

## 2025 REGISTRATION CHECKLIST - CHORUSES

**Sweet Adelines International Website** - to be completed by Director, President/Team Leader, or Treasurer/Finance Coordinator only

- Sign in to [Sweet Adelines Website - Chorus Portal](#)
- Register for NxNW Region 13 Regional Contest  
[How to Register Chorus for Regional Competition Online](#)  
[Regional Chorus Entry Form - Mail In](#)
- Pay registration fee
- Verify all chorus members are current with SAI dues  
[2025 Regional Competition Eligibility Requirements](#)
- Verify chorus official registration is current/paid
- Review/download [competitor packet](#) for required forms/documents.  
Required SAI forms to be submitted at briefing: [Competition List of Competing Members](#), [Song Information Sheet](#) (Song List), [Chorus Open Division Cue Sheet](#) (as applicable)

### **Region 13 Convention Website**

- Complete required NxNW Region chorus registration information from March 5th - April 25, 2025. (Questions should be directed to [Michelle Clark](#))
- Verify all chorus members are current with Regional dues  
(Questions should be directed to [Jan Smallwood](#))
- [Chorus Open Division Cue Sheet](#) (Open Division competitors only) email to [Competition Coordinator](#) by April 15, 2025. No alternative lighting available.
- Complete AET Ticket spreadsheet – follow instructions on form for submission. (Questions should be directed to [Michelle Clark](#)) guests and CAL member(s) may be added to a chorus order form.
- Follow the link provided on the AET Spreadsheet to pay AET fee and for the director and performance flash drives by April 25, 2025. **For amounts under \$1000, the preferred payment method is by credit card. A check is required for payments over \$5000.**
- Complete photography order form by May 1, 2025 - The InSpirit Studioz Photography information packet will provide more detailed information and can be found on the [2025 Convention – Chorus Registration page](#). On the landing page of the [Chorus Order Form link](#), enter an email address and this case sensitive **Gallery Password: r7jJBJU8** to place your photo order. **This step MUST be completed whether you are ordering individual photos or not.** Candid photos will not be offered this year.
- [Charms & Pins](#) are available for individual orders online – no need to submit a bulk order. They will be available to pick up at the registration desk with the chorus envelope. Order deadline April 18, 2025
- [Program Ads / Shout Outs](#) Order deadline April 25, 2025
- Order [Convention Apparel](#). Recommended order deadline April 18th
- [Photo submitted](#) for Kick-Off and Convention Center Slide Show - Deadline April 25th.
- [Webcaster Information Sheet](#) - submit by April 10, 2025
- [Rehearsal and Meal Request](#) – submit by April 10, 2025. (Questions should be directed to [Joy Kastrop, Rehearsal and Meal Coordinator](#))

### **Convention Lodging** - on your own

- Reservations opened February 17, 2025 – our block at the DoubleTree is mostly booked. Here is the link for [Alternate Lodging Options](#)

### **Convention/Contest Weekend** Check-in/Briefing Attendance by Director & Team Leader/President

- Pick up registration packet at the registration table. **NEW LOCATION:** SCC Promenade Lobby (across from room 111A) just to the left of the doors at the bottom of the escalator at the Convention Center starting at 2 pm on Thursday, May 15, 2025.
  - Packet will contain AET/Name badges, double-sided contestant flier for quartet and chorus competition & Charms/Pins.
  - Choruses will need to provide their own badge holders and lanyards. 4" x 3" for a horizontal (landscape) badge
- Attend Inspection/Briefing – submit required forms.
  - [Song Information Sheet](#)
  - [Competition List of Competing Members](#) with signatures – **2 copies**
  - [Chorus Open Division Cue Sheet](#) (as applicable) no alternative lighting available
- Participate in Walk-on/off

### **Pattern Purses**

- Each chorus will need to provide their own reusable bag no larger than those sold at Ross, TJ Maxx etc. to carry the chorus purses. Each chorus will be allowed UP TO SIX of the large reusable bags with handles, but ALL of the chorus member "purses" must fit inside completely. We will leave it up to the individual choruses to monitor their chorus member purse size; traditionally we have limited this to a 1-gallon Ziplock bag, however, in recent years we have allowed the clear stadium bags which are now common practice in most venues.

[Return to Information for Chorus Contacts](#)

[Return to Regional Convention and Competition 2025](#)