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# *CHAPTER GUIDE*

## *SECTION IX:*

### *QUARTET REGISTRATION AND AUDITIONS*

## **REGISTRATION**

Since no two Sweet Adelines International quartets may use the same name, each quartet should register its chosen name, for protection purposes, with International Headquarters. To register, a completed "Quartet Registration Form" should be sent to International Headquarters, along with the \$100.00 registration fee. Payment may be made by check, Discover, Visa or MasterCard. Registration may also be made online at our website [www.sweetadelineintl.org](http://www.sweetadelineintl.org). A Quartet Registration Packet, containing current information for quartets, will be sent to each registered quartet.

Quartets must be registered by January 15 prior to competing in regional contests. A \$60.00 late fee will be charged to any quartet registering between January 16 and March 31. A member may belong to more than one registered quartet, but she may compete in only one quartet per Sweet Adelines International contest.

The name of a registered quartet is protected from registration by another quartet for the fiscal year of initial registration. To assure retention of the quartet name, the quartet must register the name each succeeding fiscal year (May 1 to April 30). If the quartet name has not been registered by July 31 of the fiscal year, it will become available to another quartet.

It is necessary for the quartet contact to notify International Headquarters in the event of a change in quartet personnel or the contact's address. A change in the name of a quartet may be made only at the beginning of each fiscal year.

It is also important to note that all requirements for charter renewal of the quartet member's chapter must be met before quartet registration can be processed at International Headquarters. Should the quartet registration be received at International Headquarters before the chapter's charter renewal is processed, the registration will be held until the chapter renews its charter.

## **RESTRICTIONS ON REGISTRATION**

Following are the various restrictions on choosing and registering a quartet name:

1. A currently registered quartet must retain two (2) members in order to maintain its quartet name.
2. The names of current or past international championship quartets are protected and may not be used or registered by another quartet.
3. The names of international semifinalist quartets (those placing 2-15 in the international quartet competition) are protected and may not be used or registered by another quartet for a period of five (5) years from the end of the fiscal year when the latest ranking as international semifinalists was achieved.
4. The name of an international semifinalist quartet, which loses its ranking as a result of personnel changes, may not be used nor registered by remaining members or another quartet for a period of five (5) years from the end of the fiscal year when the latest ranking as international semifinalist was achieved.
5. The names of regional championship quartets are protected and may not be used nor registered by another quartet for a period of one (1) year from the end of the fiscal year when the latest ranking as regional championship quartet was achieved.
6. The name of a regional championship quartet or a wild card quartet, which loses its ranking as a result of personal changes may not be used nor registered by remaining members or another quartet for a period of one (1) year from the end of the fiscal year when the latest ranking as regional championship quartet was achieved.
7. It is necessary to notify International Headquarters, in writing, in the event of a change in quartet personnel or the contact's address. A change in the name of a quartet may be made only at the beginning of each fiscal year.

## **GUIDELINES FOR AUDITIONING QUARTETS**

Auditioning quartets not only assures the quality of Sweet Adelines International performing groups, but also assists them in improving the quality of their performances. Chapters generally require quartets to pass an audition prior to their first public performance. It is recommended that chapters use the Basic Criteria for Public Performance (found at the beginning of Section VIII of the *Chapter Guide* or in the Guidelines for Forming a Quartet) as the basis for evaluation.

Most chapters have established audition procedures to determine a quartet's readiness for public performances. Quartet auditions may be conducted by the chorus director, the music committee, or by a specially formed audition committee. Members chosen to participate in the audition committee do not have to be experienced judges. Education coordinators are responsible for auditioning all chapter-at-large quartets.

The auditioning quartet is required to present a mini-performance of two or three songs, including emcee material and costumes. Following the performance, members of the audition committee should complete an "Audition Evaluation" form. Results of the evaluation should be given to the quartet as soon as possible after the audition. Specific comments regarding quality of musical product, choreography, and appearance are considered to be most helpful. If the quartet is approved for public performance, audition committee members should offer suggestions for coaching help. Chapter-at-Large quartets may submit their audition by sending a video recording of a 15-20 minute performance package, in costume and including emcee material, to the Regional Education Coordinator, just like an actual performance.

If a quartet's members are from more than one chapter, the quartet should audition for all chapters involved. When one or more voice part is changed, the quartet should re-audition. Any quartet formed specifically to sing at a one-time performance such as a chapter show, community event, church service or club meeting, should also be auditioned. To help quartet members feel at ease, a letter explaining the audition procedure and areas to be evaluated should be provided in advance to each quartet.

# Sample Audition Evaluation

Passed \_\_\_\_\_  
 Re-Audition \_\_\_\_\_  
 When \_\_\_\_\_

## AUDITION EVALUATION \_\_\_\_\_ Chapter

Person(s) or Group Auditioning \_\_\_\_\_

Date \_\_\_\_\_ Evaluator \_\_\_\_\_

**A. Audition Purpose**

1. One-time performance for \_\_\_\_\_
  - a. Number of songs to be performed \_\_\_\_\_
  - b. Emceeing required? Yes      No
2. To be a regularly performing quartet \_\_\_\_\_

	Inadequate	Satisfactory	Good
<b>B. Musical Performance</b>			
1. Music selection has variety with predominant use of barbershop arrangements.	_____	_____	_____
2. Correct notes and words	_____	_____	_____
3. In synch and in tune	_____	_____	_____
4. Energy and forward motion	_____	_____	_____

**C. Visual Performance**

1. Correct stage stance and posture	_____	_____	_____
2. Planned movements appropriate and synchronized	_____	_____	_____
3. Appropriate facial expressions and poise	_____	_____	_____
4. Energy and emotional connection with audience	_____	_____	_____

<b>D. Unit Appearance</b>	<b>Inadequate</b>	<b>Satisfactory</b>	<b>Good</b>
1. Costume appropriate for venue and audience	_____	_____	_____
2. Costume properly fitted, clean, pressed and in good repair	_____	_____	_____
3. Hair style suitable for costume	_____	_____	_____
4. Appropriate stage or street makeup applied in a uniform manner	_____	_____	_____

<b>E. Emcee</b>	<b>Inadequate</b>	<b>Satisfactory</b>	<b>Good</b>
1. Uses appropriate material in good taste	_____	_____	_____
2. Delivery creates a sense of continuity	_____	_____	_____
3. Material is planned and relevant to the audience.	_____	_____	_____

<b>F. Performance Package</b>	<b>Inadequate</b>	<b>Satisfactory</b>	<b>Good</b>
Performance has beginning and ending, and its tied together in an interesting manner.	_____	_____	_____

**Additional comments:**



Date, Year

Dear Prospective Quartet Member:

Congratulations on your new adventure—quarteting! A goal of our chapter is to encourage the formation of quartets, and we want you to succeed, sing well, and have fun in the process.

Our standing rules require before Sweet Adelines International quartets perform publicly, they must pass an audition conducted by \_\_\_\_\_.  
The purpose of the audition is to assure you are prepared musically and visually to give quality barbershop performances.

For your audition, please prepare a mini-performance of two or three songs, including emcee material and costumes. If you are planning to sing for a one-time performance such as chapter show, community event, church service or club meeting, only one song will be required with no emcee material, unless the performance requires it.

Please contact \_\_\_\_\_ at least one week in advance to schedule the time of your audition. Remember to plan your quartet's audition far enough in advance of a tentative public performance to allow time for making changes, if necessary.

Attached is a copy of the "Audition Evaluation" form, which will be completed by members of the audition committee. Following your audition, you will be advised of the results with overall recommendations, as appropriate.

If your quartet would like some help prior to your audition, feel free to consult a member of the music committee. We look forward to your success and wish you the best of luck as you prepare for the audition.

In harmony,

Audition Committee Chair