



AREA 2 MANUAL

FORWARD

The Area 2 Council consists of voting and non-voting members. The voting members are the Presidents (or delegates) from each Chapter in Area 2. The non-voting members are the Area 2 Director, all Advisors, as appointed by the Area 2 Director, and all Assistants, as elected by the Area 2 Council. The Area 2 Director will have voting power to break a tie vote.

Each Area 2 Council Member should have an Area 2 Manual in her possession (hardcopy or electronic). It will be the responsibility of each Council Member to see that this Manual clearly outlines her duties and the business procedures, forms and notices used for her office on a year-to-year basis. It will be her responsibility to notify the Area 2 Director if the section or pages concerning her office are not up-to-date, incorrect or unclear.

Each Council Member should feel responsible for this Manual, as it should enable new members to function properly and without confusion. Upon receipt of a corrected page, or an additional page, the original page should be discarded and the new page inserted into the proper place. Minutes of Area 2 Council Meetings should be kept complete as far back as three years on the Area 2 Website.

Directories are now located on the Area 2 Website and no longer included in this Manual.

TABLE OF CONTENTS

FORWARD

SECTION I STATEMENTS OF POLICY

General Policies	1
Financial Policies	1 – 4

SECTION II DUTIES OF AREA COUNCIL MEMBERS

Area 2 Director.....	1 – 1a
Sample Council Meeting Agenda	1b
Area 2 Advisors	2
Area 2 Finance Committee	3
Area 2 Study and Review Committee.....	4
Area 2 Parliamentarian.....	5
Area 2 Contest and Judging Chairman	6
Area 2 Secretary	7
Approval of Council Minutes	7a
Area 2 Treasurer.....	8 – 8a
Request for Payment form	8b
Area 2 Bulletin Editor.....	9
Prices for Advertising in <i>Borderlines</i>	9a
Area 2 Development Coordinator	10
Area 2 Education Coordinator	11
Area 2 Historian	12
Area 2 Manual Coordinator	13
Area 2 Membership Coordinator	14
Area 2 Marketing/Public Relations Coordinator	15 – 15a
Area 2 Quartet Promotion Chairman	16
Area 2 Website Coordinator	17
Area 2 Youth Outreach Coordinator.....	18
Area 2 Director of Area 2 Generations Chorus Responsibilities	19

SECTION III TROPHIES AND AWARDS

Area 2 AC&C Trophy.....	1 – 1a
Area 2 Achievement Award.....	2 – 2a
Area 2 Betty Costellow Small Chorus Award	3
Area 2 Rising Star Award	4
Area 2 Jerry Dunlop Memorial Trophy.....	5 – 5a
Area 2 Carol Gardner Singing With Heart Award.....	6
Area 2 Plaque for Top Quartet.....	7 – 7a

TROPHIES AND AWARDS (con't.)

Area 2 Jane Beale Award..... 8
 Area 2 Novice Quartet Award 9 – 9a
 Area 2 Rae Borrer Memorial Award 10
 Area 2 Sandi White Membership Award..... 11
 History of Area 2 HTP's/AC&C's..... 12 – 12a

SECTION IV AREA EDUCATION DAY GUIDE

Responsibilities of Area 2 Education Coordinator 1
 Responsibilities of Hostess Chapter..... 1 – 1a
 Education Day Publicity 1a – 1b
 Request for Instructor Letter 1c
 Sample Schedule of Events..... 1d
 Sample of Classes Offered..... 1e
 Information Letter to Instructors 1f
 Sample of General Information – Registration 1g
 Registration Form 1h
 Proposed Budget Form..... 1i
 Financial Statement Form 1j
 Follow-Up Questionnaire..... 1k

SECTION V QUARTET COACHING DAY GUIDE

Responsibilities of Area 2 Quartet Promotion Chairman 1
 Responsibilities of Hostess Chapter..... 1 – 1a
 Request for Coach Letter 1b
 Sample Schedule of Events..... 1c
 Information Letter to Coaches 1d
 Sample of General Information – Registration 1e
 Registration Form 1f
 Registration Letter to Participants..... 1g
 Proposed Budget Form..... 1h
 Financial Statement Form 1i
 Follow-Up Questionnaire..... 1j

SECTION VI AC&C GUIDELINES

FORMS AND SAMPLES	Section	Page
Sample of Agenda for Area Council Meeting	II	1b
Sample of Approval for Minutes Memo	II	7a
Request for Payment Form	II	8b
Sample Budget Form for AC&C	VI	8b – 8c
Request for Loan for AC&C	VI	8d
AC&C Room Reservation Form	VI	9c
AC&C All-Events Pass Registration Form	VI	10b
Sample Photographer Contract	VI	16a
Sample Videographer Contract	VI	16b

STATEMENTS OF POLICY

General

1. All Area 2 Chapter Presidents, or their delegates, will be voting members of the Area 2 Council.
2. The Area 2 Director is authorized to contact her Area Advisor in the opposite country and ask her to do a mailing in her country when the matter requires a vote by the Chapters.
3. The Area 2 Finance Committee will consist of the Area 2 Director, the Area 2 Treasurer, the two Area 2 Advisors, with one of the Area Advisors, as appointed by the Area Director, serving as Chairman and two Area 2 Chapter Presidents, elected by the Council annually, at the AC&C Council Meeting.
4. The Area 2 Council Assistants will be elected by the Area 2 Council at the AC&C Council Meeting for a period of two years. The Treasurer, Historian, Development Coordinator, Education Coordinator, Public Relations Coordinator and Website Coordinator will be elected in the even years; the Secretary, Quartet Promotion Chairman, Bulletin Editor, Manual Coordinator and Membership Coordinator in the odd years. All Council Assistants and Advisors are non-voting members of the Area 2 Council.
5. To comply with the wishes of Harmony, Inc. the Area 2 Council will meet at least two times during a one-year period, once at Area 2 AC&C and August/September. This second meeting may be held by teleconference as required. A meeting may be held at International Convention at the discretion of the Area 2 Director.
6. The Area 2 Manual and AC&C Guidelines will be automatically updated by the Manual Coordinator for any actions taken at Area 2 Council Meetings or teleconferences.
7. One copy of *Borderlines* is sent by email to the Area 2 Chapter Presidents, Assistants, Advisors and Associate Members who are in good standing. The Chapter Presidents are responsible for distributing to each of their chapter members. *Borderlines* is also posted on the Area 2 Website. (See Section II, Page 9, #6)

Financial

1. Each member in Area 2 will be assessed dues in the amount of \$4.00 US or Canadian funds, to the Area 2 Treasurer, postmarked no later than March 15 of each year. Failure to comply will result in the loss of Area privileges including the

STATEMENTS OF POLICY (con't.)

right to compete at AC&C, receiving *Borderlines* and receiving all communication from Area 2.

2. The Area 2 Financial books will be audited every two years (in the even years). The Area 2 Director in consultation with the Area 2 Treasurer will appoint the auditors. In the event the Area 2 Treasurer finds it necessary to resign before her term of office is fulfilled, an audit will be performed prior to the appointment of a new Area 2 Treasurer.
3. Requests for reimbursement of Area 2 expenses must be submitted to the Treasurer within 60 days.
4. Educational Events
 - a) All registration fees for educational events sanctioned by the Area 2 Council will be payable in the currency of the country in which the event is held.
 - b) Any profit from an educational event (excluding AC&C), sanctioned by the Area 2 Council will be divided evenly between the Hostess Chapter and the Area.
 - c) The Area 2 Treasury will absorb one half of the loss of an educational event sanctioned by the Area 2 Council (including AC&C).
 - d) The \$300 Education Subsidy will be automatically sent to the Hostess Chapter upon approval of the Area Education Day Budget.
 - e) All registration fees for educational events sanctioned by the Area 2 Council will be transferable, not refundable.
5. Area Convention and Contest (AC&C)
 - a) All-Events Passes will be payable in the currency of the country in which AC&C is held. Youth (age 25 and under) will pay 1/2 price for All-Events Passes.
 - b) Complimentary All-Events Passes will be presented to the Area 2 Director and the Area 2 Contest and Judging Chairman.
 - c) All Harmony, Inc. members attending AC&C must purchase an All-Events Pass. Non-competing members of the Hostess Chapter attending AC&C for the sole purpose of assisting the Hostess Chapter will be exempt from purchasing an All-Events Pass.
 - d) Hostess Chapter members will pay 1/2 the cost of the All-Events Pass.

STATEMENTS OF POLICY (con't.)

- e) Complimentary All-Events Passes (exclusive of meals and rooms) will be provided for one guest of each member of the official judging panel at AC&C.
- f) International Board members visiting AC&C will receive a complimentary All-Events Pass.
- g) Any Area 2 member not staying at the Convention hotel will be assessed a fair assessment of \$100. (Beginning AC&C 2013)
- h) The cost of trophy engraving will be paid by the Area 2 Treasury if the bill for same is sent to the Area 2 Treasurer before August 1 in the year in which the event is held.
- i) In order to help defray costs for the practice judging panel at AC&C and to encourage judging candidates, Practice Panel Members will be charged only those costs of the All-Events Pass which are directly related to their rooms and meals.
- j) Should the AC&C Hostess Chapter realize a profit, they will receive one-half of the profit up to a maximum of \$1000. The remainder of the profit will be put into the Area 2 Treasury to be used as the Area Council sees fit.
- k) A minimum of \$100 is to be included in the AC&C budget as a line item profit for Area 2.
- l) The Hostess Chapter is to make available scoring summaries (for both the Quartet and Chorus contests) to each person attending AC&C.
- m) It will be the responsibility of the Hostess Chapter to decide what will constitute the Saturday night program. At a minimum the first-place chorus and quartet from the current contest and any active Harmony Queens from previous years should be asked to perform during the Saturday Night program. It is recommended that former International Champions be considered as well.
- n) No outside vendors are to participate at AC&C with two exceptions: 1) fund-raising for Harmony, Inc. events and 2) legal barbershop music tapes of Harmony, Inc. members.
- o) Reimbursement for housing and meal expenses for the Area 2 Director of ½ double room and meal allowance (at Harmony, Inc. current rate) for two days less any other compensation received in the performance of other duties will be included in the Area 2 budget.
- p) To accommodate contest site setup, maintenance and breakdown, reimbursement for housing and meal expenses for the Area 2 C&J Chairman of ½ double room and meal allowance (at Harmony, Inc. current rate) for Thursday, Friday and

STATEMENTS OF POLICY (con't.)

Saturday nights, less any other compensation received in the performance of other duties will be included in the AC&C budget.

6. Area 2 Contest and Judging Program Members

In order to encourage and assist Certified Judges and Candidate Judges in Harmony, Inc. from Area 2, the Area will set up a Judges Subsidy from the profits of AC&C. The amount of the subsidy will be voted on at the Fall meeting and the amount will be set aside by the Treasurer.

The Area 2 Treasurer will notify all Judging Candidates and Certified Judges living in Area 2 who are members in good standing, that funds are available. This will be done by October 1 of each year. The due date for returns to the Area 2 Treasurer, from Judging Candidates or Certified Judges will be December 1.

After reviewing the requests for funds each eligible applicant will receive an equal amount from the funds available to a maximum of \$200 U.S. Certified Judges who have fulfilled their judging requirements for that year will not be eligible for funding.

Any balance left in this fund will be carried forward to the next year to be added to the amount set aside for that year. This would allow the fund to continue should there ever be a year when AC&C suffers a loss.

7. Expenses of Area 2 Assistants and Advisors

Expenses (to include travel, meals and lodging not to exceed ½ double room) of Area 2 Assistants and Advisors, as approved by the Finance Committee, attending Area Council meeting not held in conjunction with regularly-scheduled Harmony, Inc. events will be covered by the Area 2 Treasury.

Any Area 2 Advisor or Assistant who is at the Council meeting as a delegate from her chapter, as well as her position on the Council, would not be eligible for the mileage reimbursement.

When mileage and meals are reimbursed it will be done so at the current Harmony, Inc. rate.

There is a 60-day time limit for reimbursement of Area 2 expenses submitted (policy in Section I, Page 1, Financial #4).

AREA 2 DIRECTOR

In the interest of harmony and growth within Area 2, the Area 2 Council requires our Director to do the following:

1. Appoint two Area Advisors at the beginning of her term. One Area Advisor will serve as the Chairman of the Finance Committee, and one Area Advisor will serve as the Chairman of the Study and Review Committee. They will be chosen primarily by location to allow for an Advisor or the Area 2 Director at each end and the center of Area 2. This will allow for more personal contact.
2. Appoint an Area 2 Parliamentarian at the beginning of her term.
3. Serve as a member of the Area 2 Finance Committee.
4. Bring to the Area 2 Council all proposals that would affect the entire Area either by Chapter poll or at the Area 2 Council Meeting.
5. Advise the Area 2 Secretary of any Prospective Chapters in Area 2.
6. Prepare and distribute by email an agenda for each Area Council Meeting (see sample: Section II – Page 1b).
7. Solicit, by email, nominations for Area 2 Council Assistants in advance of the AC&C Council Meeting.
8. Conduct the election of Area 2 Council Assistants at the AC&C Council Meeting.
9. Appoint replacements to fill vacancies subject to the approval of the Area 2 Council.
10. Request Annual Reports from Area 2 Assistants and Advisors, to be presented at the Area Council Meeting held at AC&C.
11. Collect Chapter reports at the end of Harmony, Inc. Chapter fiscal year by April 1. Send to Area 2 Secretary for inclusion on the Area 2 website by April 15 of each year.
12. Arrange for an Area 2 Hospitality Room on Saturday night at International Conventions to be funded by Area 2.
13. Arrange for Area 2 supporter ribbons naming all choruses and quartets which are competing, to be ordered and distributed at each International Convention.
14. Send a floppy disk or e-mail files of the AC&C forms to the AC&C Hostess Chapter Chairman, when a Hostess Chapter has been identified. These forms are the permanent forms, with the Hostess Chapter having creative license in producing copies of the forms on colored paper with their logo.

AREA 2 DIRECTOR (con't.)

15. Arrange for Area 2 medals for AC&C in conjunction with the Area 2 Contest and Judging Chairman.
16. Conduct chapter visits each year whenever feasible.

**AGENDA FOR
AREA 2 COUNCIL MEETING
City, State/Province
Date**

Harmony Creed

Introductions and Welcome – by Area 2 Director

Area Director’s Report

Roll Call – by Area Secretary

1. Area Advisors’ Report
 2. Area 2 Treasurer’s Report
 3. Finance Committee Report
 4. Study and Review Committee Report
 5. Education Day Reports
 6. Chapter Presidents’ Reports – will be sent to the Area 2 Director by April 1
 7. Area 2 Assistants’ Reports
 - Area 2 Bulletin Editor’s Report
 - Area 2 Contest and Judging Chairman’s Report
 - Area 2 Development Coordinator’s Report
 - Area 2 Education Coordinator’s Report
 - Area 2 Historian’s Report
 - Area 2 Manual Coordinator’s Report
 - Area 2 Membership Coordinator’s Report
 - Area 2 Marketing/Public Relations Coordinator’s Report
 - Area 2 Quartet Promotion Chairman’s Report
 - Area 2 Website Coordinator’s Report
 - Area 2 Youth Outreach Coordinator’s Report
 8. Election of Council Assistants
 9. Bids for AC&C
 10. Further Business
- Harmony Theme Song
- Adjournment

AREA 2 ADVISORS

Two Area 2 Advisors will be appointed by the Area 2 Director at the beginning of her term for a period of two years (from November to November), subject to ratification of the Area 2 Council. They will be chosen primarily by location to allow for an Advisor or the Area 2 Director at each end and the center of Area 2.

It is recommended that a pre-requisite to serving as an Area Advisor be that a member have served her own Chapter as an officer to ensure reasonable awareness of the operations of Harmony, Inc. and familiarity with the Harmony, Inc. Chapter Manual.

1. Serve as a liaison between the Area 2 Director and the Chapters in her jurisdiction.
2. One Area Advisor will serve as the Chairman of the Finance Committee and the other Area Advisor will serve as the Chairman of the Study and Review Committee, as appointed by the Area Director. Both Advisors will be members of the Finance Committee.
3. When feasible, visit each Chapter in her jurisdiction at least once a year.
4. Assist Chapters in her jurisdiction in obtaining any required information.
5. Attend Chapter shows in her jurisdiction whenever possible as a representative of Harmony, Inc.
6. Visit Prospective Chapters in her jurisdiction and provide information about Harmony, Inc.
7. Submit articles, pertinent to her position, to the Area 2 Bulletin, *Borderlines*.
8. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area Council Meeting held at AC&C.
9. Maintain a complete correspondence and information file.
10. Copy the Area 2 Director in on all correspondence.
11. Attend all Area 2 Council Meetings.

AREA 2 FINANCE COMMITTEE

The Area 2 Finance Committee will consist of the Area 2 Director, the Area 2 Treasurer, the two Area 2 Advisors, with one of the Area Advisors, as appointed by the Area Director, serving as Chairman and two Area 2 Chapter Presidents, elected by the Council annually, at the AC&C Council Meeting.

1. This Committee is responsible for overseeing the budget procedure of any Area 2 event.
 - a) The Chairman will request proposed budgets from Chapters hostessing events (at least six months in advance for AC&C and four months in advance for any other educational event) and upon receipt of same, will send copies to the Finance Committee for comment/disapproval/approval. The Finance Committee has the jurisdiction to instruct Hostess Chapters to adjust registration fees to cover the cost of the event or to advise them to cut costs if necessary.
 - b) The Chairman of the Finance Committee will request a final financial statement from a Hostess Chapter, upon completion of an event, for distribution to Area Council members.
2. This Committee will review the financial policies of Area 2 annually.
 - a) This Committee is responsible for overseeing the implementation of the policy which distributes Judges Subsidy funds to the Area 2 Contest and Judging Program Members.
 - b) This Committee is responsible for overseeing the annual budget of Area 2. The Area Treasurer is to have the proposed budget to the Finance Committee by March 1.

AREA 2 STUDY AND REVIEW COMMITTEE

The Study and Review Committee will be chaired by one of the Area 2 Advisors, with two Area 2 Presidents, elected annually, at the AC&C Council Meeting, serving on this Committee. The Committee may appoint additional personnel as it deems necessary on a particular subject. This Committee will research and make recommendations on issues referred to them by the Area 2 Director or the Area 2 Council.

AREA 2 PARLIAMENTARIAN

A Parliamentarian will be appointed by the Area 2 Director at the beginning of her term for a period of two years (from November to November), subject to ratification of the Area 2 Council. She will:

1. Attend all meetings of the Area 2 Council, acting as an advisor on all parliamentary matters, using the Area 2 Manual and *Robert's Rules of Order, Newly Revised*, as her guide.
2. Receive and tabulate any votes done by mail, email or teleconference.
3. Submit articles, pertaining to her position, to the Area Bulletin, *Borderlines*.
4. Will inform the Area 2 Manual Coordinator of all changes to policy that necessitate manual changes.
5. Maintain a complete correspondence and information file.
6. Copy the Area 2 Director in on all correspondence.

AREA 2 CONTEST AND JUDGING CHAIRMAN (ACJC)

The duties of the Area 2 Contest and Judging Chairman (who officially reports to the International Contest and Judging Chairman), can be found in the Harmony, Inc. Corporate Manual (Section IV-A, Pages 2f-2g) and in the Contest and Judging Manual.

The Area 2 Council requests the Area 2 Contest and Judging Chairman to:

1. Keep abreast of the activities of the Area 2 members active in the Harmony Contest and Judging Program.
2. Attend all Area 2 Council Meetings.
3. Maintain a list of all Area 2 properties in her possession:
 - American and Canadian flags
 - lights
 - ready lights
 - 5 stop watches (not part of traveling AC&C properties)
 - 4 walkie-talkies (not part of traveling AC&C properties)
 - any other contest-related items
 - First Aid Kit (to be kept back stage)
4. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area Council Meeting held at AC&C.
5. Maintain a complete correspondence and information file.
6. Copy the Area 2 Director in on all correspondence.

AREA 2 SECRETARY

1. Correspondence and Mailings

- a) Immediately following AC&C, inform the Area 2 Manual Coordinator and Website Coordinator of the recipients of the Area 2 Trophies and Awards, and advise them to update the Area 2 Manual and website immediately.
- b) Will handle any correspondence as directed by the Area 2 Director and copy her in on all correspondence.
- c) Maintain a complete correspondence and information file.
- d) Submit an Annual Report to the Area 2 Director. This report will be presented at the Area Council Meeting held at AC&C.

2. Area Council Meetings

- a) Will take complete and accurate minutes at all Area 2 Council Meetings and be responsible for email distribution of said minutes to all Area 2 Council members. The meeting minutes will be sent by email within 14 days of the meeting.
- b) Within 10 days of receiving Area 2 Council Meeting minutes, the Council Members will notify the Area 2 Secretary of any errors or omissions.
- c) The revised minutes will be sent by email to the Council Members with the directive to Approve or Not Approve said minutes.
- d) The approved minutes will be sent to the Area 2 Website Coordinator for posting on the Area 2 Website.

3. Website Updates

- a) Will prepare and send by email the list of names and email addresses of all voting Council Members and newly-elected Assistants to the Website Coordinator for posting on the Area 2 Website.
- b) Will prepare and send by email the list of names and email addresses of new Area 2 Director, Area 2 Contest and Judging Chairman, Area 2 Advisors and Area 2 Parliamentarian to the Website Coordinator for posting on the Area 2 Website.

TO: AREA 2 COUNCIL MEMBERS

FROM: AREA 2 SECRETARY

SUBJECT: APPROVAL OF AREA 2 COUNCIL MINUTES

I have read the minutes of the Area 2 Council Meeting held in _____
on _____.

Name: _____ Chapter: _____

APPROVE _____

DISAPPROVE _____

COMMENTS:

If there are any corrections or omissions, please advise.

Please return this ballot within ten (10) days to the Area 2 Secretary:

Name
Address
City, State, Zip

AREA 2 TREASURER

1. Be custodian of all Area 2 funds, receiving and disbursing funds as directed by the Area 2 Council, receiving proper invoices as needed (see example, Section II – Page 8b).
2. Be authorized to pay operating expenses of under \$100 and any committee expenses authorized by the Council. Any expenditure over \$100, not having been approved by the Area 2 Council, will need the approval of the Area 2 Finance Chairman.
3. Pay any invoice/Request for Payment (RFP) within 14 days of receipt. There is a 60-day time limit for reimbursement of Area 2 expenses submitted.
4. Give an itemized financial statement at each Area 2 Council Meeting.
5. Maintain a Harmony Area 2 checking account, in both countries, and be empowered to sign checks.
6. When requested by an AC&C Hostess Chapter, advance an amount up to \$1,000. This is to be repaid by the Hostess Chapter as soon as funds are available.
7. Send the Education Subsidy to the Hostess Chapter upon approval of the Education Day budget.
8. Prepare an annual budget to be sent to the Finance Committee by March 1.
9. Serve as a member of the Area 2 Finance Committee.
10. Keep the Area 2 Director and the Area 2 Finance Chairman informed of the Area's financial status, on a regular basis.
11. Have the Area 2 books audited, as outlined in the Area 2 Financial Policies (Section 1 – Page 1, Financial #2).
12. Ensure that Area 2 cheque/checkbooks are available at all Area 2 Council Meetings.
13. Attend all Area 2 Council Meetings.
14. Maintain complete financial, correspondence and information files.
15. Copy the Area 2 Director in on all correspondence.
16. To manage the escrow account established for ACJC expenses. Expenses to be paid from it are operation expenses of phone, fax, postage, copying and supplies, site visit expenses including travel, meals and room (the ACJC is encouraged to seek accommodations with a hostess chapter member), and three days of expenses

AREA 2 TREASURER (con't.)

(Thursday, Friday and Saturday) at AC&C which include ½ cost of double room and meal expenses following Harmony policy (less any meals included in the All-Events Pass). All AC&C expenses reimbursed will be less any other compensation received in the performance of other duties.

17. Notify all Judging Candidates and Certified Judges in Area 2 by October 1 that funds are available to them from the Area 2 Judges Subsidy and that applications have to be returned to the Area 2 Finance Committee Chairman by December 1.

AREA 2 REQUEST FOR PAYMENT

To the Treasurer:

Date: _____

Please make out a check in the amount of \$ _____

Payable to: _____

For: _____

Requested by: _____

Committee: _____

Charge to _____ Account

BE _____

(PLEASE ATTACH INVOICE AND/OR RECEIPT)

=====

AREA 2 REQUEST FOR PAYMENT

To the Treasurer:

Date: _____

Please make out a check in the amount of \$ _____

Payable to: _____

For: _____

Requested by: _____

Committee: _____

Charge to _____ Account

BE _____

(PLEASE ATTACH INVOICE AND/OR RECEIPT)

AREA 2 BULLETIN EDITOR

The official name of the Area 2 Bulletin is *Borderlines*.

1. Encourage Council members, Chorus Directors, Chapter Board Members and Bulletin Editors to contribute meaningful articles for the Area-at-large for publication in *Borderlines*.
2. Publish three issues during the calendar year. Style and format are up to the Editor, but it is necessary to stay within budget. Deadlines for submission of articles to be January 15, May 15 and September 15, with the Area Bulletin being distributed approximately February 15, June 15 and November 15.
3. Publish articles only in good taste that reflect the true meaning and purpose of Harmony, Inc. She will credit all articles with either an individual's name or a Chapter name.
4. The Editor should edit, not simply publish everything submitted.
5. Sell advertisements provided they are relative to the barbershop craft. Prices for advertising in *Borderlines* may be found in Section II, Page 9a.
6. One copy of *Borderlines* is to be sent to the Area 2 Chapter Presidents, Assistants, Advisors and Associate Members who are in good standing. (Names to be provided by the Area 2 Treasurer.) The Chapter Presidents will be responsible for distributing to each of their chapter members. Send a copy to each Prospective Chapter in the Area. At such time that any delinquent Chapter pays its Area dues, they will be sent an email copy of *Borderlines*.
7. Attend all Area 2 Council meetings.
8. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area Council Meeting at AC&C.
9. Maintain complete correspondence and information files.
10. Copy the Area 2 Director in on all correspondence.

PRICES FOR ADVERTISING IN *BORDERLINES*

	<u>Harmony, Inc. Member</u>	<u>General Public</u>
Eighth Page	\$ 5.00	\$ 8.00
Quarter Page	\$ 8.00	\$13.00
Half Page	\$12.00	\$22.00

AREA 2 DEVELOPMENT COORDINATOR

1. Promote Harmony, Inc. growth and development within Area 2. The focus should be on new chapter formation, however, strengthening membership in existing chapters is also encouraged.
2. Work with interested parties to coordinate the formation of new chapters, serving as one of the contacts to the Area Director. The following items should be considered:
 - Support System
 - Director
 - A minimum of one very committed individual in the area of expansion
 - Advertising
 - Flyers
 - Newspapers
 - Welcome Wagon
 - School Music Departments
 - Radio
 - Television
 - BHS Contacts
 - Logistics
 - Rehearsal Location
 - Legal Music
 - Teachers/Director
 - Demonstration Quartet
3. Work with the Area 2 Public Relations Coordinator to plan and publicize any expansion events.
4. Interact with Harmony, Inc.'s corporate Development Coordinator.
5. Submit articles, pertaining to her position, to the Area 2 Bulletin, *Borderlines*.
6. Attend all Area 2 Council Meetings.
7. Submit an Annual report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
8. Maintain a complete correspondence and information file.
9. Copy the Area 2 Director in on all correspondence.

AREA 2 EDUCATION COORDINATOR

1. Promote educational growth and development of Chapters in Area 2.
2. Request bids from Area 2 Chapters to hostess Area 2 Education Day and coordinate the event. The guide for an Education Day is found in Section IV of this Manual.
3. Determine education classes to be held at AC&C, having consulted with the AC&C Education Chairman. Notification of final classes should then be sent to the AC&C Education Chairman for distribution to AC&C participants.
4. Send, annually, a questionnaire to all Area 2 Chapters requesting input on their specific educational needs.
5. Subscribe to The Harmonizer, the official publication of the Society for the Preservation and Encouragement of Barbershop Quartet Singing in America.
6. Ensure that both the Chorus and Quartet Contest at AC&C are audiotaped and videotaped.
7. Submit articles, pertaining to her position, to the Area 2 Bulletin, *Borderlines*.
8. Attend all Area 2 Council Meetings.
9. Submit an Annual report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
10. Maintain a complete correspondence and information file.
11. Copy the Area 2 Director in on all correspondence.

AREA 2 HISTORIAN

1. Keep the Area 2 History Book up to date and make sure it is on display at AC&C. The History Book will include photographs of the top three choruses and the top three quartets at each Area 2 AC&C. Photographs will be printed from the digital files. Any money for photos will be paid by the Area 2 Treasurer.
2. Attend all Area 2 Council Meetings.
3. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
4. Maintain complete correspondence and information files.
5. Copy the Area 2 Director in on all correspondence.

AREA 2 MANUAL COORDINATOR

1. Will be responsible to make updates to the Area 2 Manual as necessary. The Area 2 Manual is available to all on the Area 2 Website. Provide updated documents to the Area 2 Website Coordinator for posting on the Area 2 Website.
2. Attend all Area 2 Council Meetings.
3. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
4. Maintain complete correspondence and information files.
5. Copy the Area 2 Director in on all correspondence.

AREA 2 MEMBERSHIP COORDINATOR

1. Contact all Area 2 Chapters and offer assistance in building and maintaining membership, establishing that the Chapter is financially responsible for any fees and/or expenses involved.
2. Promote general growth and development of membership in the Area.
3. Inform Chapters of the locations of “Find Your Voice” materials on the Harmony, Inc. website.
4. Attend all Area 2 Council Meetings.
5. Submit articles, pertaining to her position, to the Area 2 bulletin, *Borderlines*.
6. Submit an Annual report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
7. Maintain a complete correspondence and information file.
8. Copy the Area 2 Director in on all correspondence.

AREA 2 MARKETING/PUBLIC RELATIONS COORDINATOR

1. Act as a marketing/PR resource to Area 2 Chapters. Contact all chapters and offer assistance, establishing that chapters are financially responsible for any fees and/or expenses involved.
2. Promote marketing/PR excellence within the Area. Advise chapters on promoting Harmony, Inc., Harmony Queens and quartets, Harmony, Inc.'s programs and other aspects of the organization.
3. Enhance chapters' PR/Marketing expertise. Ensure appropriate training in marketing/PR topics is available, either at AC&C or supplemental workshops during the year. Inform chapters about external marketing/PR training programs available to Harmony, Inc. members.
4. Assist Area 2 quartets by being a resource regarding marketing/PR advice and promotions help.
5. Become familiar with the *Discover Harmony Kit* and external marketing/PR resources: BHS's PROBEmotor, official publication for PR Officers and Bulletin Editors, *Chapter Marketing Ideas*, *PR Concepts*, and *Singing Valentines* Guides; SAI's *Selling Sweet Adelines* Guide; and electronic promotional vehicles.
6. Assist Hostess Chapters for AC&C, Education Days and Quartet Coaching Days regarding promoting their events to best advantage.
7. Interact with Harmony, Inc.'s corporate Marketing/PR Coordinator, Social Networking Coordinator, Website Manager and the Editor of *The Key-Note*, as appropriate, to represent Area 2's marketing/PR needs, programs, events and messages.
8. Work with the Area 2 Website Coordinator regarding Area 2's presence and key messages.
9. Work with the Area 2 Membership Coordinator regarding joint programs and/or marketing/PR to increase membership.
10. Submit articles, pertaining to marketing/PR topics to *Borderlines*, the Area 2 bulletin and send informational articles, ideas, tips and suggestions to chapters via the Area 2 Council e-group.
11. Attend all Area 2 Council Meetings.
12. Submit an Annual report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
13. Maintain a complete correspondence and information file.

AREA 2 MARKETING/PUBLIC RELATIONS COORDINATOR (con't.)

14. Copy the Area 2 Director in on all correspondence.

AREA 2 QUARTET PROMOTION CHAIRMAN

1. Promote general growth and development of quartets and quartetting in the Area.
2. Coordinate a Quartet Coaching Day twice a year. The guide for a Quartet Coaching Day is found in Section V of this manual.
3. Maintain an updated list of all registered quartets in Area 2.
4. Attend all Area 2 Council Meetings.
5. Submit articles, pertaining to her position, to the Area 2 Bulletin, *Borderlines*.
6. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area Council Meeting held at AC&C.
7. Maintain a complete correspondence and information file.
8. Copy the Area 2 Director in on all correspondence.

AREA 2 WEBSITE COORDINATOR

1. Will be responsible for maintaining paperwork needed to function as a domain name on the World Wide Web, www.area2harmony.org is registered at godaddy.com.
2. Will be responsible as liaison between the Area and the web-hosting provider. The web-host provider is www.tripod.com
3. Will maintain on-line and backup copies of the html files for all aspects of the Area 2 Website.
4. Will provide space and basic web pages for all quartets and choruses in Area 2 that want a website on the Area 2 web page.
5. Will work with the Area 2 Marketing/Public Relations Coordinator to ensure timely public information on the public website, being sensitive to monthly functions and regular happenings (i.e., AC&C, IC&C, shows, etc.)
6. Will have the freedom to set a deadline for submission of information, and it is the responsibility of the Area 2 Council members to adhere to that deadline.
7. Will maintain the Council website with online versions of approved information that have been distributed hardcopy.
8. Will work on special web projects for promotional events (i.e., AC&C).
9. Will keep Minutes of Area 2 Council Meetings complete as far back as three years on the Area 2 Website.
10. Will keep updated Area 2 directories of Area 2 Director, Advisors, Assistants and Chapter Presidents on the Area 2 Website.
11. Attend all Area 2 Council Meetings.
12. Submit articles, pertaining to her position, to the Area 2 Bulletin, *Borderlines*.
13. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
14. Maintain complete correspondence and information files.
15. Copy the Area 2 Director in on all correspondence.

AREA 2 YOUTH OUTREACH COORDINATOR

1. Act as a resource to Area 2 Chapters regarding Youth Outreach programs, events, activities, etc.
2. Advise chapters on how to better attract younger women and how to be more “welcoming” and supportive to youth members on an ongoing basis.
3. Submit articles pertaining to Youth Outreach topics to *Borderlines*, the Area 2 bulletin and send information to the Area 2 Council
4. Work with the Area 2 Education, Membership, Marketing/Public Relations and Website Coordinators to plan and publicize all youth-oriented events, such as BHS Harmony Explosion Camps for girls.
5. Promote participation in the Area 2 Generations Chorus and Minor Chords to all youth members.
6. Assist the Hostess Chapter for AC&C and Education days regarding promoting these events to young women.
7. Interact with Harmony, Inc.’s corporate Youth Outreach Coordinator.
8. Be familiar with Harmony, Inc.’s resources for young women (music for young voices, youth scholarships for Harmony, Inc. events, Minor Chords Facebook page, etc.)
9. Attend all Area 2 Council Meetings.
10. Submit an Annual report to the Area 2 Director. This report will be presented at the Area 2 Council Meeting held at AC&C.
11. Maintain a complete correspondence and information file.
12. Copy the Area 2 Director in on all correspondence.

DIRECTOR OF AREA 2 GENERATIONS CHORUS

Director must be a Youth Member of Harmony, Inc. (Age 25 or younger).

1. Aptitudes needed:

- Directing ability
- Knowledge of how to run a rehearsal
- Ability to keep moderate control of a rehearsal
- Ability to judge music
 - Interesting arrangements
 - Level of difficulty
 - Appropriateness for chorus
- Knowledge and ability to work on music with the chorus
- Ability to communicate with the chorus in a respectful and effective manner

2. Responsibilities of the Director:

- Contact the HarmonyConnection and all Area 2 Chapters to ask for singers, detailing the requirements for the chorus
- Choose music for the chorus
- Locate learning tracks or have tracks made (within the budget allotted by Area 2)
- Contact arranger and owner of learning tracks to ask for pricing
- Order music and learning tracks. Distribute to chorus
- Keep track of the chorus members and what part they sing (very important!!)
- Arrange, with Area AC&C Chairman for a rehearsal time and space
- Stay in regular contact with the members of the chorus to keep them up to date with rehearsal information, music/word changes, etc.
- Run the rehearsal in a firm, but respectful manner. Note: There are a bunch of directors in the chorus so the Generations Director has to take charge, but still make sure to have fun.

AREA 2 TROPHIES AND AWARDS**AREA 2 AC&C TROPHY**

Donated in 1980 by the Barre-Tones, Barre, Vermont (Hostess Chapter of first Area 2 H.T.P. (now known as AC&C).)

To be awarded to the highest-scoring chorus at AC&C.

PRESENTED TO:**DATE:**

Barre-Tones, Inc., Barre, VT	May 31, 1980
Champlain Echoes, Inc., Burlington, VT	June 13, 1981
Chair City Pipers, Gardner, MA	April 24, 1982
The Harmonettes, North Attleboro, MA	May 14, 1983
Capital Chordettes, Ottawa, Ontario	May 12, 1984
The Harmonettes, North Attleboro, MA	May 11, 1985
Capital Chordettes, Inc., Ottawa, Ontario	May 10, 1986
Capital Chordettes, Inc., Ottawa, Ontario	April 25, 1987
Capital Chordettes, Inc., Ottawa, Ontario	April 23, 1988
The Harmonettes, North Attleboro, MA	April 29, 1989
The Harmonettes, North Attleboro, MA	April 28, 1990
Capital Chordettes, Inc., Ottawa, Ontario	April 27, 1991
Champlain Echoes, Inc., Burlington, VT	April 25, 1992
Women of Note, Hudson, MA	April 24, 1993
Women of Note, Hudson, MA	April 23, 1994
Women of Note, Hudson, MA	April 29, 1995
Capital Chordettes, Inc., Ottawa, Ontario	April 27, 1996
Women of Note, Hudson, MA	April 26, 1997
Capital Chordettes, Inc., Ottawa, Ontario	April 25, 1998
Capital Chordettes, Inc., Ottawa, Ontario	April 24, 1999
Capital Chordettes, Inc., Ottawa, Ontario	April 29, 2000
Capital Chordettes, Inc., Ottawa, Ontario	April 28, 2001
Capital Chordettes, Inc., Ottawa, Ontario	April 27, 2002

AREA 2 TROPHIES AND AWARDS (con't.)

AREA 2 AC&C TROPHY (con't.)

PRESENTED TO:

DATE:

Women of Note, Hudson, MA	April 26, 2003
Capital Chordettes, Inc., Ottawa, Ontario	April 24, 2004
New England Voices in Harmony, Nashua, NH	April 23, 2005
Capital Chordettes, Inc., Ottawa, Ontario	April 29, 2006
New England Voices in Harmony, Nashua, NH	April 28, 2007
Capital Chordettes, Inc., Ottawa, Ontario	April 26, 2008
New England Voices in Harmony, Nashua, NH	April 25, 2009
Sounds of the Seacoast, Portsmouth, NH	April 24, 2010
Sounds of the Seacoast, Portsmouth, NH	May 14, 2011
Sounds of the Seacoast, Portsmouth, NH	April 28, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 ACHIEVEMENT AWARD**

Donated in 1979 by Alma Schilling (first Area 2 Director).

To be awarded to the highest-scoring chorus, excluding International Medalists of the past three years and immediate H.T.P. (now known as AC&C) winner.

<u>PRESENTED TO:</u>	<u>DATE:</u>
Chair City Pipers, Gardner, MA	May 19, 1979
Barre-Tones, Inc., Barre, VT	May 31, 1980
Chair City Pipers, Gardner, MA	June 13, 1981
Barre-Tones, Inc., Barre, VT	April 24, 1982
The Thousand Islanders, Brockville, Ontario	May 14, 1983
Chair City Pipers, Gardner, MA	May 12, 1984
The Thousand Islanders, Brockville, Ontario	May 11, 1985
The Happy Tones, Montreal, Quebec	May 10, 1986
The Happy Tones, Montreal, Quebec	April 25, 1987
Rhode Island Sound, Providence, RI	April 23, 1988
A Classic Sound, Mansfield, MA	April 29, 1989
Women of Note, Hudson, MA	April 28, 1990
A Classic Sound, Mansfield, MA	April 27, 1991
A Classic Sound, Mansfield, MA	April 25, 1992
Rhode Island Sound, Providence, RI	April 24, 1993
Montreal Chapter, Inc., Montreal, Quebec	April 23, 1994
The Harmonettes, North Attleboro, MA	April 29, 1995
The Harmonettes, North Attleboro, MA	April 27, 1996
The Harmonettes, North Attleboro, MA	April 26, 1997
Montreal Chapter, Inc., Montreal, Quebec	April 25, 1998
Montreal Chapter, Inc., Montreal, Quebec	April 24, 1999
Champlain Echoes, Inc., Burlington, VT	April 29, 2000
New England Voices in Harmony, Nashua, NH	April 28, 2001

AREA 2 TROPHIES AND AWARDS (con't.)

AREA 2 ACHIEVEMENT AWARD (con't.)

PRESENTED TO:

DATE:

Montreal Chapter, Inc., Montreal, Quebec	April 27, 2002
New England Voices in Harmony, Nashua, NH	April 26, 2003
Women of Note, Hudson, MA	April 24, 2004
Women of Note, Hudson, MA	April 23, 2005
New England Voices in Harmony, Nashua, NH	April 29, 2006
Sounds of the Seacoast, Portsmouth, NH	April 28, 2007
Sounds of the Seacoast, Portsmouth, NH	April 26, 2008
Sounds of the Seacoast, Portsmouth, NH	April 25, 2009
Women of Note, Hudson, MA	April 24, 2010
Women of Note, Hudson, MA	May 14, 2011
Barre-Tones, Inc., Barre, VT	April 28, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 ELAINE P. PETERS SMALL CHORUS AWARD**

Donated in 1998 by The Harmonettes, North Attleboro, Massachusetts.

To be awarded to the chorus ranking the highest with less than 25 members (excluding the director) on stage.

<u>PRESENTED TO:</u>	<u>DATE:</u>
The Harmonettes, North Attleboro, MA	April 25, 1998
The Thousand Islanders, Brockville, Ontario	April 24, 1999
Maine-ly Harmony, Gardiner, ME	April 29, 2000
Montreal Chapter, Montreal, Quebec	April 28, 2001
Harmony In Motion, Sussex, NJ	April 27, 2002
New England Voices in Harmony, Nashua, NH	April 26, 2003
Women of Note, Hudson, MA	April 24, 2004
New England Voices in Harmony, Nashua, NH	April 23, 2005
New England Voices in Harmony, Nashua, NH	April 29, 2006
Montreal Chapter, Montreal, Quebec	April 28, 2007
Montreal Chapter, Montreal, Quebec	April 26, 2008
Montreal Chapter, Montreal, Quebec	April 25, 2009

NAME CHANGE – as requested by Harmony Heritage chapter and approved by the Area 2 Council, August 2009.

AREA 2 BETTY COSTELLO SMALL CHORUS AWARD

<u>PRESENTED TO:</u>	<u>DATE:</u>
Women of Note, Hudson, MA	April 24, 2010
The Thousand Islanders, Brockville, Ontario	May 14, 2011
The Thousand Islanders, Brockville, Ontario	April 28, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 RISING STAR AWARD**

Donated in 1998 by Linda Muise, Area 2 Director from 1987-1993.

To be awarded to the chorus with the greatest improvement in rank from the previous AC&C. Ties to be broken by the greatest increase in number of points from the previous AC&C.

PRESENTED TO:**DATE:**

Chair City Pipers, Gardner, MA

April 25, 1998

Not awarded

April 24, 1999

NEW WORDING – as approved by the Area 2 Council, July 1999.

To be awarded to the chorus with the greatest improvement in points from the previous AC&C. Ties to be broken by the greatest increase in points in the Singing Category.

Maine-ly Harmony, Gardiner, ME	April 29, 2000
Montreal Chapter, Montreal, Quebec	April 28, 2001
Montreal Chapter, Montreal, Quebec	April 27, 2002
Barre-Tones, Barre, VT	April 26, 2003
Champlain Echoes, Inc., Burlington, VT	April 24, 2004
New England Voices in Harmony, Nashua, NH	April 23, 2005
Maine-ly Harmony, Gardiner, ME	April 29, 2006
New England Voices in Harmony, Nashua, NH	April 28, 2007
Maine-ly Harmony, Gardiner, ME	April 26, 2008
Silk'n Sounds, Greater New Haven, CT	April 25, 2009
Women of Note, Hudson, MA	April 24, 2010
New England Voices in Harmony, Nashua, NH	May 14, 2011
Maine-ly Harmony, Gardiner, ME	April 28, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 CAROL HUMBERT TROPHY**

Donated in 1990 by Sunshine Express, Volusia County, Florida.

To be awarded to the director of the highest-scoring chorus at AC&C.

<u>PRESENTED TO:</u>	<u>CHORUS:</u>	<u>DATE:</u>
Lynn Randall	The Harmonettes	April 28, 1990
Carol Gardner	Capital Chordettes, Inc.	April 27, 1991
Alice Krudenier and Greg Morrill	Champlain Echoes, Inc.	April 25, 1992
Jean Patterson	Women of Note	April 24, 1993
Jean Patterson	Women of Note	April 23, 1994

Due to the establishment of Area 6 in November 1994, the Area 2 Council voted to return the Carol Humbert Trophy to the new Area 6 as of AC&C 1995.

AREA 2 JERRY DUNLOP MEMORIAL TROPHY

Donated in 1995 by the Capital Chordettes, Inc., Ottawa, Ontario.

To be awarded to the director of the highest-scoring chorus at AC&C.

<u>PRESENTED TO:</u>	<u>CHORUS:</u>	<u>DATE:</u>
Jean Patterson	Women of Note	April 29, 1995
Carol Gardner	Capital Chordettes, Inc.	April 27, 1996
Jean Patterson	Women of Note	April 26, 1997
Carol Gardner	Capital Chordettes, Inc.	April 25, 1998
Carol Gardner	Capital Chordettes, Inc.	April 24, 1999
Carol Gardner	Capital Chordettes, Inc.	April 29, 2000
Carol Gardner	Capital Chordettes, Inc.	April 28, 2001
Carol Gardner	Capital Chordettes, Inc.	April 27, 2002
Jean Patterson	Women of Note	April 26, 2003
Carol Gardner	Capital Chordettes, Inc.	April 24, 2004

AREA 2 JERRY DUNLOP MEMORIAL TROPHY (con't.)

<u>PRESENTED TO:</u>	<u>CHORUS:</u>	<u>DATE:</u>
Deb Borsari/Renee Tramack	New England Voices in Harmony	April 23, 2005
Carol Gardner	Capital Chordettes, Inc.	April 29, 2006
Deb Borsari/Renee Tramack	New England Voices in Harmony	April 28, 2007
Carolyn Henderson	Capital Chordettes, Inc.	April 26, 2008
Deb Borsari/Renee Tramack	New England Voices in Harmony	April 25, 2009
Wendy McCoole	Sounds of the Seacoast	April 24, 2010
Wendy McCoole	Sounds of the Seacoast	May 14, 2011
Wendy McCoole	Sounds of the Seacoast	April 28, 2012

AREA 2 TROPHIES AND AWARDS (con't.)

AREA 2 CAROL GARDNER SINGING WITH HEART AWARD

Donated in 2008 by Capital Chordettes, Inc., Ottawa, Ontario

To be awarded to the chorus with the most improvement in their Singing score over the prior Area 2 AC&C Chorus Contest.

PRESENTED TO::

DATE:

Maine-ly Harmony, Gardiner, ME

April 26, 2008

Women of Note, Hudson, MA

April 25, 2009

Women of Note, Hudson, MA

April 24, 2010

New England Voices in Harmony, Nashua, NH

May 14, 2011

The Thousand Islanders, Brockville, Ontario

April 28, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 PLAQUE FOR TOP QUARTET**

Donated in 1982 by the Champlain Echoes, Burlington, Vermont (Hostess Chapter of the third Area 2 H.T.P.).

To be awarded to the first-place quartet at Area 2 H.T.P. (now known as AC&C).

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Four-Town Four	Barre-Tones, Inc.	April 23, 1982
Country Charm	Barre-Tones, Inc.	May 13, 1983
A Capital Sound	Capital Chordettes	May 11, 1984
Elation	The Happy Tones	May 10, 1985
Talk of the Town	The Harmonettes	May 9, 1986
Talk of the Town	The Harmonettes	April 24, 1987
Straight From the Heart	Montreal Chapter	April 22, 1988
Heart's Delight	The Harbor Belles, Associates	April 28, 1989
Maine Magic	Sugar and Spice	April 27, 1990
Country Charm	Barre-Tones, Inc., Associates	April 26, 1991
Symmetry	Champlain Echoes, The Harmonettes, Montreal Chapter	April 24, 1992
Heartsong	Women of Note	April 23, 1993
Heartsong	Women of Note	April 22, 1994
Limited Edition	The Harmonettes, Montreal Chapter, Associates	April 28, 1995
Starstruck	Women of Note	April 26, 1996
Conchordia	Capital Chordettes, Inc.	April 25, 1997
Blue Champagne	Montreal Chapter, Inc.	April 24, 1998
Chasing Rainbows	Capital Chordettes, Inc.	April 23, 1999
After Hours	Montreal Chapter, Inc.	April 28, 2000
Chasing Rainbows	Capital Chordettes, Inc.	April 27, 2001
Boston Accent	New England Voices in Harmony, Associates	April 26, 2002
Boston Accent	New England Voices in Harmony, Associates	April 25, 2003

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 PLAQUE FOR TOP QUARTET (con't.)**

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Boston Accent	New England Voices in Harmony, Associates	April 24, 2004
Boston Accent	Associates	April 22, 2005
Boston Accent	Associates	April 28, 2006
Ringtones!	New England Voices in Harmony, Montreal City Voices	April 27, 2007
Showcase	New England Voices in Harmony	April 25, 2008
Showcase	New England Voices in Harmony	April 24, 2009
Ringtones!	New England Voices in Harmony, Montreal City Voices	April 23, 2010
Foreign Exchange	Women of Note	May 13, 2011
Epic	Associates	April 27, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 JANE BEALE AWARD**

Donated in 2001 by Carol Gardner and quartet members from Capital Chordettes, Inc., Ottawa, Ontario.

To be awarded to the quartet with the greatest improvement in points in the Presentation Category from the previous AC&C.

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Out Of The Blue	Capital Chordettes, Inc.	April 26, 2002
The Long and Short of It	Barre-Tones, Inc.	April 25, 2003
Synchronicity	New England Voices in Harmony	April 23, 2004
4 The Fun Of It	Montreal Chapter	April 22, 2005
Avant-Garde!	Associates	April 28, 2006
The Long & Short of It	Barre-Tones, Inc.	April 27, 2007
Showcase	New England Voices in Harmony	April 25, 2008
Escapade	New England Voices in Harmony	April 24, 2009
Foreign Exchange	New England Voices in Harmony, Women of Note	April 23, 2010
In Cahoots!	Barre-Tones, Inc.	May 13, 2011
Songburst	Associates	April 27, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 NOVICE QUARTET AWARD**

Donated in 1981 by the Barre-Tones, Inc., Barre, Vermont.

To be awarded to the quartet attaining the highest score in H.T.P. Quartet Contest that has not appeared in the H.T.P. Contest before.

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Country Charm	Barre-Tones, Inc.	June 12, 1981
Joy	Chair City Pipers, The Harmonettes, Cape Chordaires	April 23, 1982

NEW WORDING – as approved by the Area 2 Council, May 13, 1983 and amended August 17, 2002.

To be awarded to the quartet attaining the highest score in H.T.P. (now known as AC&C) Quartet Contest, that has not more than one member that has ever competed in any Area/Regional or International barbershop contest.

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Sunny Sound Up	The Happy Tones	May 13, 1983
<i>Not Awarded</i>		May 11, 1984
Elation	The Happy Tones	May 10, 1985
<i>Not Awarded</i>		May 9, 1986
Musical Chairs	Chair City Pipers	April 24, 1987
Special Friends	Barre-Tones, Inc.	April 22, 1988
<i>Not Awarded</i>		April 28, 1989
Maine Magic	Sugar and Spice	April 27, 1990
Cross Town Sound	Capital Chordettes, Inc.	April 26, 1991
Uptown Rhythm	Harmony In Motion	April 24, 1992
Nick Of TimE	Women of Note	April 23, 1993
Note-able Difference	A Classic Sound	April 22, 1994
The Musical Exchange	Harmony In Motion	April 28, 1995

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 NOVICE QUARTET AWARD (con't.)**

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Impulse	A Classic Sound	April 26, 1996
F.L.A.S.H.	Montreal Chapter, Inc.	April 25, 1997
Upbeat	Rhode Island Sound, Women of Note, Associate	April 24, 1998
Fourtune	Harmony In Motion	April 23, 1999
Moonstruck	Harmony In Motion	April 28, 2000
B Sharp	The Thousand Islanders	April 27, 2001
Under The Wire	Montreal Chapter	April 26, 2002
C'est La Vie	Women of Note	April 25, 2003
Melodica	Sounds of the Seacoast	April 23, 2004
Timeless	New England Voices in Harmony	April 22, 2005
Lovely	Associates	April 28, 2006
Basic Black	Silk 'n Sounds	April 27, 2007
Inspirations	Maine-ly Harmony	April 25, 2008
Cloud 9	New England Voices in Harmony	April 24, 2009
Mix 'n Match	Montreal City Voices	April 23, 2010
Them Apples	Capital Chordettes, Inc.	May 13, 2011
The Young & the Rest Of Us	Women of Note	April 27, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 RAE BORROR MEMORIAL AWARD**

Donated in 1999 by the Sounds of the Seacoast, Portsmouth, New Hampshire.

To be awarded to the quartet with the greatest improvement in points from the previous AC&C. Ties to be broken by the greatest increase in points in the Singing Category.

<u>PRESENTED TO:</u>	<u>CHAPTER:</u>	<u>DATE:</u>
Soundscape	Capital Chordettes, Inc.	April 23, 1999
Charisma	Champlain Echoes, Inc.	April 28, 2000
Ain't Misbehavin'	Sounds of the Seacoast, Women of Note	April 27, 2001
Out of the Blue	Montreal Chapter	April 26, 2002
Boston Accent	New England Voices in Harmony, Associates	April 25, 2003
Synchronicity	New England Voices in Harmony	April 23, 2004
4 The Fun Of It	Montreal Chapter	April 22, 2005
Take 4	Montreal Chapter	April 28, 2006
Balancing Act	Capital Chordettes, Inc., Associates	April 27, 2007
In Cahoots!	Barre-Tones, Inc.	April 25, 2008
Inspirations	Maine-ly Harmony	April 24, 2009
New England Sound	Sounds of the Seacoast	April 23, 2010
Under Construction	New England Voices in Harmony	May 13, 2011
In Cahoots!	Barre-Tones, Inc.	April 27, 2012

AREA 2 TROPHIES AND AWARDS (con't.)**AREA 2 SANDI WHITE MEMBERSHIP AWARD**

Donated in 1993 by Women of Note, Hudson, Massachusetts.

To be awarded to the Area 2 Chapter attaining the highest percentage growth in membership during the previous membership year. More than one chapter can receive the award if the respective growth of the chapters is within .5% of each other.

<u>PRESENTED TO:</u>	<u>% GROWTH</u>	<u>DATE:</u>
Chair City Pipers	21%	April 24, 1993
Women of Note	31%	April 23, 1994
A Classic Sound	16%	April 29, 1995
Harmony In Motion	41%	April 27, 1996
A Classic Sound	22.6%	April 26, 1997
Chair City Pipers	22.2%	April 25, 1998
Sounds of the Seacoast	10.7%	April 24, 1999
Sounds of the Seacoast	29%	April 29, 2000
Silk 'n Sounds	40%	April 28, 2001
The Thousand Islanders	25%	April 27, 2002
Women of Note	40.9%	April 26, 2003
The Thousand Islanders	59%	April 24, 2004
Cape Chordaires	21.4%	April 23, 2005
A NoteAble Blend	63%	April 29, 2006
Sounds of the Seacoast	22.9%	April 27, 2007
Harmony In Motion	25%	April 26, 2008
Harmony In Motion	34.3%	April 25, 2009
Harmony Heritage	24.2%	April 24, 2010
Montreal City Voices	38.5%	May 14, 2011
Barre-Tones, Inc.	15.4%	April 28, 2012

HISTORY OF AREA 2 HTP'S/AC&C'S

<u>DATES:</u>	<u>CONVENTION LOCATION:</u>	<u>HOSTESS CHAPTER:</u>
May 30-June 1, 1980	Montpelier, Vermont	Barre-Tones, Inc.
June 12-14, 1981	Ottawa, Ontario	Capital Chordettes, Inc.
April 23-25, 1982	Burlington, Vermont	Champlain Echoes, Inc.
May 13-15, 1983	Pointe Claire, Quebec	The Happy Tones
May 11-13, 1984	Bolton Valley, Vermont	Barre-Tones, Inc.
May 10-12, 1985	Bolton Valley, Vermont	Champlain Echoes, Inc.
May 9-11, 1986	Montreal, Quebec	The Happy Tones
April 24-26, 1987	Pittsfield, Massachusetts	The Berkshire Heptones
April 22-24, 1988	Bolton Valley, Vermont	Barre-Tones, Inc.
April 28-30, 1989	Braintree, Massachusetts	The Harmonettes
April 27-29, 1990	DeLand, Florida	Sunshine Express, Inc.
April 26-28, 1991	Burlington, Vermont	Champlain Echoes, Inc.
April 24-26, 1992	Montreal, Quebec	Montreal Chapter, Inc.
April 23-25, 1993	Framingham, Massachusetts	Women of Note
April 22-24, 1994	Bedford, New Hampshire	The Harbor Belles
April 28-30, 1995	Kingston, Ontario	The Thousand Islanders
April 26-28, 1996	Hyannis, Massachusetts	Cape Chordaires
April 25-27, 1997	Laval, Quebec	Montreal Chapter, Inc.
April 24-26, 1998	Hyannis, Massachusetts	The Harmonettes
April 23-25, 1999	Nashua, New Hampshire	Sounds of the Seacoast
April 28-30, 2000	Burlington, Vermont	Champlain Echoes, Inc.
April 27-29, 2001	Nashua, New Hampshire	Harmony Heritage
April 26-28, 2002	Laval, Quebec	Montreal Chapter, Inc.
April 25-27, 2003	Nashua, New Hampshire	Sounds of the Seacoast
April 23-25, 2004	Laval, Quebec	Montreal Chapter, Inc.
April 22-24, 2005	Warwick, Rhode Island	Harmony Heritage
April 28-30, 2006	Burlington, Vermont	Champlain Echoes, Inc.
April 27-29, 2007	Ottawa, Ontario	Capital Chordettes, Inc.

HISTORY OF AREA 2 AC&C'S (con't.)

<u>DATES:</u>	<u>CONVENTION LOCATION:</u>	<u>HOSTESS CHAPTER:</u>
April 25-28, 2008	Portland, Maine	Sounds of the Seacoast
April 24-27, 2009	New Haven, Connecticut	Silk'n Sounds
April 23-26, 2010	Warwick, Rhode Island	Harmony Heritage
May 12-15, 2011	Manchester, New Hampshire	New England Voices in Harmony
April 26-29, 2012	Laval, Quebec	Montreal City Voices
April 25-28, 2013	Leominster, Massachusetts	Women of Note
April 24-27, 2014	Portsmouth, NH	Sounds of the Seacoast
April 23-26, 2015	Warwick, Rhode Island	Harmony Heritage
May 5-8, 2016	(date changed due to holiday)	TBD

AREA 2 EDUCATION DAY GUIDE

Responsibilities of the Area Education Coordinator

1. Seek bids from Area 2 Chapters to hostess Education Day and forward to Area 2 Director for decision. When selecting a day, it should accommodate as many members as possible and be sure to avoid conflicts with other major activities.
2. Obtain instructors (see sample letter – Section IV – 1d) and inform the Hostess Chapter of such. Emphasis in selecting the instructors should be on teaching ability, not necessarily coaching and judging qualifications. Be aware of the type of education that the members have requested.
3. In consultation with the Chairman of the Hostess Chapter, prepare a schedule of events for the day.

Responsibilities of the Hostess Chapter

1. Select a Chairman, who will in turn, form a committee to run the Education Day.
2. Obtain the necessary facilities (at reasonable or no cost), to include at least five rooms for sessions and an area for breaks and lunches.
3. Provide snacks and coffee/tea for breaks and a lunch, at a reasonable price.
4. Contact local hotel or motel for cost of accommodations for instructors and participants staying over.
5. Promote Education Day, both internally and externally, to all audiences, using Publicity guidelines at the end of this section.
6. In consultation with the Area 2 Education Coordinator, send out necessary information to Chapters as follows:

10 weeks before – send out announcement giving date, place, price, tentative schedule and instructors to Chapter Presidents, Associate Members and any Prospective Chapters (see samples – Section IV – Pages 1e, 1f and 1h). Be sure to send copies to the Instructors (with letter sample – Section IV – Page 1g), the Area 2 Education Coordinator and the Area 2 Director.

6 weeks before – send out registration forms (see samples – Section IV – Pages 1h and 1i) to the same people mentioned above.

3 weeks before – send out confirmation of registration, enclosing any additional information, including letters of instruction and maps.

2 weeks before – follow-up with any last-minute details.

Immediately following Education Day send questionnaire out to participants or you can distribute on site (see Section IV – Page 11).

7. In consultation with the Area 2 Education Coordinator, prepare a budget for the event (see sample – Section IV – 1j), after determining cost of instructors, meals and operating expenses (postage, printing, phone calls, hall rental, etc.). This budget is to be submitted four months in advance to the Area 2 Finance Committee Chairman for Finance Committee approval.
8. A final financial statement (see sample – Section IV – 1j) must be submitted to all members of the Area 2 Finance Committee within 30 days after the event.
9. A final report of the Education Day must be submitted to all members of the Area 2 Council within 30 days after the event. The report should include at a minimum the following information:
 - Event date
 - Location of Event
 - Faculty/instructor list
 - Number of total attendees
 - Number of Chapters represented (with location)
 - Number of Quartets (with affiliation and location).

Area 2 Education Days are self-supporting events. See Area 2 Financial Policies (Section I – Pages 1 and 2) regarding any profit or loss from this event.

Education Day Publicity

A Publicity Chair needs to put together appropriate messages and promotions needed for the various audiences, both internal and external. The goal is to promote the Education Day the best way possible, based on the objectives of the Hostess Chapter. But, first some planning questions need to be asked.

PLANNING QUESTIONS:

- Will the event be a combined Education /Quartet Coaching Day, or just one event?
- Will the event be open to non-Harmony, Inc. members (and quartets, if coaching day)? Benefits might include: increased visibility for your chapter, potential new members, future show attendees or customers, additional All-Events Pass revenues.
- Do you want to attract high school or college students and/or music educators? Benefits might include: increased visibility with younger audiences and an entry into the high school and collegiate faculty and students.

- Do you want to have craft sales at the event? These could be offered in the lunch room and provide additional earning opportunity for the hostess chapter.

GOAL SETTING:

Develop your chapter's goals for Education Day. These *might* include items like:

- gain visibility for the chapter within the local community.
- raise awareness about barbershop harmony in local schools and among music educators.
- obtain support/contributions from local businesses, grants from arts councils, to help provide funding.
- get action photographs, throughout the weekend, for both internal and external publicity.

Once your goals are established, pick and choose items from below that will help you achieve those goals.

EXTERNAL PUBLICITY

1. Local schools and music educators: Notify local schools about the event, well in advance. Invite their music teachers and chorus instructors. It provides great PR and, if they attend, great photographs for later use. Any announcements to students should include complete information for their parents – they need plenty of notice.
2. Announce to Sweet Adelines' chapters within traveling distance (100-mile radius) and also let your local men's BHS chapter know about the event.
3. Facility: Contact your facility's staff to help promote the event. Get them to publicize it on their bulletin board, calendar of events, website and newsletter.
4. Media: Contact your local newspapers and target press releases, as appropriate. Make sure they know how and why the information you are sending them is relevant to their audiences. Encourage a feature story and invite a photographer.
5. Flyers, posters: The more you post around town, the bigger your audience (if external audiences are invited!).
6. Electronic Media: If your event is open to the public, take advantage of opportunities to promote it via social networks (i.e., Facebook), various egroups, online calendars and events listings, Craigslist, etc.

INTERNAL COMMUNICATIONS

Put together all information [dates, location, contact info, registration forms, costs, schedule of events, fun events, description of classes and instructors, maps].

1. Send announcements to: Area 2 Council e-group, Area 2 Facebook page, Harmony Connection.
2. Send full info to: Chapters, Prospective Chapters, Quartets and Associate Members.
3. Post information, forms, schedules, etc. on the Area 2 Website.
4. Post info on Harmony, Inc.'s Website's Calendar of Events.
5. Announce highlights in *Borderlines*.

POST-EVENT COMMUNICATIONS

1. Send “Thank You” letters or notes to all who contributed to or helped you promote this event.
2. Write an article for *Borderlines* about the event.

SAMPLE ONLY
SENT BY EMAIL

Miss Jane Doe
123 Main Street
Anywhere, USA 01010

Dear Jane:

Area 2, Harmony, Inc. is planning an Area 2 Education Day to be held Saturday, March 17, 1984, in Gardner, Massachusetts.

Would you be available to give a class on (state topic)? The schedule involves holding a class in the morning and again in the afternoon. The class would be approximately 1-1/2 hours in length. We estimate about 10-15 people in attendance each time.

The format of the Education Day is to provide training on a variety of subjects. The day begins at 8:45 a.m. and concludes at 5:00 p.m. Your expenses (accommodations, meals, travel and copies) would be paid by Area 2. It will probably be necessary for you to plan to spend Friday night in Gardner, so that you will be able to adhere to our schedule. We will arrange accommodations for you if this is necessary.

We look forward to a positive reply. It would be greatly appreciated if you could respond to me within two weeks.

Thanks for your consideration.

In Harmony,

(name of Area 2 Education Coordinator)
Area 2 Education Coordinator

cc: Area 2 Director
Education Chairman, Hostess Chapter

Area 2 Education Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Schedule of Events

8:00 – 8:45 a.m.	Registration and Coffee/Tea
8:45 – 9:00 a.m.	Opening Remarks
9:00 – 10:30 a.m.	Morning Class
10:30 – 10:45 a.m.	Break
10:45 – 12:00 noon	Morning Class
12:00 – 1:00 p.m.	Lunch
1:00 – 2:30 p.m.	Afternoon Class
2:30 – 2:45 p.m.	Break
2:45 – 4:15 p.m.	Afternoon Class
4:15 – 4:45 p.m.	Wrap-up and Closing Remarks

SAMPLE ONLY

Area 2 Education Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Classes Offered

For each class give name of session, instructor and a brief description of the class.

For example:

Presentation – Joan Ross

A discussion on how to plan presentation for your contest package, how to identify effective visuals, identifying intelligent questions to ask at Evaluation sessions, and more.

SAMPLE ONLY
SENT BY EMAIL

Miss Jane Doe
123 Main Street
Anywhere, USA 01010

Dear Jane:

We are pleased that you will be teaching two 1-1/2 hour classes (morning and afternoon) entitled _____ at our March 17th Area 2 Education Day. Enclosed you will find the Education Day information that was sent to all Chapters in the Area. At your request a final count of class participants can be supplied after the registration deadline.

Please contact me for payment of your travel expenses upon your arrival. Your expected arrival and departure times would assist us in the final planning stages.

Please let me know if you will require any equipment (overhead, blackboard, etc.) at least one week in advance of the Education Day. We will do all that we can to accommodate your requests.

If you should have any other questions, please don't hesitate to call me at _____.

We are really looking forward to seeing you on March 17.

In Harmony,

(name of Area 2 Education Day Chairman)
Area 2 Education Day Chairman

cc: Area 2 Director
Area 2 Education Coordinator

SAMPLE ONLY

Area 2 Education Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

General Information

Everyone attending the Area 2 Education Day is required to purchase an All-Events Pass, at a total cost of \$_____ (American or Canadian funds). This pass includes attendance at classes, Saturday continental breakfast and lunch, two breaks, and covers the cost of providing instructors and general operating expenses for Education Day. Please note that the registration fee is transferable, but not refundable.

Classes will be held at (name of place, address, city, state/province) beginning at _____ a.m. Classes will end at approximately _____ p.m.

Arrangements for accommodations have been made at the (name of motel). The total cost of the rooms is \$_____ per night. Cost per person (for multiple occupancy) will be a maximum of \$_____ per night.

A map to help guide you is enclosed.

The deadline date for registration is _____.

We look forward to seeing many of you on (date of Education Day).

SAMPLE ONLY

Area 2 Education Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Registration Form

NAME: _____ PHONE: _____

ADDRESS: _____

CHAPTER: _____

CLASSES YOU ARE ATTENDING. Please check (number)

- _____ (Name of class – Instructor)
- _____ (Name of class – Instructor)
- _____ (Name of class – Instructor)
- _____ (Name of class – Instructor)
- _____ (Name of class – Instructor)
- _____ (Name of class – Instructor)

ACCOMMODATIONS

Overnight accommodations will be arranged for participants at the (name of motel, address).

Accommodations requested: Fri. night _____ Sat. night _____

Single _____ Double _____ Triple _____ Quad _____

List names of roommates: _____

If you are traveling alone, indicate if you would like us to arrange for you to share a room with another participant.

Yes _____ No _____

Please return this form with \$_____ for each All-Events Pass by (deadline date).
Make checks payable to _____ in (American/Canadian) funds. Registrations are transferable, but not refundable.

Return form to: (Name, address email and telephone number)

SAMPLE ONLY

Area 2 Education Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Proposed Budget

Instructors' Expenses:	Travel	_____
	Rooms	_____
	Meals	_____

Total _____

Hall Rental _____

Printing _____

Postage _____

Telephone _____

Gifts _____

Food _____

Miscellaneous _____

=====

TOTAL ESTIMATED EXPENSES _____

Estimated expenses divided by estimated participants = **Cost of All-Events Pass**

SAMPLE ONLY

Area 2 Education Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Financial Statement

INCOME:

Number of participants (____) x
 Cost of All-Events Pass (\$____) _____

DISBURSEMENTS:

Instructors' Expenses: Travel _____

 Rooms _____

 Meals _____

Total _____

Hall Rental _____

Printing _____

Postage _____

Telephone _____

Gifts _____

Food _____

Miscellaneous _____

=====

TOTAL EXPENSES _____

TOTAL REVENUE/LOSS _____

(Total Income – Total Expenses)

Area 2 Education Day

(Date) (Location)

Hosted by: (Hostess Chapter name)

Follow-up Questionnaire

We certainly hope you enjoyed your Education Day experience and have had time to reflect on what you learned and what affect Education Day had on you. Several instructors have indicated they would be interested in comments regarding their impact and your impressions of their classes. I, too, would like comments about the day, be they praise or criticism, so we may continue to meet your needs. So if you could take a few minutes to answer the questions, I would appreciate it, and hopefully the program and instructors will benefit from your responses. There is no need to include your name, so please be “painfully” honest if you need to be. No one can improve their presentation if they are unaware of their shortcomings.

[Type the items below leaving enough room in between for comments. You may need to double side.]

1. Please comment on the schedule of the day.
2. Give an evaluation of each class you attended.
3. What would you like to see added, if anything, to the Education Day?
4. What could be removed, if anything, from the program?
5. How many times a year should Area 2 hold an Education Day?
6. Would you attend again?
7. Any other comments?

THANKS FOR YOUR TIME!! Please return this questionnaire at your earliest convenience to: (Name and Address of current Area 2 Education Coordinator)

AREA 2 QUARTET COACHING DAY (QCD) GUIDE

Responsibilities of the Area 2 Quartet Promotion Chairman

1. Seek bids from Area 2 Chapters to hostess Quartet Coaching Day and forward to Area 2 Director for decision. When selecting a day, it should accommodate as many members as possible and be sure to avoid conflicts with other major activities.
2. Obtain instructors (see sample letter – Section V – 1b) and inform the Hostess Chapter of such. Emphasis in selecting the staff should be on coaching ability, not necessarily teaching and judging qualifications.
3. In consultation with the Chairman of the Hostess Chapter, prepare a schedule of events for the day.

Responsibilities of the Hostess Chapter

1. Select a Chairman, who will in turn, form a committee to run the Quartet Coaching Day.
2. Obtain the necessary facilities (at reasonable or no cost), to include at least five soundproof rooms for coaching and an area for breaks and lunches.
3. Provide snacks and coffee/tea for breaks and a lunch, at a reasonable price.
4. Contact local hotel or motel for cost of accommodations for staff and participants staying over.
5. In consultation with the Area 2 Quartet Promotion Chairman, send out necessary information to Quartets as follows:

10 weeks before – send out announcement giving date, place, price, tentative schedule and instructors to Chapter Presidents, Registered Quartets, and any Prospective Chapters (see samples – Section V – Pages 1c and 1e). Be sure to send copies to the Staff (with letter sample – Section V – Page 1d), the Area 2 Quartet Promotion Chairman and the Area 2 Director.

6 weeks before – send out registration forms (see samples – Section V – Pages 1e and 1f) to the same people mentioned above.

3 weeks before – send out confirmation of registration, enclosing any additional information, including letters of instruction and maps (see Section V – Page 1g).

2 weeks before – follow-up with any last-minute details.

Immediately following QCD send questionnaire out to participating quartets or you can distribute on site (see Section V – Page 1j).

1. In consultation with the Area 2 Quartet Promotion Chairman, prepare a budget for the event (see sample – Section V – Page 1h), after determining cost of staff, meals and operating expenses (postage, printing, phone calls, hall rental, etc.). This budget is to be submitted four months in advance to the Area 2 Finance Committee Chairman for Finance Committee approval.
2. A final financial statement (see sample – Section V – Page 1i) must be submitted to all members of the Area 2 Finance Committee within 30 days after the event.
3. A final report of the Quartet Coaching Day must be submitted to all members of the Area 2 Council within 30 days after the event. The report should include at a minimum the following information:
 - Event date
 - Location of Event
 - Faculty/instructor list
 - Number of total attendees
 - Number of Quartets (with affiliation and location).

QCD is a self-supporting event. See Area 2 Financial Policies (Section I – Pages 1 and 2) regarding any profit or loss from this event.

SAMPLE ONLY
SENT BY EMAIL

Return Address
Telephone
Date

TO: Mike Morgan
Jan Muddle
David Patterson
Carl Phillips

Dear Gentlemen:

Area 2, Harmony, Inc. is planning its third Quartet Coaching Day (QCD) to be held Saturday, September 6, 1984, in Montreal, Quebec.

Would you be available to assist us on that date? The schedule involves working 90 minutes per quartet, and you may have four or five quartets during the day.

The format of the QCD is general coaching; you need not stay in your chosen category. The day begins promptly at 8:00 a.m. and concludes at 7:00 p.m. Your expenses (accommodations, meals, travel and copies) would be paid by Area 2. It will probably be necessary for you to plan to spend Friday night in Montreal, so that we will be able to adhere to our schedule. We will arrange accommodations for you if this is necessary.

We look forward to having you work with us. We are always grateful to those of you who give so freely of your time and talents to help us grow.

It would be greatly appreciated if you could respond to me within two weeks.

Thanks for your consideration.

In Harmony,

(name of Area 2 Quartet Promotion Chairman)

Area 2 Quartet Promotion Chairman

Email and phone

cc: Area 2 Director
QCD Chairman, Hostess Chapter

SAMPLE ONLY
SENT BY EMAIL

QUARTET COACHING DAY SCHEDULE – (insert date)

8:00 –	8:30 –	10:00 –	10:15 –	11:30 –	11:45 –	1:15 –	2:00 –	3:30 –	3:45 –	5:15 –	5:30 –
8:30	10:00	10:15	11:30	11:45	1:15	2:00	3:30	3:45	5:15	5:30	7:00
Warm-up Session	Session One	Break	Session Two	Break	Session Three	Lunch	Session Four	Break	Session Five	Break	Session Six

(Instructor’s Name)

(Instructor’s Name)

(Instructor’s Name)

(Instructor’s Name)

(Instructor’s Name)

We ask that you please adhere to the times allotted for each session and break.

[**Filling in the schedule will, of course, depend on how many quartets you have participating.]

SAMPLE ONLY
SENT BY EMAIL

Mike Morgan
Jan Muddle
David Patterson
Carl Phillips

Dear Gentlemen:

We are pleased that you will be coaching at our September 6th Area 2 Quartet Coaching Day. Enclosed you will find the Coaching Day information that was sent to all Quartets and Chapters in the Area.

Please contact me for payment of your travel expenses upon your arrival. Your expected arrival and departure times would assist us in the final planning stages.

Please let me know if you will require any equipment (overhead, blackboard, etc.) at least one week in advance of the Coaching Day. We will do all that we can to accommodate your requests.

If you should have any other questions, please don't hesitate to call me at _____.

We are really looking forward to seeing you on September 6.

In Harmony,

(name of Area 2 Quartet Coaching Day Chairman)

Area 2 Quartet Coaching Day Chairman

Email and phone

cc: Area 2 Director

Area 2 Quartet Promotion Chairman

SAMPLE ONLY

Area 2 Quartet Coaching Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

General Information

[Hi! – I hope you are having a fun-filled, harmonious summer. It is passing swiftly by and soon we will be thinking of contest time again. (Insert an appropriate greeting in this section.))] As you know a Quartet Coaching Day is planned for September 6.

The program is for every Harmony, Inc. member – although only bona fide quartets will participate in the coaching. Quartets need not be registered with Harmony, Inc. but must be rehearsing regularly; no pick-up quartets, please. We encourage all interested people to attend; directors, coaches, etc., as so much can be learned by listening.

There will be five coaches with six sessions. Classes will be 90 minutes per session with sufficient break time. Everyone attending the Area 2 Quartet Coaching Day (QCD) is required to purchase an All-Events Pass, at a total cost of \$_____ (American or Canadian funds). This pass includes attendance at sessions, lunch, four breaks, and covers the cost of providing coaches and general operating expenses for QCD. Please note that the registration fee is transferable, but not refundable.

Sessions will be held at (name of place, address, city, state/province) beginning promptly at 8:00 a.m. and concluding at 7:00 p.m.

Arrangements for accommodations have been made at the (name of motel). The total cost of the rooms is \$_____ per night. Cost per person (for multiple occupancy) will be a maximum of \$_____ per night.

A map to help guide you is enclosed.

The deadline date for registration is _____.

We look forward to seeing many of you on September 6.

SAMPLE ONLY
SENT BY EMAIL

Registration Letter

(Quartet Name)
(Address)

Dear (Quartet Name):

Hi to all! I'm pleased that you will be attending Quartet Coaching Day on (date).

Enclosed you will find a map to _____ and your motel (if you are staying overnight). (State name of hotel, costs involved and other pertinent details.)

We will begin at 8:00 a.m. and conclude at 7:00 p.m. Those of you who have attended previously are aware that you may not need to stay until 7:00 p.m. if you are not scheduled in the last session. However, the final schedule will not be available for you perusal until you arrive. As always, the schedule will try to accommodate every quartet as best we can.

Lunch will be at 1:15 p.m. and you will have some free time during the day. Be prepared to do a lot of singing and standing. Wear comfortable clothes and shoes. Bring your tape recorders, plenty of tapes, pitchpipes, notepaper, etc. A suggestion was made that perhaps you might like to use a different song for each coaching session. With that thought in mind, you might like to be prepared with three or four songs of good barbershop material. You may surely use the songs with which you intend to compete. Also bring lyric sheets, if you can. Lyric sheets are the words typed double-spaced or neatly written with plenty of room in between lines for comments.

This is a coaching day – not all coaches are judges – nor are they expected to coach only in one category. Our coaches for this Quartet Coaching Day are (list the coaches in alphabetical order).

Come prepared for work and fun. If you have any last minute questions I can be reached at (telephone number(s)).

We are looking forward to this day and hope you are too!

In Harmony,

(name of Area 2 Quartet Coaching Day Chairman)

Area 2 Quartet Coaching Day Chairman

Email and phone

cc: Area 2 Director

Area 2 Quartet Promotion Chairman

SAMPLE ONLY

Area 2 Quartet Coaching Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Proposed Budget

Staff's Expenses:

Travel _____

Rooms _____

Meals _____

Total _____

Hall Rental _____

Printing _____

Postage _____

Telephone _____

Gifts _____

Food _____

Miscellaneous _____

=====

TOTAL ESTIMATED EXPENSES _____

Estimated expenses divided by estimated participants = **Cost of All-Events Pass**

SAMPLE ONLY

Area 2 Quartet Coaching Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Financial Statement

INCOME:

Number of participants (____) x
 Cost of All-Events Pass (\$____) _____

DISBURSEMENTS:

Staff's Expenses:	Travel	_____
	Rooms	_____
	Meals	_____

Total _____

Hall Rental	_____
Printing	_____
Postage	_____
Telephone	_____
Gifts	_____
Food	_____
Miscellaneous	_____

=====

TOTAL EXPENSES _____

TOTAL REVENUE/LOSS _____

(Total Income – Total Expenses)

Area 2 Quartet Coaching Day

(Date) (Location)

Hostessed by: (Hostess Chapter name)

Follow-up Questionnaire

We certainly hope you enjoyed your QCD experience and have had time to reflect on what you learned and what effect QCD had on your quartet. Several coaches have indicated they would be interested in comments regarding their impact and your impressions of their coaching sessions. I, too, would like comments about the day, be they praise or criticism, so we may continue to meet your needs. So if you could take a few minutes at your next rehearsal to answer the questions, I would appreciate it, and hopefully the program and coaches will benefit from your responses. There is no need to include your name, so please be “painfully” honest if you need to be. No one can improve their presentation if they are unaware of their shortcomings.

[Type the items below leaving enough room in between for comments. You may need to double side.]

1. Please comment on the schedule of the day.

2. Give an evaluation of each coach you saw.
Name: [List all coaches in alphabetical order.]
Name:
3. What would you like to see added, if anything, to QCD?

4. What could be removed, if anything, from the program?

5. How many times a year should Area 2 hold a QCD?

6. Would your quartet attend another?

7. Any other comments?

THANKS FOR YOUR TIME!! Please return this questionnaire at your earliest convenience to: (Name and Address of current Area 2 Quartet Promotion Chairman)