



MIDWEST  
HARMONY  
*Region 3*

Regional Convention and Competition  
May 12 – 15, 2016

Radisson Hotel and Fox Cities Performing Arts Center  
Appleton, Wisconsin

**March 14, 2016**

**To:** Competing Chapter Presidents/Team Managers  
Competing Chapter Directors  
Regional Management Team

**From:** Convention Steering Committee

**RE:** Convention Mailing #2 – Chorus, Open Division

**Enclosures**

1. Convention Information
2. Forms



Convention & Competition  
May 12 – 15, 2016

## Convention Mailing #2 - Chorus

- **Schedule of Events** – There have been some updates to the convention schedule since the first mailing. Please review the enclosed Schedule of Events.
- **Watch Your Membership Roster** – All members competing on the regional stage must be listed on each chorus' membership roster on April 30<sup>th</sup>. You must be sure that all new members and all renewals are processed through Tulsa no later than April 29<sup>th</sup>. If a chorus competes with a member not appearing on their membership report, the chorus will automatically be disqualified. Chapter leaders may access their membership reports through International's website. If you have questions about this, please ask. Waiting until the briefing will be too late.
- **Registration** – For those attending the briefing, you will be able to pick-up your All Events Badge from 7:00 pm to 7:30 pm on Thursday. Registration for remaining members will be at The HUB (Grand Ballroom) beginning Friday. Programs will be distributed with the All Events Badge.
- **Badges** – Members will need to provide their own lanyard or badge holder. Registration will only be handing out the paper portion. Lanyards and badge holders will be available for sale at the Region 3 sales booth within The HUB.
- **Competition Details** – Our next mailing will have all the detail information surrounding the competition. The next mailing will be sent after the final entry deadline which is March 29, 2016. Here are a few points to assist you in your planning.
  - The pattern will begin in the lobby of the Radisson hotel
  - Contestants will be bused to the competition stage
  - Choruses will receive a 10 minute warm-up
  - Purse bags will be collected as you enter the backstage area and returned as you exit
  - Choruses will enter Stage Left and exit Stage Right
  - Emcee lectern is Stage Left
  - During sound check, directors may stand up by those conducting the sound check chorus; however, you will not be allowed to direct the sound check chorus
- **Pattern Walk Through** – Please plan to join us for a contestant-only walk through at 9:00 am Friday. Presidents & Directors only please. You will be able to walk the pattern and ask questions. Meet in the Radisson hotel lobby. The walk through will end at the contest stage in time for sound check. Please note that we will be walking outside from the hotel to the PAC – no busing.
- **Busing** – Contestants will be bused from the hotel to the back stage area of the Performing Arts Center (PAC). Only competing members, directors, convention assistants and those helpers named in forms are allowed in the buses. Please note that busing is not provided for audience members and no return transportation will be provided for anyone.



Convention & Competition  
May 12 – 15, 2016

- **Emcee** – This year's emcee is Lynda Kever for both contests. Lynda is the beautiful lead voice of the 2008 International Champion Quartet, Four Bettys. She is also a Certified Music Judge and valued coach to many choruses and quartets. Lynda will be leaving Region 3 this summer. She is moving to Pennsylvania to be closer to her grandchildren.
- **Regional Chorus Awards** – Midwest Harmony Region 3 is proud to present our very own regional awards. These awards will be presented at the regional party on Saturday evening. Here are the awards and the criteria upon which they will be awarded:
  - **Membership Chorus of the Year** – Presented to the chorus with the largest growth in membership. The chorus receives a trophy and a monetary gift.
  - **Renée Porzel Showmanship Trophy** – This award was established in honor of Renée Porzel, International President 2012-2014. The stylish trophy is presented to the chorus scoring highest in the Showmanship category that is not the Division A Champion Chorus, the Division AA Champion Chorus or the Regional Champion Chorus. Only choruses in the International Division are eligible.
- **The HUB** – Located in the Grand Ballroom. Stop by and shop 'til you drop. River City Sound and Midwest Crossroad Choruses are creating raffle items – all kinds and something for everyone. Be sure to get your tickets and help these choruses raise money for competition in Las Vegas. See the schedule of events for times.
- **Singing Together At Regional: Improving your Voice and Regional Song Knowledge.** Are you ready for some fun? Join dynamic duo Amy Brinkman and Bonnie Fedyski, Co-Directors of Choral-Aires and Queens of Harmony, as they share insight on how to improve your voice & your repertoire. Meet in the Grand Ballroom at 1:00 pm on Friday.
- **Mass Sing** – Region 3 is holding our ninth annual Mass Sing. Please join us on Friday at 3:00 pm in the Grand Ballroom. Start your convention with a song!
- **Regional Party** – The Regional Management Team is throwing a party with a show on Saturday night. More details will be coming soon. Mark your calendars – you won't want to miss this event.



## Schedule of Events

### Thursday, May 12, 2016

6:00 pm – 10:00 pm	The HUB	Grand Ballroom A & B
7:00 pm – 7:30 pm	Briefing Registration*	Grand Ballroom C & D
7:30 pm – 8:00 pm	Combined Briefing	Grand Ballroom C & D
8:30 pm – 10:30 pm	Quartet Reception**	The Great Hall

### Friday, May 13, 2016

9:00 am – 5:00 pm	The HUB	Grand Ballroom A & B
9:30 am – 11:00 am	Sound Check	Thrivent Hall, PAC
11:00 am – 3:30 pm	Registration (pick up only)	Grand Ballroom A & B
12:00 pm – 2:00 pm	All Events Ticket Sales	Grand Ballroom A & B
1:00 pm – 3:00 pm	Education Class <i>with Amy Brinkman &amp; Bonnie Fedyski</i>	Grand Ballroom C & D
3:00 pm – 3:30 pm	Mass Sing <i>with Jackie Compton</i>	Grand Ballroom C & D
4:00 pm – 10:00 pm	Registration & Ticket Sales	Radisson Lobby
5:00 pm – 11:00 pm	Quartet Contest	Thrivent Hall, PAC

### Saturday, May 14, 2016

7:00 am – 8:00 am	Get Movin' to the Music <i>Low impact aerobics with Ruth Meyers</i>	Evergreen
9:00 am – 10:30 am	Registration (pick up only)	Grand Ballroom A & B
9:00 am – 11:00 am	The HUB	Grand Ballroom A & B
11:00 am – 5:30 pm	Registration & Ticket Sales	Radisson Lobby
12:00 pm – 5:00 pm	Chorus Contest	Thrivent Hall, PAC
6:30 pm	Region Dinner	Grand Ballroom A-D
8:30 pm	Region Party <i>Hosted by the Regional Management Team</i>	Grand Ballroom A-D

Listed locations are in Radisson unless PAC (Performing Arts Center) is noted.

\* Chorus & Quartet contestants to turn in competition paperwork

\*\* By Invitation only



Convention & Competition  
May 12 – 15, 2016

## FORMS

There are many forms to complete for competition. Please thoroughly read through this section. **MOST** of the forms need to be mailed ahead. Copies of all forms are included within this mailing and will be posted on the website.

- **Special Circumstances Form** – We will be using school buses to transport chorus contestants from the hotel to the competition venue. These buses involve a few stairs. For those competing members unable to traverse the bus stairs, a wheel chair/scooter bus will be made available. This form must be received by April 11<sup>th</sup>.
- **Fair Assessment Fee Form** – For those competing members choosing not to stay at the convention hotel, a fair assessment fee must be paid. A competing member is defined as any member appearing on the contest stage. Please complete the attached form. Completed forms with payment must be received by April 11<sup>th</sup>.
- **List of Competing Member Verification Form** – This form from International must be mailed ahead – *please disregard the instruction to bring the form to briefing*. Please list any member that may appear on the contest stage. If a member's appearance on the stage is questionable, put them on the list. You may delete a name; however, you are not able to add anyone. At the briefing, we will confirm the list with you. This form must be received by April 25<sup>th</sup>.
- **Performance Form** – This form provides us with your competition information – song titles, song arrangers and photo pose. Digital video of your chorus' competition is available for purchase. Audio files will be emailed. Completed forms with payment must be received by April 25<sup>th</sup>.
- **Riser Chair Form** – We must know ahead of time if your chorus plans to use a riser chair on the contest stage. NO riser chair can be transported on the contestant buses. Please review the form for all details pertaining drop off and pick-up times. This form must be received by April 25<sup>th</sup>.
- **Photography Form** – Photographs of your chorus are available for purchase. Completed forms with payment must be received by April 25<sup>th</sup>.
- **Cue Sheets (Open Division Only)** – This form from International provides us with the technical information for your package. Region 3 will offer 3 emcee microphones – one center stage, one stage left and one stage right. We will NOT be offering a choice of lighting colors. This form is due at briefing.

# **Chorus Forms Checklist**

## **Due April 11, 2016**

- Special Circumstances Form**
  
- Fair Assessment Fee Form and payment**

## **Due April 25, 2016**

- List of Competing Members Verification Form (TWO COPIES)**
  
- Chorus Performance Form (TWO COPIES) and payment**
  
- Riser Chair Form**
  
- Chorus Photography Form (TWO COPIES) and payment**

All forms may be found on Region 3's website, [www.region3sweetadelines.org](http://www.region3sweetadelines.org)

Items should be mailed/emailed to:

Shelly Hughes  
238 Bell Dr  
Cary, IL 60013  
[skhsnoopy@comcast.net](mailto:skhsnoopy@comcast.net)

# Special Circumstances – Chorus



Convention & Competition  
May 12 – 15, 2016

Chorus: \_\_\_\_\_

Chorus Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**IMPORTANT NOTICE:** Scooters and wheel chairs must be provided by the individual. If a member of your chorus needs a scooter or wheel chair in the traffic pattern, it must be taken on to the contest stage or parked in the designated area. For safety and liability reasons, no member of the convention committee, convention assistants nor Regional Management Team can move scooters or wheel chairs. If you have any questions, please contact Shelly Hughes.

Please list any competing member that will be utilizing a scooter or wheel chair in the pattern.

Name	Circle One
	Wheel Chair or Scooter
	Wheel Chair or Scooter
	Wheel Chair or Scooter
	Wheel Chair or Scooter

If your chorus will have a helper (someone not competing with your chorus) assisting a competing member, please list the helpers below

Helper Name	

We have no special circumstances

Your completed form is due by April 11<sup>th</sup> to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to [skhsnoopy@comcast.net](mailto:skhsnoopy@comcast.net)



Convention & Competition  
May 12 - 15, 2016

## FAIR ASSESSMENT FEE FORM

Chorus Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

The Fair Assessment Fee is charged when a competing member\* of a quartet or chorus chooses to NOT stay at the convention hotel. The current fee is \$50 per member.

Please list each of these members below.

Member Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

No member owes a fair assessment fee

Please make checks payable to Midwest Harmony Region 3

**Please mail to:**  
Shelly Hughes  
238 Bell Dr  
Cary, IL 60013  
skhsnoopy@comcast.net

Form and payment must be received by April 11, 2016

\*Competing member is defined as any member appearing on the contest stage  
- includes swan songs and special performances



# List of Competing Members

**INSTRUCTIONS:**

Fill out the list below in ALPHABETICAL ORDER with members' information and signatures, or attach a list in ALPHABETICAL ORDER with the name, Sweet Adelines International I.D. number and signature of each performer including director(s) who will be appearing on stage. Should a performer not be able to compete after this form is completed, draw a heavy line through the entire line, and correct the TOTAL number listed below. Two copies of this form and the list of competing members (only if it is a separate document) is to be submitted to the COMPETITION COORDINATOR during the chorus directors' briefing at the regional competition. **Please DO NOT mail to international headquarters.**

Date of Competition: \_\_\_\_\_ Region: \_\_\_\_\_ Contestant Number: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Director(s): \_\_\_\_\_

As officers of said chorus we certify that all participants in the Regional Chorus Competition in Region # \_\_\_\_\_ are in good standing in the chapter and the chapter is current in the payment of Per Capita Fees (processed at international headquarters).

NOTE: Regional competitions are considered to be the culmination of the region's fiscal year. When competitions are held after April 30 (the end of the fiscal year), "good standing" shall be interpreted as pertaining to the payment of Per Capita Fees for the fiscal year represented by the competitions, i.e., the year that just ended.

Should a complaint regarding ineligibility of any participant be registered with international headquarters within 30 days following the competition, and should that complaint be verified, we understand that our chorus will be disqualified and any rank earned will revert to the next highest scoring chorus.

Signed by:

Chapter President \_\_\_\_\_

Chapter Director \_\_\_\_\_

The number listed below is used in determining eligibility for the Division A Small Chorus Awards (15 - 30) and the Division AA Mid-size chorus awards (31-60). Eligibility is determined by the number of singing members on stage.

TOTAL number of singing members on stage (director **not** included in count): \_\_\_\_\_

**By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.**

	ID Number	Member Name	Member Signature
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By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.

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By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.

CHORUS NAME:		
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By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.

CHORUS NAME:		
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By signing below, I agree to all competition rules as stated on the registration form and signed by the president and director.

CHORUS NAME:		
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# Chorus Performance Form

## Open Division

Chorus Name \_\_\_\_\_ Contestant # \_\_\_\_\_

Chorus Contact \_\_\_\_\_ Email \_\_\_\_\_

**Choruses will enter stage left and exit stage right. This is your only option – please ignore the entrance choice on the cue sheets. The chorus emcee lectern will be stage left.**

**Please list all songs in your performance, place an asterisk after the title of your contest song and provide the arranger's name for the contest song. You may use the back of this form if more space is needed.**

**First Song :** \_\_\_\_\_

**Second Song :** \_\_\_\_\_

**Third Song :** \_\_\_\_\_

**Fourth Song :** \_\_\_\_\_

**Contest Song Arranger :** \_\_\_\_\_

**Final Pose** \_\_\_\_\_

### **Chorus Photographs**

We will be taking chorus photographs on the contest stage. After accepting applause for your last song, move into your photo pose. The lights will NOT be brought down. Once everyone is in place, the director will need to cue the convention staff member on stage left. The photographer will take four (4) pictures from the balcony. When the photographer is finished, the stage lights will be brought down and you will exit stage right.

**Photo Pose** \_\_\_\_\_

### **Recordings Order**

Our recordings are produced in a digital format. Video will be available for purchase for \$35 and will be delivered on site. Audio files will be emailed within 2 weeks following our convention weekend to the email address provided above. Only those purchasing the video recordings will receive recordings on site.

Please make your check payable to Midwest Harmony Region 3, Inc. Mail to: Shelly Hughes, 238 Bell Dr., Cary, IL 60013

**Two copies of this form with payment  
due by April 25, 2016**

# Riser Chairs



Convention & Competition  
May 12 – 15, 2016

Chorus: \_\_\_\_\_

Chorus Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number of risers chairs: \_\_\_\_\_

Choruses are allowed to have riser chairs on the contest stage. Chairs are to be provided by the individual or the chorus. It is the chorus' responsibility to transport the chair as well as place and remove the chair surrounding your performance.

## IMPORTANT NOTICES:

- Riser chairs must be labeled with the chorus name, contact name and a cell phone number
- Riser chairs may NOT be transported on the contestant buses
- Riser chairs may be delivered backstage of the PAC at the listed times below ONLY
- Riser chairs must be removed within 30 minutes of the close of the chorus competition
- Any riser chair left for more than 30 minutes will be considered property of the region and the PAC and will be disposed of accordingly

**Delivery times:** Friday  
Sound Check (9:30 am to 11:00 am)  
30 minutes prior to Quartet Contest (currently 4:30 pm to 5:00 pm)\*

Saturday  
30 minutes prior to Chorus Contest (currently 11:30 am to 12:00 pm)\*

*\*These times are based on the current competition start times and may change based upon the number of contestants.*

You may have a helper (someone not competing with your chorus) assisting with placing and removing your riser chair. The helper is allowed to ride the bus with your chorus. Please list the helpers below

### Helper Name


We have no riser chairs or helpers

Your completed form is due by April 25<sup>th</sup> to Shelly Hughes, 238 Bell Dr, Cary, IL 60013 or email to [skhsnoopy@comcast.net](mailto:skhsnoopy@comcast.net)

# Chorus Photo Order Form

Chorus Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

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

Costume Description: \_\_\_\_\_

\_\_\_\_\_ 8" x 16" picture, color @ \$20.00 each \_\_\_\_\_

\_\_\_\_\_ 11" x 14" picture, color @ \$18.00 each \_\_\_\_\_

\_\_\_\_\_ 8" x 10" picture, color @ \$15.00 each \_\_\_\_\_

\_\_\_\_\_ 8" x 14" picture, color @ \$16.00 each \_\_\_\_\_

\_\_\_\_\_ 5" x 7" picture, color @ \$12.00 each \_\_\_\_\_

\_\_\_\_\_ 4" x 5" picture, color @ \$ 8.00 each \_\_\_\_\_

\_\_\_\_\_ 2" x 3" picture, color @ \$ 4.00 each \_\_\_\_\_

\_\_\_\_\_ **Electronic file photograph @ \$25.00 each**  
(for publicity use only – will be emailed) \_\_\_\_\_

**Postage** \$10.00 - 40 or less members  
\$15.00 - more than 40 members \_\_\_\_\_

**PHOTO TOTAL** \_\_\_\_\_

Please make your check payable to Jon Petersen Photography, Inc.

Mail to: Shelly Hughes, 238 Bell Dr., Cary, IL 60013

**Two copies of this form with payment  
due by April 25, 2016**



# **Chorus Briefing Checklist**

**Combined Chorus & Quartet Briefing  
Grand Ballroom, Radisson Paper Valley Hotel  
Thursday, May 12, 2016**

**Briefing begins at 7:30 pm**

**Doors open at 7:00 pm to process the following:**

- Cue Sheets
- Review previously mailed forms for any changes
- Provide room numbers of your director and president/team leader
- Receive your chorus bus count
- Receive purse bags

## 2016 Regional CHORUS Open Division Cue Sheet

**You MUST turn in a copy of this form to your region's Competition Coordinator AT THE BRIEFING.** This form **MUST** be used. No other form will be accepted!

Chorus Name:

Contestant #:

**Note:** Timing begins at the first word spoken or the first chord of the first song, whichever begins the performance, and continues through the final chord of the last song or the last word spoken, whichever concludes the performance. The prepared program must list all planned activity occurring on stage after completion of the entrance and following the official introduction. Planned activity occurring prior to the first word spoken or the first chord of the first song, whichever begins the performance, will result in disqualification if in the opinion of the panel chair and a majority of judges on the panel the time spent is excessive and results in a delay of the contest.

**PLEASE USE LAYMAN'S TERMS; DON'T USE A CUE INDICATING THE NUMBER OF MEASURES INTO A SONG**

	OPTIONAL LIGHTING	MICROPHONES	EMCEES WORK	PLANNED ACTIVITY
<p>List song titles and check <b>all</b> boxes that apply. If a medley is used, list <b>ALL</b> songs included in the medley.</p> <p>Please check which song is to be judged as your contest song.</p>	<p>Traditional White/White is used during competition songs. White, combined with one additional color (Red, Lavender, Blue, Amber, Green, or Magenta), is for <b>non-contest songs only</b>. Indicate additional lighting color if desired. <i>*If available from region.</i></p>	<p>Indicate mic(s) used for each <b>non-contest</b> song. * Center stage is fixed in the quartet configuration. <i>*If available from region.</i></p>	<p><b>Briefly</b> describe emcee work and when it occurs, that is before or after the song.</p>	<p><b>Briefly</b> describe any special moves, indicating location on stage.</p>
<p>SONG TITLE:</p>		<p>Check all that apply</p> <p><input type="checkbox"/> Stage Left</p> <p><input type="checkbox"/> Stage Center</p> <p><input type="checkbox"/> Stage Right</p>		
<p>Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				<p>This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad</p>
<p>SONG TITLE:</p>		<p>Check all that apply</p> <p><input type="checkbox"/> Stage Left</p> <p><input type="checkbox"/> Stage Center</p> <p><input type="checkbox"/> Stage Right</p>		
<p>Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				<p>This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad</p>
<p>SONG TITLE:</p>		<p>Check all that apply</p> <p><input type="checkbox"/> Stage Left</p> <p><input type="checkbox"/> Stage Center</p> <p><input type="checkbox"/> Stage Right</p>		
<p>Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				<p>This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad</p>

## 2016 Regional CHORUS Open Division Cue Sheet

Chorus Name:	Contestant #:
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**PLEASE USE LAYMAN'S TERMS; DON'T USE A CUE INDICATING THE NUMBER OF MEASURES INTO A SONG**

	OPTIONAL LIGHTING	MICROPHONES	EMCEES WORK	PLANNED ACTIVITY
<p>List song titles and check <b>all</b> boxes that apply. If a medley is used, list <b>ALL</b> songs included in the medley.</p> <p>Please check which song is to be judged as your contest song.</p>	Traditional White/White is used during competition songs. White, combined with one additional color (Red, Lavender, Blue, Amber, Green, or Magenta), is for <b>non-contest songs only</b> . Indicate additional lighting color if desired. <i>*If available from region.</i>	Indicate mic(s) used for each <b>non-contest</b> song. * Center stage is fixed in the quartet configuration. <i>*If available from region.</i>	<b>Briefly</b> describe emcee work and when it occurs, that is before or after the song.	<b>Briefly</b> describe any special moves, indicating location on stage.
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No				
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		<b>FINAL POSE</b>
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No				This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad  <b>Briefly</b> describe final bow and pose at the end of the performance.
SONG TITLE:		Check all that apply <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Center <input type="checkbox"/> Stage Right		This song is: <input type="checkbox"/> Uptune <input type="checkbox"/> Ballad
Contest Song? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Is your package starting with spoken word? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is your package ending with spoken word? <input type="checkbox"/> Yes <input type="checkbox"/> No	