

2024 Registration Check List – Quartets

1. Sweet Adelines Website - **completed by Quartet Primary Contact only**

- Sign in to Sweet Adelines Website for membership portal
- Register for Region Contest
- Pay Registration Fee – **NOTE: SAI increased this year**
- Verify all quartet members are current with SAI dues
- Verify quartet official registration is current/paid
- Review/Download Competitor packet for required forms/documents.
Required SAI forms to be submitted at Briefing: Song Information Sheet, Quartet Open Division Cue Sheet (Open Division Competitors ONLY)

2. Region 4 Website

- Complete required Region quartet information form
- Verify all quartet members are current with Region dues
- Download and complete Photography Order Form – Must be turned in at Registration/Briefing Thursday evening
- Complete AET Order form if not part of Chorus Order
- Pay AET fee for quartet member(s) not a member of R4
- Pay Region Late Fee if past deadline listed on website
NOTE: Payment Link will be sent to email listed in each form

3. Hotel Registration

- Quartet should work with their home Chorus Housing representative to reserve room via Chorus Housing Form sent to Chorus Leadership
- CAL Quartets must work with Lura Nightlinger for Housing
- All questions should be sent to the Chorus Housing Representative.
This person will work with Lura Nightlinger. **DO NOT contact hotels directly.**

4. Contest Weekend Check-in/Briefing Attendance

- Check-in at Registration on Thursday evening
- Submit required forms from SAI/Region/Photography
- Pick up AET/Name badges if not part of a Chorus registration
- Attend Briefing
- Participate in Walk-on/off