

MIDWEST HARMONY *Region 3*

The logo for Midwest Harmony Region 3 features the words "MIDWEST HARMONY" in a large, bold, black sans-serif font. The word "MIDWEST" is on the top line, and "HARMONY" is on the bottom line. To the right of "MIDWEST" is a treble clef with a musical staff containing four notes: a quarter note G4, an eighth note A4, a quarter note B4, and an eighth note C5. To the left of "HARMONY" is a bass clef with a musical staff containing four notes: a quarter note G2, an eighth note F2, a quarter note E2, and an eighth note D2. Below "HARMONY" is the text "Region 3" in a black, cursive script font.

Regional Convention and Competition
May 12 – 15, 2016

Radisson Hotel and Fox Cities Performing Arts Center
Appleton, Wisconsin

January 20, 2015

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. Schedule of Events
4. All Events Badge Order Form
5. Function Space Request Form
6. Hotel Reservation Form



Convention Mailing #1

Mark your calendars and make plans to travel to Appleton, Wisconsin, for this year's Region 3 Convention. There are many details below, so please read carefully and share the information with all of your members.

CONVENTION INFORMATION

- **Combined Briefing**, Chorus & Quartet, will be held at 7:30 pm, Thursday, May 12th 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, May 13th at 9:30 am. Please join us on the competition stage to make sure everything is perfect for our judges.
- **Quartet Contest** will begin at 5:00 pm in Thrivent Financial Hall at the Fox Cities Performing Arts Center on Friday, May 13th.
- **Chorus Contest** will begin at 12:00 pm in Thrivent Financial Hall at the Fox Cities Performing Arts Center on Saturday, May 14th. We will be using both a small and large riser configuration – the large 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.
- **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.
- **Appleton Information** – The websites for both the hotel and competition venue as well as Fox Cities Convention & Visitors Bureau have wonderful information about the facilities and surrounding areas including maps, amenities, restaurants, and so on. The websites are listed within – please feel free to share them with your members. Please note that due to the high cost of printing, we will not be printing maps for each member.

Note: *Appleton is in the Central Time Zone. All times listed within this mailing are in the Central Time Zone.*



Convention Information (Continued)

- **Radisson Paper Valley Hotel** will serve as our convention hotel. The hotel reservation form is attached and available on the region's website. Hotel rates for this year are \$115/night for a king bed room or 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. No more than 4 guests are allowed in each room.

If you are interested suites, we do have some available. For prices and availability, please contact Shelly Hughes. DO NOT contact the hotel directly.

Due to a limited room block, we will use the following criteria to issue rooms:

Rooms where all listed guests have purchased an All Events
Rooms where all listed guests are Region 3 Members
Rooms with non-Region 3 Members

At this time, we expect all guests to be able to have a room in at the Radisson. If we are unable to accommodate any reservation request, you will be notified.

All reservations must be guaranteed by credit card – only one card is needed for each room. The first person listed on each reservation must be the credit card holder. If you wish to use another person's credit card, please contact Shelly Hughes for an additional form necessary to place the reservation.

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.

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

Parking is available at city owned garages. Cost is \$2 per entry. The lots only accept cash.

Please send your hotel reservation form to Shelly Hughes no later than March 20, 2016.



Convention Information (Continued)

- **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. Competitors are defined as anyone appearing on stage which includes the host chapter and any special performances. Competitor lists will be matched against the hotel reservations to verify fees. The fee is \$50. A form to pay this fee will be sent in the next contestant mailing. This fee will be waived for any competitor not given a hotel reservation due to the rooming block limitation.
- **Fox Cities Performing Arts Center (PAC)** will serve as our competition venue. The PAC is one block from the Radisson. Busing will be provided for contestants entering backstage – no return busing will be provided. The competition will be held in Thrivent Financial Hall. There will also be a small concession stand before and during each competition. Drinks and small snacks are available.

NO tickets will be available at the PAC. Ticket sales and advance registration pick-up will be at the hotel.

- **Registration** – An All Events Badge order form is attached and available on the region's website. Badges will be available for pick up inside The HUB after the sound check on Friday, May 13th. During the competitions, badges may be picked up in the hotel lobby. **Badge cost is \$60 for Region 3 members when purchased prior to the Early Bird Registration date of March 15, 2016. 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 The HUB before competition and in the hotel lobby during competition. **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 in the hotel lobby. Cost is \$35 for adults and \$20 for children 12 and under. The region accepts cash or checks only.



Convention Information (Continued)

- **Rehearsals & Function Space** – Each chorus will be given a complimentary 60 minute, flat floor rehearsal on Saturday morning. Due to space constraints, we are not able to offer rooms for all day use. We are able to offer additional rehearsal time and non-singing meeting space. Please complete the enclosed Function Space Request Form and return with payment no later than February 20, 2016. Space may be requested for Friday evening and Saturday. Rates are \$50 per hour for rehearsal rooms and \$50 for the first 2 hours of non-singing meeting rooms.
- **Dinner** – The Region is offering a dinner on Saturday night. The entrée choices are chicken or pasta with a tomato sauce. Dinner will include a salad and dessert. If purchased with an All Events ticket, the cost is \$25. If dinner only, the cost is \$30. Orders are to be submitted on the All Events order form.

Those with dietary restrictions should contact Shelly Hughes.

- **Competition Deadlines** – International Headquarters will email competitor packets to all choruses and quartets on January 29th. The information will also be available on the region's website.

Quartets: Competition entry deadline is March 14, 2016 (late entry is March 29, 2016 and will incur an extra fee). Entries after March 29th will not be processed.

Choruses: Competition entry deadline is March 15, 2016 (late entry is March 30, 2016 and will incur an extra fee). Entries after March 30th will not be processed.

- **Draw for Order of Appearance** will take place March 21, 2016. The Order of Appearance will be available on Sweet Adeline International's website as well as Region 3's website.
- **Trophies** – All trophies, awards and their protective bags need to be returned to the region no later than briefing, Thursday, May 12th. If you have a problem with any of the trophies, please contact Shelly Hughes immediately.
- **Judging Panel** - We are delighted to welcome the following ladies to Appleton:

Sound – Valerie Taylor
Music – Jan Meyer
Expression – Patti Burklund, Panel Chair
Showmanship – Tori Postma

Panel Secretary – Andrea Hass



Convention Information (Continued)

NAME AND ADDRESS INFORMATION

Chair of the Regional Convention (CRC)

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)

Debbi Ward	219-688-7812 (C)	debbiwrn@comcast.net
3 Ridgeway Dr	219-464-1158 (H)	
Valparaiso, IN 46385		Great Lake Sound

Official Panel Liaison (OPL)

Brenda Bowman	260-438-4465 (C)	bbowmanpt@ballstate.bsu.edu
441 H Birchtree Lane		
Ft Wayne, IN 46807		Melodeers Chorus

Convention Hotel

Radisson Paper Valley Hotel	920-733-8000	www.radisson.com/appletonwi
333 W. College Ave.		
Appleton, WI 54911		

Competition Venue

Fox Cities Performing Arts Center	920-730-3760	www.foxcitiespac.com
400 W. College Ave		
Appleton, WI 54911		

Fox Cities Convention & Visitors Bureau

3433 W. College Ave	800-236-6338	www.foxcities.org
Appleton, WI 54911		



IMPORTANT DATES

February 20, 2016	Function Space Request Form due
March 14, 2016	Quartet entry deadline
March 15, 2016	Chorus entry deadline All Events Badge Order – last day for Early Bird Discount Hotel Reservations due
March 21, 2016	Draw for Order of Appearance
March 29, 2016	Quartet late entry deadline (extra fee applies)
March 30, 2016	Chorus late entry deadline (extra fee applies)
April 15, 2016	Last day for advance registrations and/or changes
May 12, 2016	Combined Briefing
May 13, 2016	Sound Check Quartet Contest
May 14, 2016	Chorus Contest Regional Dinner



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**	Empire

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
1:00 pm – 2:00 pm	Registration (pick up only)	Grand Ballroom A & B
3:00 pm – 3:30 pm	Mass Sing	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

9:00 am – 11:00 am	The HUB	Grand Ballroom A & B
9:00 am – 10:30 am	Registration (pick up only)	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

All locations listed are in Radisson unless PAC (Performing Arts Center) appears.

* Chorus & Quartet contestants to turn in competition paperwork

** By Invitation only

**Event timing may change as we get closer to the convention.
Please watch for an updated schedule in the next mailing.**



ALL EVENTS BADGE 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: _____

_____	Complimentary All Events Badge*	@ \$ 0.00	_____
_____	Complimentary All Events Badge w/dinner*	@ \$25.00	_____
_____	Region 3 Member All Events Badge**	@ \$60.00	_____
_____	Region 3 Member All Events Badge w/dinner**	@ \$85.00	_____
_____	Non-Member All Events Badge	@ \$70.00	_____
_____	Non-Member All Events Badge w/dinner	@ \$95.00	_____
_____	Dinner Only	@ \$30.00	_____
TOTAL			_____

* By invitation only

** Prices are only available to Region 3 members that purchase by **March 15, 2016**. After March 15th, All Events Badges are \$70 for everyone.

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 MIDWEST HARMONY REGION 3, to:

Shelly Hughes
238 Bell Dr
Cary, IL 60013

**Advanced registrations and/or changes will be accepted until April 15, 2016.
After April 15, 2016, all will be handled on-site.**



FUNCTION SPACE REQUEST FORM

Chorus Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

**Due to space constraints, rooms are no longer available by the day.
Rental fees are due with this form. Please make check payable to Midwest Harmony Region 3.**

Rehearsals - \$50 per hour

# of people	Day	Comments <small>(following quartet contest, additional time on Saturday)</small>
	Friday or Saturday	
	Friday or Saturday	
	Friday or Saturday	

Non-Singing Space - \$50 for first 2 hours, \$25 for each additional hour

# of people	Day	Type of Function <small>(make-up room, meeting room, etc.)</small>
	Friday or Saturday	
	Friday or Saturday	
	Friday or Saturday	

Meals - private

# of people	Day	Type of Meal <small>(breakfast, dinner, etc.)</small>
	Friday or Saturday	
	Friday or Saturday	

Please complete the form and return with payment by February 20, 2016, to:
Shelly Hughes
238 Bell Dr
Cary, IL 60013
skhsnoopy@comcast.net

You will be notified of your meeting space location, day and time via email.



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 to:

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

Forms are due by March 15, 2016

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
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Hotel Reservation Form

Chorus:

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