

Competition Handbook 2022



Dear Director,

Thank you for choosing to participate in *Viterbo 101: A Show Choir Competition and Clinic*. We hope it is an educational and enjoyable experience for everyone involved.

This is going to be a very busy day and we hope the information provided in this packet will be useful and will provide clarity on the procedures for the day.

Please look over the information and let us know if you have any questions.

We are looking forward to seeing you in January!

Thank you,

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COVID-19 PROTOCOLS

Viterbo University takes campus safety seriously and requires all guests and participants to wear a mask covering both the nose and mouth when indoors on campus with the following exceptions:

- Student performers on stage actively performing. Singers will be able to remove their mask when they take the stage, if their individual school permits this. Band members who can wear a mask are asked to do so. Crew members should remain masked backstage.
- When actively eating or drinking. Everyone is encouraged to replace their mask when not eating or drinking.

Hand sanitizer stations are available throughout the facilities.

No food or beverages are permitted in the warmup, performance, or critique areas.

ARRIVAL

The Fine Arts Center will open at 7:00 am.

Groups arriving by bus: Students will get their hands stamped while still on the bus.

Groups arriving individually: Students arriving individually should check in at the front entrance to have their participation verified and receive their hand stamp.

All groups have been assigned a homeroom and will have a student host during the day. Feel free to ask the host any questions you may have. Middle School groups are asked to have their rooms clear by 3:00 p.m. due to needs of the University for the space.

Equipment can be unloaded at the loading dock located on the southwest corner of the Fine Arts Center. If desired, groups may deliver equipment on Friday (Jan. 7th) between 6:00-7:00 p.m. Large equipment should be stored in the shop. This area is very close to the performance venue, so please be quiet while there. Costumes and smaller equipment can be stored in the homerooms. Backstage equipment area doors will be closed during performance times. Middle Schools may use equipment storage space, though they must be vacated by the lunch break following the Middle School awards.

We hope you will treat our school with the same respect you would treat your own school. Please keep homerooms neat and clean. Thank you for not having any food or beverages in the homerooms or in the Main Theatre.

Food and Beverages will be sold in the Fine Arts Center Lobby.

PERFORMANCE STAGE

Groups will perform in the Viterbo Fine Arts Center (FAC) Main Theater. All groups will be held in the warm-up room until the back stage area is cleared of the previous group. There will be no access from the front of the stage.

After the performance the group will immediately be taken to the critique room once the stage is cleared.

SET STAGE

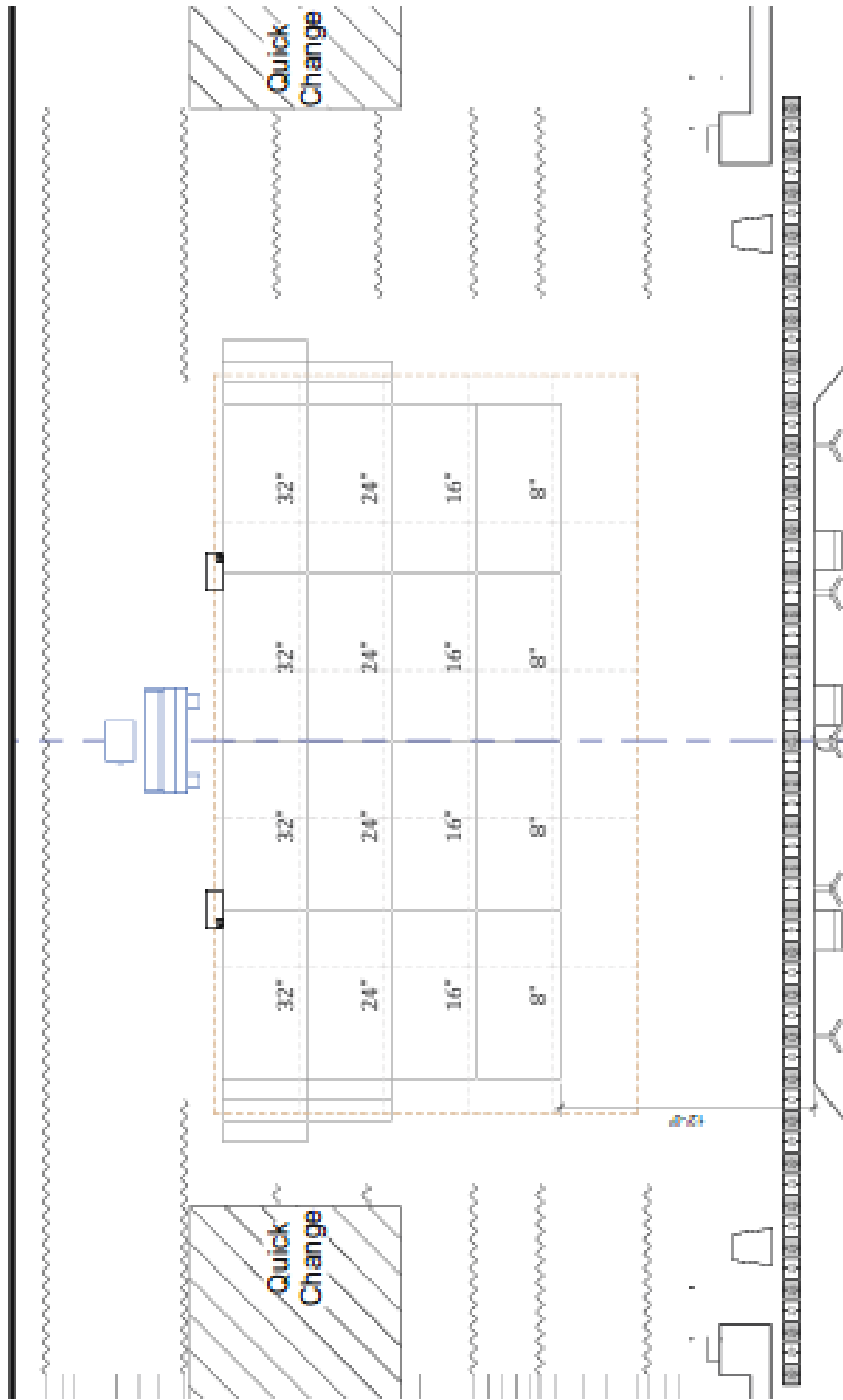
32"			
24"			
16"			
8"			

Risers are 4X8 at four heights. Risers cannot be moved, as they are secured to the stage, but you may add any equipment to existing risers. There will be stairs leading to the 16", 24", and 32" levels on both sides of the stage. The stairs cannot be moved.

Changing Tents will be provided on each side of the stage

EQUIPMENT

We will provide a piano (with a mic), music stands, chairs, and electrical outlets. Five (5) wireless mics will be on stands across the front of the stage. The stands cannot move, but the mics can be moved as needed for the performance. They must be returned to the stands at the end of the performance. Up to five additional straight microphone stands can be made available upon request.



ADMISSION PRICES

All performers and directors will be admitted to the day and evening sessions FREE. They must be identified by the “performers stamp” when they arrive at Viterbo.

FOR SCHOOLS WHO ARE NOT ARRIVING BY BUS: We request that your entire group arrive together to receive free admission. If your entire group is unable to arrive together, we will use the ensemble listing provided during the registration process.

All groups will receive 4 complimentary free admissions each, to be used at their discretion. Any chaperones or costume helpers will count as part of these 4 free admissions. *Only performers and directors will be admitted to the day and evening sessions for free.*

*Note: 4 free admission wristbands will be given *per choir*. For example, a high school that brings one varsity show choir and one junior varsity show choir will receive 8 wristbands.

ADMISSION PRICES FOR GENERAL PUBLIC

Day Performances Only \$10

Finals Only \$10

\$15 for the entire day

\$5 entire day (12 and under)

Free for children under 2 years of age

No souvenir programs will be printed, though a schedule of the day will be made available at the entrance to the performance space.

RESERVED SEATING DURING THE DAY PERFORMANCE

To encourage support for the performing choir, the first two rows will be reserved for family and friends of the performing choir. After your group is finished performing, please vacate these two rows to make room for fans of the following choir. This rule will *not* be in effect during the finals competition.

FIRST AID

The First Aid Station will be located in the main Office (102). Basic First Aid supplies will be available – **this will not include dispensing any type of medication.** We require an adult or chaperone from your group to stay with the sick or injured person the entire time they remain at the First Aid Station.

PHOTOGRAPHY & VIDEO RECORDING

No video recording equipment will be allowed into the performing venues. No photography will be allowed in the performing venues.

PROOF OF COPYRIGHT

If requested, participants should have proof of copyright to perform the selections planned during the competition. This represents the legal copyright requirements and our obligations under the law to ensure compliance. If you have purchased a chart from JW Pepper, Hal Leonard or other publishers, your purchase receipt is your proof of license. If you have commissioned someone to write a custom arrangement for your group, then you must receive permission to create a derivative work from the copyright holder. If you have questions, please contact: Michael Ranscht, Competition Manager at 608-796-3739 or maranscht@viterbo.edu

CONTEST PROCEDURES

1. Prior to your performance, a 20-25 minute warm-up is allowed. Your host will lead you to the warm-up room and the holding/staging area. Approximately five minutes prior to your group's performance time, you will be ushered from the warm-up room to the stage in preparation to set up for your show.
2. **TWO** representatives (the director may be one of them) from your group will be allowed on the stage to guide our stage crew in placing the equipment provided by Viterbo. Your equipment must be brought on and arranged during your allotted time by your group members. You may have your group begin bringing their equipment into the wings when signaled. **NOTE: ALL LARGE EQUIPMENT BROUGHT ON THE STAGE BY YOU WILL ONLY FIT THROUGH THE STAGE LEFT DOOR.**
3. The contest emcee will introduce your group when you are ready. When you are finished performing, please remove all of your equipment from the stage area. You are free to leave Viterbo equipment where it is.
4. Following your performance, your equipment will be stored in the shop behind the performance stage. Due to space limitations, there is no allowance for Middle School choirs to store equipment after the morning session.
5. Each high school group is allotted 30 minutes for set up, performance, and take down. Time will not be a penalty criterion unless the group exceeds 30 minutes from the first person stepping on stage and the last one stepping off (10-point deduction per minute or fraction thereof).
6. Each middle school group is allotted 20 minutes for set up, performance, and take down. Time will not be a penalty criterion unless the group exceeds 30 minutes from the first person stepping on stage and the last one stepping off (10-point deduction per minute or fraction thereof).
7. All prep and varsity group performances will start consistently on the half hour as noted in the schedule, regardless of how early the previous group clears the stage, except during finals when groups will immediately follow one another.
8. Middle School awards will be announced at the lunch break. **Please have two student representatives from your group ready to enter the stage to receive your award(s) immediately following the last performance before the break.**
9. There will be a presentation of high school awards/plaques to each participating group prior to the dinner break. **Please have two student representatives from your group ready to enter the stage to receive your award(s).**
10. An award will be presented to the Outstanding Vocal Soloists for their performances within their show choir's competition show during the day.
11. An Outstanding Combo award will be selected based on the band scoring section of the judging ballot. An eligible combo will be comprised of students, with the exception of one adult.
12. The emcee will then announce the names of the top six schools (determined by the highest scores of all competing groups from the day session). These names will be drawn at random for performance order. In the event that a prep group and a varsity group from the same school qualify for finals, the prep group will perform first and the varsity group will perform last [6th] during finals.
13. All groups that do not make the evening finals are asked to remove their equipment from their homeroom and shop following the day awards/finals announcements. All members of these choirs are encouraged to stay and enjoy the evening finals. The dining area will remain open.
14. All directors will receive a Dropbox login to retrieve scores and videos. You will be asked to create a Dropbox account prior to the day and the folders containing your scores will be shared with you this way.

15. Your video recordings [which includes audio commentary] and scores will be available to you as a digital copy on Dropbox. Separate communication regarding the Dropbox functions will be provided through the email address you used with your registration information.
16. All directors will receive a Wi-Fi code and password to use throughout the day. **This is for directors only.** **This should NOT be given to any students or parents!** The internet is best received by the homerooms and weakest in the lobby and theatre.

EVENING FINALS COMPETITION

1. The top six choirs from the day session will compete in the evening finals competition. The evening scores will determine Outstanding Vocal and Outstanding Choreography awards.
2. The winners of the Solo Competition will perform before the finals competition.
3. The evening finals will begin at approximately 7:00pm with the first finalist show choir, following the solo competition winners.
4. The judges' scores are tabulated at the end of the evening finals competition. The awards ceremony will immediately follow.
5. Any scores that are tied in the finals competition will be broken by the preliminary round scores in that category.

COMPETITION REGULATIONS

1. Groups are free to perform any style or type of music they wish. There is not a minimum or maximum number of songs that must be performed. Printed music from the selections performed need not be given to the judges. Proof of copyright is required before music is performed [see pg.7-8].
2. Directors may be on stage with their group and direct if they wish.
3. Any type of instrumental accompaniment may be used and is judged as an integral part of a group's performance. All participants, including instrumentalists, must be students in the school they are representing. EXCEPTION: An adult pianist may perform with the group. Accompaniment shall be live music only. **NO TAPES OR CDs WILL BE ALLOWED.**
4. All large equipment must be brought on and removed from stage left.
5. Performers may enter and exit either stage right or stage left.
6. In the evening finals competition, when one group finishes their performance the next group will immediately move into the stage area. This may shorten warmup times from what was available during the daytime performance.
7. House lights will be off and the stage will be well lit during each performance. At no time will fireworks, fire or other hazardous materials be allowed.
8. Performance order for the evening finals competition will be determined by random draw. If the last group competing in the day round makes it into the evening finals competition, and happens to be drawn first for finals, their name will be put back into the draw and another group will be selected. In the case that both a prep group and a varsity group from the same school qualify for the evening finals competition, they will automatically receive the first and last spot in finals (1st and 6th).
9. **NO ONE** will be permitted to enter or leave the Main Theatre once a group has begun its performance.
10. Use of streamers and/or confetti must stay within the boundary of the stage and must be removed by the performing group following their performance. All items from a group's performance must be cleared from the stage upon completion by the group and within the time limit.

11. Choirs performing in the evening competition are NOT required to perform the same show as in the day session. However, if there are changes from the first performances, the Main Office (102) must be alerted so as to check any possible rights or technical issues.
12. All groups will perform once during the preliminary competition. The six top scoring choirs will perform for the evening finals competition. At the conclusion of the finals competition, the following will be awarded:
 - 5th Runner-up
 - 4th Runner-up
 - 3rd Runner-up
 - 2nd Runner-up
 - Outstanding Choreography
 - Outstanding Vocals
 - 1st Runner-up
 - Grand Champion

AWARDS

- Middle School Awards (At the lunch break)
 - Participation Awards
 - 2nd Runner Up – Middle School
 - 1st Runner Up – Middle School
 - Champion – Middle School

- End of Preliminary Competition Awards
 - Participation Awards
 - Winners from Solo Competition (3)
 - Outstanding Combo
 - Treble Soloist in Main Theatre Show
 - Bass Soloist in Main Theatre Show

Finalists (6 groups) will then be announced

SOLO COMPETITION

1. Students may perform any music of their choosing. Each soloist will perform and will receive a brief clinic on performing that selection.
2. No accompanist is provided. Performers may bring their own accompanist or may accompany themselves.
3. Recorded music in digital format is acceptable and must be on a device using a 1/8th inch (mini) plug. The performer is responsible for providing someone to start and stop the music.
4. Students should introduce themselves and the title of their selection before performing.
5. The top 3 soloists will perform at the beginning of the evening finals competition.

Appendix A Adjudication Ballot for Preliminary Competition



PRELIMINARY COMPETITION ADJUDICATION BALLOT, January 08, 2022

Name of Group:

Vocals	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Tone Quality																				
Intonation																				
Blend/Balance of Parts																				
Diction																				
Score Interpretation																				
Rhythmic Accuracy																				
Score Difficulty																				

Vocals Total (70 possible)

Instrumental	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Ensemble Unity																				
Intonation																				
Balance with Vocals																				

Instrumental Total (30 possible)

Choreography	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Execution																				
Creativity																				
Difficulty																				
Staging/Placements																				
Facial Communication																				

Choreography Total (50 possible)

Other	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Professionalism/Stage Conduct																				
Transitions																				
Show Design/Construction																				

Other Total (30 possible)

Judge's Signature:

Grand Total: (180 possible)

Appendix B Adjudication Ballot for Evening Finals Competition



EVENING FINALS COMPETITION ADJUDICATION BALLOT, January 08, 2022

Name of Group:

Vocals	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Tone Quality																				
Intonation																				
Diction																				
Blend and Balance																				
Interpretation																				

Vocals Total (50 possible)

Choreography	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Execution																				
Staging/ Placements																				
Facial Communication																				

Choreography Total (30 possible)

Other	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Instrumental Integration																				
Transitions																				
Total Effect of Show																				

Other Total (30 possible)

Judge's Signature:

Grand Total:
(110 possible)