trash can, and seating for Contest Administrator.
- Manages stage breakdown and cleanup Saturday evening after contest and show
- Provides space, materials and equipment for practice panel
- Provides for copying of contest results after each contest when released by Director of Contest and Judging, assures distribution to the registration table and convention hotels

Equipment Information and Manpower Needs

- The number of judges, administrators and practice panelists attending the event four weeks in advance
- District supplied banners, signs, judge's pit lights, electric cords, surge strips, tablecloths, etc.
- Timing of the judges' mic/sound system test as coordinated with Convention Manager, preferably four (4) hours or more before Judges sound check

- A skilled lighting and stage technician for all sessions
- Needs to attend judges sound check and mic testing sessions
- Needs to secure mic tester quartets for Friday night sessions
- Source of high speed printing and or copying of contest results, (BOO/session min). Set up with District for payment of copies. The Contest Administrator needs 20 copies of score sheets and recap sheets immediately following contest
- Toolbox and other miscellaneous items (duct tape, masking tape, extension cords, etc.)
- Cell phone or contact numbers of all Contest Committee Chairmen

Judges Services Chairman - coordinates and works with Director of Contest and Judging

- Communicates with judges prior to contest week (in conjunction with Director of Contest and Judging)
- Coordinates with Housing and Hospitality and transportation Committee Chairmen and Director of Contest & Judging
- Coordinates judges gift
- Secure judges travel schedules and special food, or accommodation needs at least four weeks in advance of contest
- Obtain completed judges badges from Registration Chairman
- Secure room at venue for judges to take breaks
- Provide snacks, food, and beverages, as required, for the judge's break room for all sessions
- Supplies bottles of water and candies for the judge's pit (2/person/session)
- Cleanup of pit after each session and reset
- Works with Director of Events to secure dinner reservations for judges, administrators, practice panelists, and their wives (\$17 per diem for judges and administrators) Resolve payment issues with district personnel and practice panel
- Coordinate transportation with the Transportation Chairman, to and from airport to HQ hotel
- Coordinate transportation to and from venue, dinners and hotel
- Arrange for one person to sit near judge's pit during entire contest to handle any requests of the Contest Administrator
- Send names and numbers of contacts to judges, in case of delayed, cancelled or missed flights
- Supplies panel with information and outline for the weekend, including dinner and pick-up times to the venues

Equipment Information and Manpower Needs

- Judges names, travel schedules and cell phone numbers at least 6 weeks in advance
- Lap desks for candidate judges, if required
- Room at venue for judges, administrators and practice panelist(s)
- Judges per diems (\$7 lunch, \$17 dinner)
- 2-3 men to assist
- Misc. Items: cart, cooler(s), ice, cups, plates, napkins, paper towels, spray cleaner, trash bags, coffee pot, carafe, cream (not fake), sweeteners, coffee (Starbucks or equivalent), etc.
- Cell phone or contact numbers of all Committee Chairmen

Transportation Chairman - coordinates and works with District C&J VP

- Provides vans/cars for transporting judges, JAD officers, and contest officials from airport to HQ hotel, from HQ hotel to and from venue
- Provide judges, administrators and practice panelists, transportation to and from dinner reservations

Equipment Information and Manpower Needs

- Obtain judge's travel schedules from the Judge's Services Chairman
- 3-4 men to drive vans or cars
- 2 vans/buses/cars
- All travel schedules, contest schedules, dinner schedules and any special requests for transportation at least four weeks before the contest
- Cell phone or contact numbers of all Committee Chairmen

Contestant Host - reports to Venue Manager and Contestant Manager

- Provide local volunteers to act as runners
- Obtains dressing room assignments and schedule from the Contestant Manager
- Greets and meets competitors as they arrive to the convention
- Works as contestant liaison for the weekend (Mr. Answer Man)
- Communicates any last-minute changes to contestants and vice versa
- Has various information and maps/directions available for contestant's needs
- Available to contestants throughout the weekend
- Develops JIC (just in case) List

Equipment Information and Manpower Needed

- Runners – 3 to 4 per contest session for Friday evening quartet, Saturday chorus, and Saturday afternoon quartet into JADAQC show, if necessary. Arrival should be one hour before the contest starts, and cover until the last contestant is on stage. These people will *not* see much (if any) of the contest they are assigned to work.
- Keeps copies of competitor pattern (routing and order of appearance)
- May need an extra person for help
- Needs program from Registration Manager or list of competitors from Director of Contest & Judging
- Needs list and locations of nearest tux shops, 1-hr. cleaners, pharmacy, department and shoe stores
- Misc. items: Safety pins, sewing kit, etc.
- Cell phone or contact numbers of all Committee Chairmen

Registration Chair – Reports to: Registration Manager

- Provides local staff to work registration table
- Provides any advertising, maps, site layout, room assignments, emergency numbers, and JIC (just in case) at registration table
- Coordinate a timeline through the Registration Manager for sale and distribution of registrations
- Set up cash box with \$300 in seed money \$200 in 5s, \$100 in 10s
- Collect and account for all monies received
- Turn monies over to Registration Manager at the end of Friday and Saturday evening contests

Equipment Information and Manpower Needed

- 3-4 people/session and at HQ hotel to assist
- Seed Money of \$300 in 5s and 10s
- Tables, chairs, and signage will be arranged by District Team at both the HQ hotel and venue
- Welcome letter, ad handouts, maps, information, room assignments, and JIC (Just In Case) List, from respective Chairmen
- Cell phone or contact numbers of all Committee Chairmen

House and Ushers Chairman - coordinates with: Venue Manager

- Acquires signage for venue, such as: Parking, registration, restrooms, quiet please, dressing rooms, etc.
- Obtains programs from Registration Manager and inserts from the Advertising and Marketing chairman
- Staffs and monitors ushers at doors of venue to disperse programs, control entrance and exit to theater during contests
- Assigns one person just outside of auditorium to maintain quiet during performances
- Assists in clean-up of theater and venue after each session
- Develops and distributes timeline for arrival of personnel
- Sets up meeting with personnel and District Stage Manager to explain duties and any changes

Equipment Information and Manpower Needs

- Typically 8-10 people for doors including side doors, and balcony (venue dependent)
- Signs

Advertising and Marketing Chairman - coordinates with: Director of Events

- Sells ads for program or program insert to local merchants and restaurants
- Prints programs or inserts if obtaining program through Registration Manager
- Arranges areas, including tables and chairs, at contest site and hotel for District display, Barbershopper's Shop, and any other chapter displays

Equipment Information and Manpower Needs

- All contest and show information at least three months in advance
- 3-5 people to help solicit advertising (2-3 months in advance)
- Sample of previous year's program and inserts
- Place to print inserts
- Agreement on cost per ad
- List of local restaurants and merchants
- Cell phone or contact numbers of all Committee Chairmen

Chorditorium Chairman - coordinates with District Housing Chairman

- Coordinates with District Housing Chairman for all hotel, food, or bar needs.
- Coordinates with District Audio Visual Technician on sound system
- Obtains risers if required
- Sets up room
- Acquires MC(s) and helpers to schedule quartets and/or choruses
- Acquires coordinator(s) to greet and schedule quartets and/or choruses and work with the MC
- Coordinates with the District Audio Visual Technician for the pick-up of sound system and risers if used

Equipment Information and Manpower Needs

- 3-5 people (MC, set-up, coordinate, cleanup)
- Sound system - coordinate with District Audio Visual Technician
- Risers, if required
- Cell phone or contact numbers of all Committee Chairmen

Convention Emergency Coordinator

- Will respond and have contacts to deal with any type of emergency that might arise during the Convention to include: Medical emergencies, Facilities emergencies, or Natural Disaster. If your chapter has a member that is a doctor, nurse, or county, city Emergency Responder, those types would be a good selection for this position.

Barbershopper's Shop Chairman

- The Babershopper's Shop is run by the JAD Past Presidents

Equipment needed at Contest Venue

3 – 6ft. tables and 3 – chairs

HOW TO GET STARTED (5 SIMPLE STEPS)

1. Read this manual!
2. Meet with your chapter leadership and members to determine their desire to host a JAD Convention.
3. Make a list of possible hotels and contest venues in your area.
4. Contact the Director of Events or Convention Manager with a formal proposal of your chapters desire to host a JAD Convention.
5. Follow directions from the Director of Events or Convention Manager.

ONCE YOUR CHAPTER HAS BEEN APPROVED (5 SIMPLE STEPS)

1. Select chairman to chair each team listed in the preceding pages.
2. Sets up an accounting process for the Convention with the Chapter Treasurer.
3. Make sure system includes accounting of expenditures, petty cash for registration , and nightly cash deposits.
4. A date will be established for a meeting with representatives of the JAD Convention Team and the chairmen of your chapter team. At that meeting an action plan checklist will be covered. The District Team will want to do a walk-through with your chairman of the contest venue if possible.
5. Schedule progress meetings with your committee chairmen. Meetings should be more frequent as convention date nears.
6. Cover the checklist as part of each meeting.
7. Forward copies of the minutes of all Host Committee meetings to the: Director of Events, District Convention Manager, and District Stage Manager.
8. All Chapter Team members must be flexible both in time and job duties for the entire Convention Weekend.



The JAD Events Team will be on hand to help you put the pieces together.

Auditorium Requirements at a Glance

There are a great number of variables that dictate the suitability of an auditorium to be used as a contest venue. However, there are a few minimal requirements that must be met before it is given any consideration.

Minimal Requirements:

1. 700-800 seats (padded)
2. Air-conditioned
3. Handicap accessible (both stage and auditorium)
4. 10-12 feet of open space at floor level between front edge of stage and first row of seating. Possible modifications to this space may be considered.
5. Stage curtain.
6. Minimum stage width 43'
7. Minimum stage depth from back side of closed curtain to back curtain 29'
8. Minimum stage depth from front edge of stage to front of closed front curtain 5'
9. Stage lighting and spots that will flood the entire stage with light.
10. Two rooms large enough to hold 11-sets of 4-step risers for chorus warm-up
11. Lobby area large enough to set up Registration, Barbershopper's Shop, and other display tables.

Additional rooms and area a plus:

1. Third room large enough to hold 9-sets of 4-step risers to be used as a picture room.
2. 10-rooms large enough (typical classroom size) to be used as chorus dressing rooms.
3. Concession area or area large enough to be set up for the sale of snacks and or prepared foods.

Note:

All negotiations and contracting will be handled by the District Housing Chairman.



Hotel Requirements at a Glance

The hotel stay is often what our members remember long after the ringing of all the great chords have faded. Just as with the auditorium, there are a great number of variables that dictate the hotels suitability. Pricing and willingness to negotiate is only part of the story. It is important however that the Headquarters Hotel meet these minimal requirements:

1. Be full service (meeting rooms, hospitality space, and at least a breakfast bar.
2. Clean with modern amenities.
3. In a safe well lighted area of the city or town.
4. Ample parking space.
5. Friendly staff
6. Within a reasonable driving distance from the contest venue.

Note:

All negotiations and contracting will be handled by the District Housing Chairman.



Contest pattern procedures:

Running the backstage at contest (the 'pattern') may be the most important aspect of our Conventions to the competitors. The pattern must serve two – sometimes conflicting – purposes:

1. Keep the contest moving efficiently
2. Help the competitors be as prepared as possible for their performance

To that end there are a few things the organizers must balance as they move competing groups through the pattern:

- There should be one person designated as the overall controller of the pattern. This is usually a member of the Events Team and that person has the final call (unless the Contest Administrator or Director of Contest & Judging get involved) as to when groups should move and if the pattern is considered ahead or behind and by how much. That person **MUST** be on the radio system and should control the overall flow
- The backstage workers and runners should have the next competitor ready to come backstage as the previous competitor is leaving the stage
- Getting slightly ahead in the pattern is ok, but getting too far ahead can throw a competitor off of their preparation schedule.
- Getting behind is ok – but notify upcoming competitors as soon as possible so they can adjust their preparation
- The pattern is designed to both keep the contest moving along efficiently and prevent competitors from having too much down time at any one 'station' (sitting around for too long can break a competitor's momentum and concentration)
- The printed schedule is a guideline and should not be considered as carved in stone. The workers must adjust to local conditions (perhaps travel time between stations takes longer than allowed for on the schedule) as well as overall changes (delays or otherwise)
- All backstage workers should know the details of the pattern – what order the stations come, how to get from one to the other, etc. etc. Common questions are: which side of the stage do we enter from/exit to? Where do we leave our water bottles? Where is the nearest bathroom/water fountain? Best practice is do a walk-through of the pattern with all of the workers before the contest begins.

The most important aspect to remember while working the pattern is that the competitors are very focused on their upcoming performance and we must be nice to them, as well as gentle and discreet. Rushing them, berating them, or intruding on their prep time unnecessarily can be distracting to the competitors and may affect their performance and enjoyment of the convention. But we also must be clear and firm about where and when they are supposed to be.

The pattern should be thought of as a bucket brigade system. When a competitor leaves a station (or is about to leave a station) the runners should be on the radio asking for the next group to be brought up. Competitors should not be 'stacked up' at a station waiting for their turn. For example, if a competitor is still with the photographer even though the next competitor's photo time has come, the next competitor should be held in their previous station (probably their warm-up room) until the current group is finished at the photographer.

The person organizing the stage entrance should call for the next group to be brought up sometime around when the current competitor is starting their second song. This can be adjusted for unusual situations (like if there is a longer travel time than usual, or it's a bigger chorus that needs more time to move, or a group with mobility issues).

The most common situation is when the pattern falls behind, or if a previous competitor takes an unusually long amount of time. This backs up the pattern and the workers must be very clear with the entire team on how far behind the pattern is. There should be regular communication over the radios to all of the workers to the effect of "we are now 10 minutes behind the printed schedule, so add that to every time". And each worker/runner should let the competitors know if they are behind or ahead, and by how much. An often overlooked aspect of this would be to inform groups back at the hotel (if possible) if things are running particularly late. They can then time their travel to the venue such as to prevent a long wait time before they get into their warm-up rooms or other station.

The most critical station for a competitor is the Ready Room right before going on-stage. This is where focus, nerves, and emotions run the highest – and organizers must be at their most diplomatic. Key things are to let the competitors know – AS THEY ARRIVE – approximately how much time they will have in the room. If the pattern has been appropriately flexed to accommodate changes (running ahead or behind, or intermissions) then the amount of time in the Ready Room should be as expected, even if it started earlier or later than printed. Telling the group the amount of time, and the expected departure time is a good process. Giving a warning before they are called to the stage helps the group wrap up their preparations. This can be a 2 or 5 minute warning, and can be as simple as catching the group's eye and raising the correct number of fingers. It's also a good thing to let the group have their privacy as much as possible as it can be a bonding moment for many of the competitors. Be discrete and non-intrusive, but be available for any questions. And if something changes (like there is an unexpected delay) find a time to inform the group of where they stand – even if it is as ambiguous as "there has been a delay, not sure how long yet, but let me find out". Usually if you enter the room and are obviously waiting for them they will find a good stopping place and look to you for whatever you need to tell them.

Common problems:

An unexpected delay has pushed the entire pattern back: everyone should be listening to the radio for the amount of delay and the overall impact on the pattern. Inform competitors of the effect on their individual schedule

A group is missing: get on the radio and inform the main pattern organizer. If it's a group that has not shown up to the venue yet there can be efforts to contact them to make sure they are not a scratch (usually the VP C&J or the Contest Administrator is most knowledgeable of scratches). If they have been seen at the venue they may have either gotten lost or wandered away on their own. Workers/runners should keep track as much of possible of the groups IN the pattern just for these situations

Something is delaying travel time to the venue (especially problematic if there are no warm-up rooms at the venue and groups are expected to show up and go right into photos or the Ready Room). Rush hour traffic on a Friday night is a common cause. Get on the radio and make sure the whole pattern team knows of the issue, and see if there is a communication channel back to the hotel to let the competitors know to allow

more time. Often the VP of C&J will have all of the contact info for the competitors and can make phone calls or send emails to try and warn the groups

A group is resisting moving: it is fair for a group to have their entire amount of time allocated in the Ready Room. If the pattern has gotten ahead of published times we should try to move everyone ahead, but the full amount of ready time is expected and many chorus directors will (rightfully) push back against cutting that short and rushing to the stage. If a group is proving to be exceptionally stubborn or clearly running over time by more than a minute or so, get on the radio and contact someone on the Events Team to come deal with it. But be NICE! Getting in a spitting contest with a competitor backstage is a 'bad thing'

Last thoughts:

Running the pattern is a little bit like herding cats. You must know where all of the competitors are, know what time they are expected to be somewhere, and balance getting them to their station on time against rushing them or getting them there late

The radio is your friend – when in doubt, get on the radio and ask questions or provide information (such as the group you are working with is running slower than expected)

There should be one designated person in charge of the overall pattern (usually a member of the Events Team)

Runners/workers should be visible and available to answer competitor's questions as needed

Communication is key: between runners and the rest of the team, and between runners/workers and competitors

Finally – remember that the contest is for the competitors! Help them enjoy it as much as possible, and thanks for your hard work.



Appendix A

EVENT CHECKLIST

Personnel

All personnel assigned to auditorium and backstage duties:

- Should possess the physical ability to handle the job requirements for the job assigned.
- Be able to work independently following the directions of their team chair or authorized JAD Events Team member.

Stage & Auditorium Set-Up

Personnel required: (an individual may serve in more than one capacity as long as the job time requirements don't conflict.

- **Sound System:** 3 – 4 Men capable of lifting moderate to heavy equipment to assist with loading (in and out) audio equipment. Will need to be available Friday morning for (load in) and Saturday night following the event for (load out). Will report to Stage Manager/Technical Manager.
- **Hanging Banners and any Signage:** 2- Men to hang JAD banners. Will report Friday morning to install banners and any necessary signage required to give direction to contestants, members and guest. Will report Saturday night to remove banners, all signage and assist in clean up at conclusion of event. Report to Stage Manager.
- **Judging Area Set-Up:** 4 -Men to set up tables and chairs for judging area. Will report Friday afternoon for setup, and Saturday night at conclusion of event for clean-up. Report to Stage Manager.
- **Riser Set-Up:** 4-Men to set up risers. Must be capable of lifting, and following instructions. (May be same crew as used for audio equipment load-in and out). Will report to Steve Sommer Friday evening following the Friday night quartet contest for riser set up, and Saturday night following event to take down risers and load as needed. Report to Stage Manager
- **Door:** Will need enough personnel to cover all public entrances to the auditorium with 2 at each door. Must be able to control traffic flow in and out of auditorium making sure all people entering the auditorium have proper registration. They need to be diligent in following direction from the MC as to when doors are to be closed. Will maintain a quiet environment around the auditorium entrance while contestants are on stage. Friendly but firm personalities are well suited for this job. Will need to report an hour before the advertised start time of each event. Will report to Venue Manager

- **Runners:** Will need seven (7) runners to move the contestants to and from stage. Personnel selected for this job must have the ability to follow a schedule of performance matrix, stand for long periods of time and walk at a brisk pace. Two runners are to move contestants from warm-up room to ready room. Two runners to move contestants from ready room to stage door, two will be placed at stage door, and one to lead contestant off stage. Will report to Venue Manager.
- **Judges Host Drivers:** Will require one or two persons (depending on size and type of vehicle chosen) to transport judges to and from the contest venue, and to and from meals. Will report to Director of Contest & Judging.
- **Judges Contest Site Hospitality:** Two (2) persons will be required to set-up and maintain judges' hospitality (break lounge) at contest site. Will report to Director of Contest & Judging.
- **Registration:** Will need four persons to assist Registration Manager at the registration desk. This is one of the most important job duties to be filled. The Registration desk is most often the first exposure our membership has at the convention, and is often times where the good or bad impressions are formed as to how well the convention is being run.

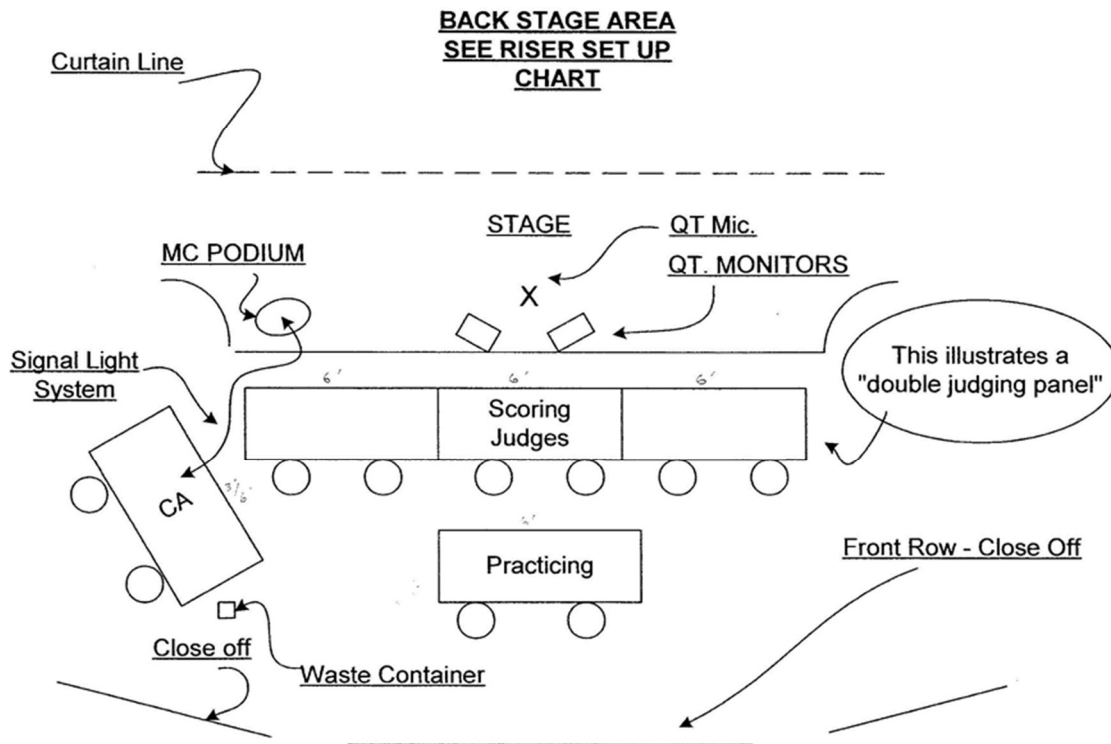
***Special note concerning advertising event “tickets” to the general public:**

We do make available the purchase of single event convention registration, but NOT ticket sales. This might sound like splitting hairs, but in some venues the contract wording is such that selling tickets to our events can become very costly to the JAD. Just keep it on the safe side and offer All Event or Single Event Convention Registrations.

- **Qualifications Required for Registration:** Those selected to work registration must have good communication skills. They must be good listeners, and able to hear in high noise levels. Those with hearing aids will have a problem in this area. They also need to be capable of handling and processing credit card information, handle money, and excel in problem solving. Remember, those working the registration table are the first people that every convention attendee will come in contact with. They need to be sharp and reliable!
- **General Stage Hands & Runners:** (2-3) General Stagehands and Runners are an important addition to the team. They need to be hard working, self-starters, and know how and when to improvise. They need to know how and where to get those last-minute things, from getting material to make a repair or adjustment, to finding and getting special items needed by a judge or contestant. They may be called upon to fill in any of the above positions if needed.

- **Curtain Puller:** May be one of the “General Stagehands” but must be designated for the job task and briefed on responsibilities. Should be backstage at least 30 min. prior to the start of the Chorus Contest. Individual needs to be alert and follow directions.

Appendix B



TYPICAL STAGE & JUDGING PANEL SET UP

JUDGES TABLES ARE STANDARD 6 FT. OR NARROW 6 FT. IF AVAILABLE

FOR LARGER JUDGING PANELS OR ADDITIONAL PRACTICING JUDGES, TABLES ARE ADDED FOLLOWING SAME SETUP FORMAT

Table covers are used and, lighting set for each Judge

NOTE: Judging Panel has final say as to exact set up and alignment

No Scale

Appendix C

MATERIALS & SUPPLIES

Item	Quantity	Location	Remarks
Tables / 6' x 18"	6	Scoring Judges Area	May need additional tables for larger panels
Tables / 4' x 18"	2	C.A. Location	
Tables / 6' x 36"	3	Registration @ Venue	
Tables / 6' x 36"	4	Barbershopper's Shop	
Tables / 6' x 36"	4	Display Areas	Actual # determined prior to convention
Chairs (folding padded)	24	Judges, Registration, Back Stage, B.S.S. Areas	This number will vary
Printer Paper / white	1 – Ream 8-1/2 x 11	Place on C.A.s Table	Standard printer paper
Trash Can	2	Judges Area	
Bottled Water	6 – Cases	Judges Area, Judges Green Room, Back Stage	
Chorus Risers	11 – Sec 4 – Step	Stage	
Chorus Risers	11 – Sec 4 – Step	Ready Room # 1	
Chorus Risers	11 – Sec 4 – Step	Ready Room # 2	
Chorus Risers	9 – Sec 4 – Step	Chorus Picture Room	

*If the Host Chapter has problems furnishing or obtaining any of the above items, contact the District Convention Manager ASAP.

*Materials and Supplies requirements will vary; however the above list is a good reference starting point.

