COMPETING CHORUS HOUSING AND REGISTRATION INFORMATION

73RD ANNUAL INTERNATIONAL CONVENTION AND COMPETITION
SWEET ADELINES INTERNATIONAL
SMOOTHIE KING CENTER • SEPTEMBER 16-21 • NEW ORLEANS, LA

Important Information

Each Competing Chorus is responsible for all information included in this document. Please read it thoroughly and return forms as required. If you have questions, please contact the events department at events@sweetadelines.com. Please send an e-mail confirmation as receipt of this packet before **November 9th, 2018.**

Housing and Function Space Information

This section contains information and forms required to complete and return prior to receiving assignments. The following forms listed are due to International Headquarters no later than **December 10, 2018.**

Chorus Room Block Request Form • Function Space Request Form • International Riser Request Form

Registration Information

This section contains the information and forms needed to register your chorus for convention seating in New Orleans. For any questions on Registration, please contact events at events@sweetadelines.com. To take advantage of early registration fees, register before **May 29th, 2019.** The following forms and items are needed to complete your registration:

Registration Form • Chorus Members Spreadsheet • Non-Chorus Members or Non-Members Spreadsheet • Release of Claims Signatures for one or both spreadsheets.

Deadlines and Dates

Dates subject to change

December 10, 2018
Deadline: Return Chorus Forms to *events@sweetadelines.com*

January — February, 2018
Receive function space assignment and riser rehearsal schedule from International Headquarters.

March 14, 2019
Chorus housing reservations must be entered and guaranteed with names and payment into the online system. Rooms not guaranteed in this way will be dropped from your chorus sub-block.

March 25, 2019
Housing opens to General Membership.

June 20, 2019
Deadline to drop any rooms from your chorus sub-block without penalty. Choruses are required to meet their 90% minimum or that chorus will be subject to attrition.

June 21, 2019
Deadline to add additional competitors, members, and non-member guests to the chorus seating block.

July 2019
Competition packets are distributed.

August 2019
Convention name badges and All-Events Registration are mailed to continental US residents only. All others will be available for pickup onsite at will call.

Housing Information

THE FRENCH CONNECTION
featuring two amazing co-HQ hotels!

New Orleans Marriott
555 Canal Street
New Orleans, LA 70130

Sheraton New Orleans
500 Canal Street
New Orleans, LA 70130

Room Rates*:
Single/Double (1-2 guests) **$189***
Triple (3 guests): **$214***
Quad (4 guests):**$239***
* Subject to 15.2% tax per night, plus a $3 USD daily occupancy fee.
(subject to change)

Chorus function space requirements, riser rehearsal needs, catered meals, types of hotel rooms requests, and check-in/check-out dates are all determining factors when assigning competing choruses to hotels. Competing Choruses that have 90% of their competitors staying in the hotel block will be assigned hotel, function space, and riser rehearsal time based off the order of appearance in semifinals. Please designate your top hotel request and room block request prior to **December 10, 2018.** The Events department will try to satisfy as many requests as possible. However, please take note that since there are only two hotels, choruses will be spread evenly based on the room nights and space requested. Both hotels are an equal distance from the Smoothie King Arena. Once a hotel has been assigned, each chorus contact will receive a secure user ID and password with detailed instructions on how to enter the reservations. Chorus reservations must be entered, assigned and guaranteed by credit card into the online reservation system by **March 14, 2019.**

Hotel Details and Amenities

New Orleans Marriott
Check in: 4 pm
Check out: 11 am
Internet: $12.95 USD/day. Complimentary in Lobby Areas.
Parking: Valet- $47.57 USD/day
Full-Service Hotel, Outdoor Pool, Fitness Center.
Each room includes: Mini-fridge, coffee maker, hair dryer, bathroom amenities.

Sheraton New Orleans
Check in: 4 pm
Check out: noon
Internet: $12.95 USD/day. Complimentary in Lobby Areas.
Parking: $46 USD/day Valet Parking , $30 USD/Day Self-Parking off-site.
Full-Service Hotel. Outdoor Pool, Fitness Center.
Each room includes: Mini-fridge, coffee maker, hair dryer, bathroom amenities.

Housing Questions and Answers

What is a housing block and sub-block?
A housing block is a group of sleeping rooms at a special negotiated rate that are removed from the hotel's general inventory of rooms available for sale 5 years prior to the international competition. These rooms are held until a specified contracted date then released back to the hotel for sale. In a large event, such as the Sweet Adelines International Convention, the block is divided into sub-blocks with an exact number of rooms that will be assigned to specific groups — primarily competing choruses and quartets.

Why is a housing block established?
The Sweet Adelines International Convention requires vast meeting/event space. One priority of the organization is to receive functional meeting space in the host city. In order for the city to offer this space, a certain number of rooms must be guaranteed. By guaranteeing hotel occupancy for a specified number of rooms per night and a certain number of food and beverage functions, the meeting space is made available to Sweet Adelines International. Contracting protects Sweet Adelines International from future rate increases. Without contracts, hotels are able to sell rooms to anyone, potentially leaving Sweet Adelines International without the rooms and meeting space required to host a successful convention.

Are penalties involved if the housing blocks are not filled?
Hotel contracts require Sweet Adelines International to utilize a certain percentage of contracted sleeping rooms in order to avoid penalties. If this percentage is not met, Sweet Adelines International is required to pay attrition, which adds to the cost of the event. Attrition fees are compensation to the hotel for rooms that might have been sold had they not been removed from the market by contract.

ATTENTION: FAIR SHARE ASSESSMENT FEE
Every Competitor must pay $100 Fair Share Assessment Fee if they do not stay the minimum requirement of 3 nights in one of the Sweet Adelines International Contracted hotel blocks. The Fair Share Assessment Fee represents a competitor's support for the international stage production and competition venue. Competitors that do not support the event by staying in the hotel block can significantly damage Sweet Adelines International's current/future contracts and good-standing with hotels and cities. Function Space and riser rehearsal space are made possible by the competitor's support of the official housing block. If more than 10% of chorus members in a competing chorus choose to stay outside of the housing block, function space and riser rehearsal space will not be available for that chorus. Chorus contacts are responsible for alerting events@sweetadelines.com with the names and member numbers of each competitor staying outside the block before **May 29, 2019.** Choruses will be invoiced and responsible to pay the full invoice before **August 16, 2019**. Members will be unable to compete unless the fair share assessment is paid in full.

Housing Guidelines

Chorus Room Block Requests

To reserve the number of rooms needed, the Chorus Housing Contact must return the ***Chorus Room Block Request Form*** by **December 10, 2018** to events@sweetadelines.com. In January/February 2019, the housing contact will receive detailed information including instructions about entering hotel reservations. To help each chorus efficiently manage the hotel room reservations, each Housing Contact must enter the reservations directly into the online housing system. All changes must be made in the online system as well. Each Housing Contact will be given a secure user ID and password with detailed instructions on the process. **Please note: Reservations for housing must be entered and guaranteed with a credit card by March 14, 2019. Rooms not guaranteed by credit card and entered into the system will be dropped from your Chorus sub-block after March 14th.**

Rooms can be added or dropped from this number (as long as they are within your 90% minimum number required) until June 20, 2019. After this date, cancellation fees will take affect. Rooms can be added to your block (based on availability) until housing closes.

Please notify events@sweetadelines.com if the individual serving as the Chorus Housing Contact changes. Also, the previous housing contact is required to forward all communications to the new housing contact so the new contact has current information about the status of the chorus. Chorus contacts are required to have access to e-mail and internet. Email will be the main form of communication between each Chorus and Headquarters.

Taxes

Currently, the hotel occupancy tax in New Orleans is 15.2% per room, per night plus a $3 USD daily occupancy fee. This rate is subject to change.

Suites

Suites are typically three to ten times more expensive than regular rooms. It is generally more economical to have two rooms with two beds than one suite. Suites are not included in the Sweet Adelines International block and must be negotiated on a case-by-case basis with the housing bureau.

Guidelines for holding hotel rooms

When a chorus holds rooms for anticipated new members, but then drops rooms after the cut-off date, the hotel may not be able to sell those rooms in time to offset the financial obligation in our contract with the hotel. This could potentially cost Sweet Adelines International thousands of dollars in attrition. To avoid this situation, the Board adopted a policy that requires choruses to be financially responsible for their room block requests.

When housing opens to the general membership, choruses will be able to add rooms to their block based on availability. Cancellation fees will be charged for any rooms cancelled.

Choruses are responsible for filling AT LEAST 90% of the original room block request submitted. We understand choruses may need to hold a small number of rooms for potential new members. ALL rooms needs need to have names, dates and payment assigned prior to **March 14, 2019** or they will be put into the general inventory of rooms and dropped from your chorus sub-block. Please note that rooms can have name changes, but cancellations will result in a fee after **June 20, 2019.**

Calculating chorus sub-block needs

A sub-block is a portion of the overall contracted housing block for Sweet Adelines International. Each chorus must use a minimum number of rooms to help the organization meet the contractual agreements.

If 90% of your requested block is not picked up, the chorus will incur an attrition fee. See examples below to calculate the minimum number of rooms that must be used.

Total room nights x minimum percentage = minimum room nights.

Example 1: 100 total room nights blocked x 90% = minimum 90 room nights.
Final room pick-up: 93 rooms resulting in meeting sub-block requirements.
90 or more room nights used = no attrition
Example 2: 100 total room nights blocked x 90% = minimum 90 room nights.
Final room pick-up: 86 rooms resulting in a shortage of 4 room nights.
4 room nights x hotel room rate = attrition payment due to Sweet Adelines International.

Attrition fees applies to rooms, not people. If one person cancels a room, but there are still other people using the room, the room has not been lost to the sub-block and no attrition fee will be assessed for that room.

Rooming lists for choruses

All rooming lists must be entered into the online reservation system by each chorus. This online system will give real-time depictions of rooms sold. The person handling rooming lists and reservations should be computer and internet competent to help reduce the number of errors when entering reservations.

All competing chorus hotel reservations should be reserved by name and credit card payment into the online housing system by **March 14, 2019.**

Function Space & Riser Information

International Riser Rehearsals Requests

Due to a thriving hotel economy and extremely limited function space, choruses are encouraged to share risers and space or take advantage of the International Riser Rehearsals. Each chorus should have sent an email in response to the email sent prior to St. Louis Convention to events@sweetadelines.com requesting space for Risers if they plan on bringing risers to New Orleans. Any late request for risers will be based on availability and can not be guaranteed.

Three sets of International Risers are available for competing chorus rehearsals. They are exactly like the competition risers: 11 six-foot sections with the fourth step, back rails, and inverted center sections. Rehearsal times are scheduled in two-hour increments, beginning Monday, September 16th, for Harmony Classic competitors only. International Chorus Competitors may request a slot beginning Tuesday, September 17th at 1:00 p.m. International Riser Rehearsals are only available to choruses NOT bringing their own set of risers. P**lease complete and return the Riser Rehearsal Request form to events@sweetadelines.com by December 10, 2019.**

Function Space Requests

Riser space or flat floor space requested for the entire week will require a room rental fee of $5,000 USD per space that may be met by food & beverage functions and shared between choruses sharing space for the entire week. Choruses requesting space for 3 - 4 days of all day space will have a rental fee of $3,500 that may be met by food & beverage functions. Because of limited space, food and beverage functions may need to be held in the same space given for risers or rehearsals.

Once your chorus has submitted the Function Space Request form, you will be contacted by Sweet Adelines International. After being assigned space, all planning and questions about space will then go to the hotel contact. Please note: exact hours of use for each meal function or rehearsal will be required on the function space request form. If your chorus is requesting all day space for a period of time, please note this on the function space request form. Otherwise, you will only be assigned space based on the times listed. Fees for space over 1 day or allotted periods of time will be handled on a case by case basis after the initial request is submitted. **If your chorus does not have at lease 90% of your competing members staying the minimum of 3 nights in the Sweet Adelines International housing block, your function space request can not be guaranteed.**

Questions?? Email events@sweetadelines.com**.**

Registration Information

All Event Registration

An All Event Registration covers admission to all competitions including Harmony Classic, Quartet Semifinals, Chorus Semifinals, Quartet Finals and Chorus Finals.

Group Registrations

Mail:

- For group registrations, please complete the 1.) New Orleans 2019 Registration Form, 2.) Chorus Member Group Registration Spreadsheet AND/OR 3.) Non-Chorus Member Group Registration Spreadsheet
- Please see below for examples:
  Example 1: Susie is the mailing contact for Gold Star Chorus. Susie includes her contact information on the **New Orleans 2019 Registration Form**. Susie is registering 36 competing members of Gold Star Chorus. To register the chorus members, Susie completes and attaches the **Chorus Member Group Registration Spreadsheet** to the New Orleans 2019 Registration Form. Additionally, Susie's 12 family members would like to sit with Gold Star Chorus. For the 12 individuals (regardless of membership status) to sit with Gold Star Chorus, Susie must list each individual on the **Non-Chorus Member Group Registration Spreadsheet** and send to international headquarters. Because the 12 family members are not members of Gold Star Chorus, their registrations will be grouped and charged together in a separate transaction. When registrations are mailed in 2019, all registrations (including Susie's 12 family members) in this group will be mailed to Susie, because she is the mailing contact listed for Gold Star Chorus.
  Example 2: Annie and 10 of her friends (all belonging to different choruses) would like to sit together. Annie must complete the **New Orleans 2019 Registration Form**, listing her name as the official "mailing contact." Next, Annie will list her 10 friends on the **Non-Chorus Member Group Registration Spreadsheet** and send both forms to international headquarters. Annie will provide a single form of payment on behalf of the group. When registrations are mailed in 2019, all registrations (Annie and 10 friends) will be mailed to Annie, because she is the mailing contact listed on the registration form.
  Payment must accompany registration form.
- New Orleans 2019 Registration Form (Download PDF)
- New Orleans 2019 Fillable Registration Form (Download Fillable PDF)
- Chorus Member Group Registration Spreadsheet (Download Excel File)
- Non-Chorus Member Group Registration Spreadsheet (Download Excel File)

Online:

- **Groups belonging to the same chorus** and sitting together in the competition arena, may register online OR by mail.
  Register group now!
- **Groups with non-Sweet Adelines members and members** (who are not affiliated with the same chorus) **can register by mail only** (please see above).

How to Make Additions to Pre-Existing Registrations:

- To add **5 (or less) additional registrations to a group registration**, please complete the **New Orleans 2019 Registration Form** and mail to international headquarters along with payment.

- To add **more than 5 additional registrations to a group registration**, please complete a NEW **Chorus Member Group Registration Spreadsheet** AND/OR **Non-Chorus Member Group Registration Spreadsheet**, attach to the New Orleans 2019 Registration form and mail to international headquarters along with payment.
- **Please Note: To add to a group registration, the mailing contact and group/chorus name must be the same as listed on the original New Orleans 2019 Registration Form**. The mailing contact will receive the additional registrations in 2019.
  Payment must accompany registration form.
- New Orleans 2019 Registration Form (Download PDF)
- New Orleans 2019 Fillable Registration Form (Download Fillable PDF)
- Chorus Member Group Registration Spreadsheet (Download Excel File)
- Non-Chorus Member Group Registration Spreadsheet (Download Excel File)

Competition and Event Release of Claims (Competing Choruses Only)

- All competing choruses are required to collect signatures from all competing chorus members for competition and event purposes. Signatures provided on the New Orleans 2019 List of Competing Members Form cover competitors from both a competition and event perspective (collect signatures one time only!).
- New Orleans 2019 List of Competing Members Form (Download PDF)

Early Registrations:

October 29, 2018–May 29, 2019

- International Chorus Competitor All Events: $225
- International Quartet Competitor All Events: $225
- Convention Assistant All Events: $160
- Member All Events: $225
- Non-Member All Events: $250
- Youth Member or Non-Member All Events: $175

Regular Registrations:

Regular registration pricing begins May 30, 2019

- International Chorus Competitor All Events: $275
- International Quartet Competitor All Events: $275
- Convention Assistant All Events: $185
- Member All Events: $275
- Non-Member All Events: $300
- Youth Member or Non-Member All Events: $200

Registration Guidelines

1. ALL chorus members are REQUIRED to include their member ID numbers with their registration. Registration entries missing required member ID numbers will not be accepted.
2. The Early Registration deadline is **May 29, 2019.** Registration forms must arrive at Headquarters by fax or mail on or before the deadline. Any registrations postmarked May 29th and arriving to Headquarters after the deadline will be charged the regular registration fee.
3. In order to be seated with a specific chorus or registrant you much register with that chorus or group. Please separate chorus members from the same chorus from non-chorus members in your group, and submit both spreadsheets with the registration form. Deadline: **June 21, 2019.**
4. All Event Registration Fee: All Event Registration includes admission to all competition and education sessions. (The Coronet Club Show is a separately priced event. To purchase tickets, visit www.coronetclub.org.)
5. Pre-Registration closes **June 21, 2019.** After this date, registrations may be purchased for pickup on-site. Seats will be assigned based on availability and cannot be added to existing reservations.

6. Registrations can be purchased online until **August 5, 2019**. After August 5, 2019, registrations can only be purchased in person at the event.
7. Make Check/money order payable to Sweet Adelines International. Your cleared check or credit card statement is your receipt. There is a $10 USD service charge on all returned checks.
8. Registration refunds: Refund of 50 percent of the registration may be granted on a case- by- case basis until **June 21, 2019.** No refunds will be granted after this date.
9. Members can be added to your group registration until **June 21, 2019**. After this date, any additions to your registration will not be seated with your group.
10. Registration substitutions (transfers) will be available until **June 21, 2019.** After this date, substitutions must be done on your own, and badge changes can be made onsite at the Headquarters Desk.

Delivery of Registration Packet

If the registration contact for the chorus lives outside the Continental U.S., including Alaska and Hawaii, a registration packet will be held for pickup at the Sweet Adelines International Registration Will Call in New Orleans.
Mailing Contacts within the Continental U.S. will be mailed the All Event Registrations (including VIP), and name badges for each registration.
Please refer to the confirmation email for Registration hours and location. The Schedule of Events will be posted on the Sweet Adelines International New Orleans Website indicating Registration hours.

HQ REGISTRATION CONTACT:

Jordan Beeghly
9110 S. Toledo Ave.
Tulsa, Ok 74137
(918) 388-8022
events@sweetadelines.com

Sweet Adelines International
NEW ORLEANS
INTERNATIONAL • CONVENTION • 2019

Sweet Adelines International
73rd Annual Convention & Competition
Sept. 16-21, 2019 • Smoothie King Center • New Orleans, La., USA

OFFICE USE ONLY

REG # CHORUS (ODD) ____
REG # OTHERS (EVEN) ____

FILLING OUT THIS FORM IS AS EASY AS 1 2 3 4

1 MAILING/CONTACT INFORMATION (Registrations and Badges will be mailed to this address)*

Chorus/Group Name (if applicable): _____ Contact Name: _____

Member Number (if applicable): _____ Address: _____

City, State: _____ Country, Zip/Postal Code: _____

Daytime Phone: _____ Email: _____

**Registrants located in the continental U.S. will be mailed their registrations. All others will have their registrations held at will call.*

2 NEW ORLEANS REGISTRATION

EVENT CODE / REGISTRATION TYPE	EARLY REGISTRATION (ENDS MAY 29TH)	REGULAR REGISTRATION (STARTS MAY 30TH)	QUANTITY	SUBTOTAL
8001 International Competitor All Events*	$225	$275		0
8002 Convention Assistant All Events (served the previous year)	$160	$185		0
8003 Member All Events	$225	$275		0
8004 Non-Member All Events	$250	$300		0
8005 Youth All Events (25 & Under)	$175	$200		0
TOTAL REGISTRATION				0

PLEASE NOTE: Registrants who are not members of your chorus will be grouped and charged together in a separate transaction, but their registrations will be mailed with your group to the mailing contact above. Groups of 5 or less will be charged seperately for each registration.

** Competing Quartets will have the extended Early Rate until June 21, 2019*

3 PAYMENT INFORMATION

(please list only one form of payment)

☐ Enclosed is my check. **Make payable to:** *Sweet Adelines International.*

☐ Please charge my credit card* **(Check one)**:
*CC payment only acceptable via postal mail, fax or by phone.

☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Printed Name: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

Card Holder's Signature: _____

4 YOU'RE NOT DONE YET!

YOU MUST COMPLETE PART #4 BEFORE PAYMENT IS SENT.

SEND REGISTRATIONS/PAYMENTS

MAIL TO:
Sweet Adelines International
Attn: Jordan Beeghly
9110 S. Toledo Ave.
Tulsa, OK 74137

FAX TO: 1.918.388.8083
(credit card payments only)

QUESTIONS? CALL or EMAIL:
1.800.992.7464 ext. 122 OR 1.918.388.8022
events@sweetadelines.com

REGISTRATIONS NOT ACCEPTED VIA EMAIL.

REGISTRATION GUIDELINES

1. All chorus members are REQUIRED to include their member ID numbers with their registration. Registration entries missing required member ID numbers will not be accepted.

2. The Early Registration deadline is May 29th, 2019. Registration forms must arrive at Headquarters by fax or mail on or before the deadline. Any registrations arriving to Headquarters after the deadline will be charged the regular registration fee.

3.In order to be seated with a specific chorus or registrant you must register with that chorus or group. Please separate chorus members from the same chorus from non-chorus members in your group, and submit both spreadsheets with this form. **Deadline: June 21, 2019**

4. All Event Registration fee: All Event Registration includes admission to all competition and education sessions. (The Coronet Club Show is a separately priced event. To purchase your tickets to the Coronet Club Show, please visit www.coronetclub.org.)

5. Pre-Registration closes June 21, 2019. After this date registrations may be purchased for pickup on-site. Seats will be assigned based on availability and cannot be added to existing reservations.

6. Registrations can be purchased online until August 5, 2019. After August 5, 2019, registrations can only be purchased in person at the event.

7. Make Check/money order payable to Sweet Adelines International. Your cleared check or credit card statement is your receipt. There is a $10 USD service charge on all returned checks.

8. Registration refunds: Refunds of 50 percent of the registration may be granted on a case-by-case basis until June 21, 2019. No refunds will be granted after this date.

9. Members can be added to your group registration until June 21, 2019. After this date, any additions to your registration will not be seated with your group.

10. Registration substitutions (transfers) will be available until June 21, 2019. After this date, substitutions must be done on your own, and badge changes can be made onsite at the Headquarters Desk.

Event Attendee RELEASE OF CLAIMS

I agree and acknowledge that I am participating in the SWEET ADELINES INTERNATIONAL 2019 Competition and Convention on my own accord. I give this acknowledgement freely and knowingly and I represent and warrant to you that I am physically and mentally fit and that, as a result, able to participate, and I do hereby assume responsibility for my own well-being. I am fully aware that possible physical injury might occur to me as a result of my participation, and I agree to assume the full risk, including risk which is not specifically foreseeable, of any injuries, including death, damages or less regardless of severity, which I may sustain as a result of participating in any and all activities connected with or associated with the Event .In consideration of the right to participate in the Event, I hereby waive any and all rights or claims I may have as a result of participation in the Event against SWEET ADELINES INTERNATIONAL, its directors, executives, employees, members, staff, and all individuals assisting in instructing and conducting these activities, and I hereby fully release and discharge them from any and all claims resulting from injuries, including death, damages, or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the Event. I further agree to indemnify, defend, and hold harmless SWEET ADELINES INTERNATIONAL, its directors, executives, employees, members, staff, and all individuals assisting in instructing and conducting these activities from any and all claims resulting from injuries, including death, damages, or loss, which may accrue to me or my heirs arising out of or in any way connected with my participation in the event. I hereby understand that my attendance at this event grants permission to SWEET ADELINES INTERNATIONAL to use any photograph, video or other digital media in any and all SWEET ADELINES INTERNATIONAL publications without payment or consideration.

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REGISTRANT LIST *

PLEASE LIST ALL REGISTRANTS BELOW. A Release of Claims signature is mandatory for ALL registrants. NO EXCEPTIONS.**

NO.	FIRST NAME	LAST NAME	BADGE NAME	MEMBER NUMBER (REQUIRED FOR MEMBERS)	CITY/STATE/COUNTRY	*CODE/ REGISTRATION TYPE EX: 8001 (SEE BELOW)	ADA SEATING REQUIRED, REMAIN IN WHEELCHAIR, OR COMPANION SEAT (PLEASE SPECIFY)	RELEASE OF CLAIMS SIGNATURE MANDATORY
1.								
2.								
3.								
4.								
5.								

** If you have more that 5 registrants, please see the group registration spreadsheets at www.sweetadelines.com/neworleans.*

** PLEASE NOTE: *In addition to above all competitors will be required to turn in a list of competing members one month prior to competition. To allow choruses to collect both signatures per competitor at the same time, the competition release of claims form is available online at www.sweetadelines.com/neworleans.*

COMPETING CHORUS HOUSING AND REGISTRATION FORMS

73RD ANNUAL INTERNATIONAL CONVENTION AND COMPETITION
SWEET ADELINES INTERNATIONAL
SMOOTHIE KING CENTER • SEPTEMBER 16-21 • NEW ORLEANS, LA

Chorus Name: _____

Housing Contact Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Country: _____ Email: _____

Please select: HARMONY CLASSIC COMPETITOR INTERNATIONAL COMPETITOR

Hotel Request (select top choice): NEW ORLEANS MARRIOTT SHERATON NEW ORLEANS

Please complete and return this form to events@sweetadelines.com by **December 10, 2018**. This will allow the housing bureau to work proactively with the hotels to accommodate your chorus. Pre and post convention dates cannot be guaranteed, but will be requested. An acknowledgement of the chorus room block request and instructions on entering reservations will be sent by email to the housing contact in January/February 2019.

ROOM BLOCK NUMBERS

For each day listed, enter the most accurate estimate of the number of sleeping rooms required. Please list the number of rooms based on a cumulative basis. For example, if guests arrive on Tuesday and they need 2 king rooms, write 2 in the single/double box on Tuesday. The Majority of your guests arrive Wednesday and you need 26 single/double rooms on Wednesday. Write 26 in that box, and 2 in the single/king box on Wednesday, because the Tuesday guests are staying through Wednesday. Your total number of rooms needed on Wednesday is 28. If you have questions while filling out this form, please contact the Events Dept. at events@sweetadelines.com.

HOTEL SUB-BLOCKS

Your sub-block is a portion of the overall contracted housing block for Sweet Adelines International. Each chorus must use a minimum number of rooms to help the organization meet these contractual agreements. This percentage has been established as 90%. If 90% of your requested sub-block is not picked up, your chorus will incur an attrition fee. To calculate the minimum number of rooms you must use and any possible attrition fees please refer to the following formulas.

Total room nights x .90 = minimum room nights

Example 1: 100 total room nights blocked x 90% = MINIMUM 90 ROOM NIGHTS
FINAL ROOM BLOCK PICKUP= 95 ROOMS, RESULTING IN NO SHORTAGE OF ROOMS. NO ATTRITION FEES
Example 2: 100 total room nights blocked x 90% = MINIMUM 90 ROOM NIGHTS
FINAL ROOM BLOCK PICKUP= 86 ROOMS, RESULTING IN A SHORTAGE OF 4 ROOM NIGHTS.
4 ROOM NIGHTS X ROOM RATE = **ATTRITION PAYMENT DUE TO SWEET ADELINES INTERNATIONAL.**

AGREEMENT

Sweet Adelines International is relying upon _____ to use _____ total room nights. _____ agrees that financial liability will be incurred should less than 90% of the total room nights listed above not be used. On behalf of _____ I understand the financial responsibility outlined in this document. Further, on behalf of _____, I accept financial responsibility for attrition amounts resulting from _____ failure to fulfill its request for these rooms.

Please acknowledge your room block by signing this form and returning to Events at Sweet Adelines International Headquarters by December 10, 2018. Your chorus will not be assigned a block of rooms if this form is not signed and returned with the hotel room block request information.

Chorus Housing Coordinator Print Name: _____

Signature: _____ Date: _____

Chorus President Print Name: _____

Signature: _____ Date: _____

Single/Double: $189 USD • **Triple:** $ 214 USD • **Quad:** $ 239 USD

Date	*Sat, Sept. 14	*Sun, Sept 15	Mon, Sept. 16	Tues, Sept. 17	Wed, Sept. 18	Thurs, Sept. 19	Frid, Sept. 20	Sat, Sept. 21	Sun, Sept. 22	Total # of Room Nights
Single/ Double (1-2 Guests)										
Triple (3 Guests)										
Quad (4 Guests)										
TOTAL										

* Dates are not guaranteed and will be based upon availability.

Date	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	Total # of Room Nights
Single/Double (1-2 Guests)										
Triple (3 Guests)										
Quad (4 Guests)										
TOTAL										

International Riser Rehearsal Request

If your chorus needs to use the International Risers, please check your preferred rehearsal date and time for assigned rehearsals. Please note that ALL times before 1:00 p.m. on Tuesday are reserved for Harmony Classic Competitors. If you are bringing your own risers, we ask that you leave the International Riser times for competitors without risers. Please note that each chorus will be assigned ONLY ONE SLOT INITIALLY. Indicate your 1st and 2nd choice for this riser time.

Harmony Classic Competitors Only

TIME	Monday, September 16	Tuesday, September 17	Wednesday, September 18	Thursday, September 19
7 AM - 9 AM				
9 AM - 11 AM				
11 AM - 1 PM				
1 PM - 3 PM				
3 PM - 5 PM				
5 PM - 7 PM				
7 PM - 9 PM				
9 PM - 11 PM				

Function Space Request Form

Chorus Name: _____

Does your chorus plan to bring risers? Yes ___ No ___ Total Number of Sections _____ 4' ___ 6' ____

Is your chorus sharing risers with another chorus? Yes ___ No ___ # of guests/members attending convention: ____

Check here if you are requesting space for the entire week (This requires a $5,000 minimum room rental fee) _____

Name of Chorus sharing risers: _____

PLEASE NOTE: Time and Type of Function is REQUIRED even if you are requesting space for the entire week. If you are requesting space from Monday — Saturday, Please select in the space above.

Monday, September 16, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Tuesday, September 17, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Wednesday, September 18, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Thursday, September 19, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Friday, September 20, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Saturday, September 21, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People