

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for: CONTEST CHAIRMAN

I begin by making sure that the Chorus is registered in January with SAI. It is a \$175 fee and we will not be able to compete at the Regional contest unless this is paid. The sooner you do it the better. I usually do the first day it comes out. We don't have to give any information as to number, songs, etc just that we will be competing

I print the Regional Contest Handbook and set up a notebook of "things to do" I ask different Chorus members to take on tasks that require deadline dates for completion, including meals, rooms, etc. I select members that can perform the task with little supervision. I keep up with deadlines and check on them along to make sure that they are performing in due time.

I make sure that materials that the director and president need on the day of meeting with officials is ready, signed and all information correct

I keep a copy of each member's SAI registration number for use as needed

I keep in contact with the Contest Steering Committee with any questions I have regarding any changes needed

I contact each member after arrival to see if they have any problems with rooms, meals, etc and how they are doing

I keep in contact with members as they are traveling and know when they are to arrive and make sure I know if they have