

2024 Registration Check List – Choruses

1. Sweet Adelines Website - completed by Director, President/Team Leader or Treasurer only

- Sign in to Sweet Adelines Website for membership portal
- Register for Region Contest
- Pay Registration Fee – **NOTE: SAI increased this year**
- Verify all chorus members are current with SAI dues
- Verify chorus official registration is current/paid
- Review/Download Competitor packet for required forms/documents.
SAI Forms that must be turned in at Contest Briefing: Competition List of Competing Members, Chorus Open Division Cue Sheet (Open Division Competitors ONLY), Song Information Sheet

2. Region 4 Website

- Complete required Region chorus information form
- Verify all members are current with Reg dues
- Complete AET Ticket Form – follow directions on form for submission
- Pay AET fee for any charges on AET Ticket Form – New member, Nonmembers, No-stay Hotel fee
- Download and complete Photography Order Form – must be turned in at Registration/Briefing Thursday evening
- 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 - Housing Form sent to Chorus Leadership

- Chorus Housing Representative completes and submit by Jan. 26, 2024
- 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 by Director & Team Leader/President

- Check-in at Registration on Thursday evening
- Submit required forms from SAI/Region/Photography
Competition List of Competing Members – **2 copies**, Chorus Open Division Cue Sheet (Open Division Competitors ONLY), Song Information Sheet, Photography order
- Pick up AET/Name badge packet
- Attend Briefing