



Regional Convention and Competition
May 3 – 6, 2012

Amway Grand Plaza Hotel and DeVos Place
Grand Rapids, Michigan

January 9, 2012

To: Chapter Presidents/Team Managers
Chapter Directors
Chapter-At-Large Members
Registered Quartets
Regional Management Team

From: Convention Steering Committee

RE: Convention Mailing #1

Enclosures

1. Convention Information
2. Important Dates
3. Proposed Schedule of Events
4. All Events Information & Order Form
5. Function Space Request Form
6. Hotel Information & Reservation Form



Convention & Competition
May 3 – 6, 2012

Convention Mailing #1

Mark your calendars and make plans to return to Grand Rapids, Michigan, for this year's Region 3 Convention. There are **several changes**, so please read carefully and share the enclosed information with all of your members.

CONVENTION INFORMATION

- **Combined Briefing**, Chorus & Quartet, will be held at 7:30 pm, Thursday, May 3rd in the hotel. Please plan to arrive at 7:00 pm to complete your competitor paperwork. Only one representative for each contestant has to attend.
- **Sound Check** will be held on Friday at 9:30 am. Please join us on the competition stage to make sure everything is perfect for our judges.
- **Education Class** – Join Master Director 700 Jim Arns for a wonderful class on our craft. The class will be in the Ambassador West Ballroom at 1:00 pm on Friday.
- **Quartet Contest** will begin at 5:00 pm in DeVos Place Ballrooms A & B on Friday, May 4th.
- **Quartet Afterglow** to celebrate all of our quartet contestants. Join the fun at 11:00 pm in the Gerald R. Ford Ballroom on Friday.
- **Chorus Contest** will begin at 12:00 pm in DeVos Place Ballrooms A & B on Saturday, May 5th. We will be using both a small and large riser configuration – the small riser configuration will be first. The small riser configuration is 6 6-foot sections with NO inverted center. The large riser configuration is 11 6-foot sections with an inverted center.
- **Regional Party** – Join the fun in the Ambassador Ballroom on Saturday night. We can celebrate and sing with one another all night long!!
- **Convention Mailings** – This is the first of three mailings. This one is designed for all members and the next two are for competitors only. The second mailing will be sent when we receive notice that your chorus or quartet has registered for competition. The second mailing will focus on all the forms and orders. The third mailing will be sent after the draw – focusing on the traffic pattern. Copies of all the mailings will be available on the region's website - www.region3sweetadelines.org.

Note: Grand Rapids is in the Eastern Time Zone. All times listed within this mailing are in the Eastern Time Zone



Convention & Competition
May 3 – 6, 2012
Convention Mailing #1

Convention Information (Continued)

- **Boutique** – Welcome shoppers!! The boutique is remaining in our new, bigger location in the Ambassador East Ballroom. The boutique will open on Thursday evening and continue through Saturday noon. Stop by for unique gifts and raffles.

Are you interested in a booth space at this year's boutique? Go to Region 3's website for more information or contact Alice Deller (s.a.deller@comcast.net).

- **Registration** – All Events Badges order form is attached and available on the region's website. Badges will be available for pick up after the sound check on Friday, May 4th. Please visit the registration table inside the boutique during the day and outside of the competition venue during the quartet & chorus contests. **Badge cost is \$60 for Region 3 members when purchased prior to the Early Bird Registration date of March 15, 2012. After March 15th and for all non-Region 3 members and guests, the cost is \$70.** Badges are transferable, but not refundable. All competitors are required to have an All Events Badge.

Purchases, transfers and changes to All Events Badges will be handled by the ticket sales table only. This table will be located in DeVos just outside of the competition venue. **Any competitor who requires an All Events Badge transfer MUST utilize the ticket sales table. Failure to do so may result in our records having a competitor without an All Events Badge, thus making the entire group disqualified.** Please contact Shelly Hughes if you have any questions.

- **Single Event Tickets** will be available for purchase beginning one hour prior to each competition. Cost is \$35 for adults and \$20 for children 12 and under. The region accepts cash or checks only.
- **DeVos Place** will again serve as our competition venue. The competition will be held in Ballrooms A & B. Ticket sales and advance registration pick-up will be in the lobby. There will also be a concession stand before and during each competition. Stop by for a little refreshment between contestants.
- **Convention Fair Share Assessment Fee** – **In June 2009, Region 3's RMT adopted a Convention Fair Share Assessment Fee. This fee is imposed when a competitor does not stay at least one night at the convention hotel. Competitors are required to pay this fee prior to the convention weekend. Competitor lists will be matched against the hotel reservations to verify fees. The current fee amount is \$50. A form to pay this fee will be sent in the next contestant mailing.**



Convention & Competition
May 3 – 6, 2012
Convention Mailing #1

Convention Information (Continued)

- **Amway Grand Plaza Hotel** will again serve as our convention hotel. The hotel reservation form is attached and available on the region's website. **Hotel rates for this year are \$135/night for a king bed room and \$145/night for a room with 2 double beds. Rates do not include tax. If your reservation has 1 or 2 people listed, you will be given a king bed room. If your reservation has 3 or 4 people listed, you will be given a room with 2 beds. Price is determined by room type – not number of people in the room. Requests for 2 bed rooms for 2 people may be placed in the note section of the reservation form. The hotel will honor requests based on availability, subject to the higher price.**

Payment for your hotel room can be made with cash, check or credit card. At the time of check-in a \$25.00 refundable deposit is required of all cash or check paying guests for incidentals per day.

All reservations must be guaranteed by credit card. Reservations must be canceled 48 hours prior to the day of arrival to avoid a cancellation penalty of one night room and tax. No shows will be charged one night room and tax and the remaining nights of the reservation will be cancelled.

An early departure fee will be assessed upon check-out to those departing prior to original departure date. The hotel must be notified upon check-in of an early departure to avoid an early departure fee of \$50.00.

Each hotel reservation will include complimentary in-room internet access. Parking is available: \$10/night for self parking and \$20/night for valet. There is an extra charge for use of the pool & fitness center.

For reservation questions including suite pricing, contact the Amway at 1-800-253-3590. This number is for reservations only. Please send a copy of your hotel reservation form to the Amway and a second copy to Shelly Hughes no later than March 15, 2012.

- **Rehearsals & Function Space** – Each chorus will be given a 90 minute, flat floor rehearsal on Saturday morning. **If you wish to have a separate room of your own, please complete the enclosed Function Space Request Form and return no later than February 15, 2012. Space is available Friday evening and Saturday. If you would like to bring your risers, you will be required to have a room in DeVos Place as the Amway does not allow risers. The minimum price for your own function room is \$150 – this fee can be reduced if a meal function is planned. Rooms will be assigned by the region; do NOT contact the Amway or DeVos Place directly.**



Convention & Competition
May 3 – 6, 2011
Convention Mailing #1

Convention Information (Continued)

- **Competition Deadlines** – International Headquarters emailed competitor packets to all choruses and quartets last December (or mailed as requested). If you did not receive that packet, please contact Carol Schwartz in Tulsa at 918-622-1444. Here are some basic dates to observe:

Quartets: Competition entry deadline is March 5, 2012 (late entry is March 20, 2012 and will incur an extra fee). Entries after March 20th will not be processed.

Choruses: Competition entry deadline is March 6, 2012 (late entry is March 21, 2012 and will incur an extra fee). Entries after March 21st will not be processed.

- **Regional Assessments** for all Chorus, Quartet and Chapter-At-Large members must be paid in order to compete. Invoices were mailed last month. If you have any questions, please contact our Financial Coordinator, Alice Deller.
- **Draw for Order of Appearance** will take place March 12, 2012. The Order of Appearance will be available on Sweet Adeline International's website as well as Region 3's website.
- **Trophies** – Last year's trophy winners are asked to return their trophies with blue bags at the briefing on Thursday evening. The trophies are Chorus Champions, Division A Champions, Division AA Champions, Most Improved Chorus, Quartet Champions, and Most Improved Quartet.
- **Judging Panel** - We are delighted to welcome the following ladies to Grand Rapids:

Sound – Dixie Dahlke
Music – Ardeth Fullmer
Expression – Patti Burklund
Showmanship – Diane Porsch, Panel Chair

Panel Secretary – Andrea Hass



Convention & Competition
May 3 – 6, 2012
Convention Mailing #1

NAME AND ADDRESS INFORMATION

Chair of the Regional Convention (CRC) & Events Coordinator (EVC)

Shelly K. Hughes	847-462-9733 (H)	skhsnoopy@comcast.net
238 Bell Dr	847-516-6800 (W)	
Cary, IL 60013	312-209-4533 (C)	Melodeers Chorus

Competition Coordinator (CC)

Pattee Bender	616-218-4867 (C)	redbender@aol.com
4488 Brooklyn SE		
Kentwood, MI 49508		Grand Rapids Chorus

Official Panel Liaison (OPL)

Jane Toftey	630-665-8387 (H)	jr_toftey@yahoo.com
1 N 118 Mission Ct		
Winfield, IL 60190		Choral-Aires Chorus

Asst Chair of the Regional Convention (ACRC)

Kate Steimel	773-267-9363 (H)	Kate0004@hotmail.com
4014 N. Ridgeway Ave.	312-485-9370 (C)	
Chicago, IL 60618		Melodeers Chorus

Chapter Assistant Representative (CAR)

Cindy Slowik	815-838-7240 (H)	toothfairybari@comcast.net
821 Lorriane Ct.	815-545-3617 (C)	
Lockport, IL 60441		Midwest Crossroad Chorus

Convention Hotel

Amway Grand Plaza Hotel	616-774-2000	www.amwaygrand.com
187 Monroe Ave. NW		
Grand Rapids, MI 49503		

Competition Venue

DeVos Place	616-742-6500	www.devosplace.org
303 Monroe Ave.		
Grand Rapids, MI 49503		



Convention & Competition
May 3 – 6, 2011
Convention Mailing #1

IMPORTANT DATES

February 15, 2012	Function Space Request Form due
March 5, 2012	Quartet entry deadline
March 6, 2012	Chorus entry deadline
March 12, 2012	Draw for Order of Appearance
March 15, 2012	All Events Order – last day for Early Bird Discount Hotel Reservations due
March 20, 2012	Quartet late entry deadline (extra fee applies)
March 21, 2012	Chorus late entry deadline (extra fee applies)
April 1, 2012	Last day for advance registrations and/or changes
May 3, 2012	Combined Briefing
May 4, 2012	Sound Check Education Class with Jim Arns Mass Sing Quartet Contest Quartet Afterglow
May 5, 2012	Chorus Contest Regional Party
May 6, 2012	Leaders Breakfast



Convention & Competition
May 3 – 6, 2012
Convention Mailing #1

Proposed Schedule of Events

Thursday, May 3, 2012

7:00 pm – 7:30 pm	Briefing Registration*	Vandenberg
7:30 pm – 8:00 pm	Combined Briefing	Vandenberg
8:30 pm – 10:30 pm	Quartet Reception**	Governor's
8:00 pm – 11:00 pm	Boutique	Ambassador East

Friday, May 4, 2012

9:00 am – 4:00 pm	Boutique	Ambassador East
9:30 am – 11:00 am	Sound Check	DeVos Ballrooms A&B
12:00 pm – 3:00 pm	Registration (pick up only)	Ambassador East
1:00 pm – 2:30 pm	Education Class <i>with Jim Arns, Master Director 700</i>	Ambassador West
3:00 pm – 3:30 pm	Mass Sing	Ambassador Lobby
3:30 pm – 10:00 pm	Registration & Ticket Sales	DeVos Ballroom Lobby
5:00 pm – 10:30 pm	Quartet Contest	DeVos Ballrooms A&B
11:00 pm – 12:30 am	Quartet Afterglow	G R Ford Ballroom

Saturday, May 5, 2012

9:00 am – 12:00 pm	Boutique	Ambassador East
9:00 am – 10:30 am	Registration (pick up only)	Ambassador East
11:00 am – 5:30 pm	Registration & Ticket Sales	DeVos Ballroom Lobby
12:00 pm – 5:30 pm	Chorus Contest	DeVos Ballrooms A&B
9:00 pm – 12:00 am	Regional Party	Ambassador Ballroom

Sunday, May 6, 2012

8:30 am	Leaders Breakfast**	Governor's
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* Chorus & Quartet contestants to turn in competition paperwork

** By Invitation



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May 3 – 6, 2012
Convention Mailing #1

ALL EVENTS ORDER FORM

Please send the completed form with a TYPED or COMPUTER-GENERATED alphabetic list of names – no handwritten lists, please. You may also download an Excel version of the attached form from the region's website.

Chapter Name: _____

Chapter Contact or Individual Name: _____

Phone Number: _____

Email: _____

_____ # of Region 3 Member All Events** @ \$60.00 _____

_____ # of Non-Member All Events @ \$70.00 _____

TOTAL _____

** Price is only available to Region 3 member that purchase by March 15, 2012.

Note: Male directors of Region 3 Choruses are extended the Member, Early Bird Discount rate.

Mail this form, your typed/computer-generated alphabetical list of names and one check for the total amount, made payable to LAKE MICHIGAN REGION 3, to:

Shelly Hughes
238 Bell Dr
Cary, IL 60013

**Advanced registrations and/or changes will be accepted until April 1, 2012.
After April 1, 2012, all will be handled on-site.**



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May 3 - 6, 2012
Convention Mailing #1

FUNCTION SPACE REQUEST FORM

Chorus Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Please list each function your chorus will hold to help us assign the appropriate function space.

Friday, May 4, 2012

Time of Function	Type of Function (breakfast, dinner, rehearsal, etc.)	# of people	Comments

Saturday, May 5, 2012

Time of Function	Type of Function (breakfast, dinner, rehearsal, etc.)	# of people	Comments

Please complete the form and return by February 15, 2012, to:

Shelly Hughes
238 Bell Dr
Cary, IL 60013
skhsnoopy@comcast.net

You will be notified of your meeting space location via email from Shelly Hughes.

If no meal function is planned, rental fees will be charged by the region.

Rental fees are per day, not per 24 hours.

Rental fees will be invoiced and will be payable upon receipt of said invoice.

Function space will be released if invoice is not paid within 30 days.

If meal functions are requested, you will be sent menu and contract information from the Amway.

If riser space is requested, you will be sent contract information from DeVos Place.



Convention & Competition
May 3 – 6, 2012
Convention Mailing #1

HOTEL RESERVATION FORM

Please complete the information below and the attached form containing the needed information for each room reservation. You may also download an Excel version of the attached form from the region's website.

Chapter Name: _____

Contact Person: _____

Street Address: _____

City, State & Zip: _____

Phone Number: _____

Email: _____

Please mail/fax one copy each to:

Amway Grand Plaza Hotel
187 Monroe Ave. NW
Grand Rapids, MI 49503
Fax: 616-776-6467

Shelly Hughes
238 Bell Dr
Cary, IL 60013
Fax: 847-516-6868

Forms are due by March 15, 2012

Hotel Reservation Form

Chorus:

SEQ	NAME		CREDIT CARD		DATES		NOTES
	LAST	FIRST	NUMBER	EXP	ARRIVE	DEPART	
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Hotel Reservation Form

Chorus:

SEQ	NAME		CREDIT CARD		DATES		NOTES
	LAST	FIRST	NUMBER	EXP	ARRIVE	DEPART	
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Hotel Reservation Form

Chorus:

SEQ	NAME		CREDIT CARD		DATES		NOTES
	LAST	FIRST	NUMBER	EXP	ARRIVE	DEPART	
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