

## 2025 REGISTRATION CHECKLIST - QUARTETS

### Sweet Adelines International Website - to be completed by Quartet Primary Contact only

- Sign in to [Sweet Adelines Website - Quartet Portal](#)
- Register for NxNW Region 13 Regional Contest
  - [How to Register Quartet for Regional Competition Online](#)
  - [Regional Quartet Entry Form - Mail In](#)
- Pay registration fee
- Verify all quartet members are current with SAI dues
  - [2025 Regional Competition Eligibility Requirements](#)
- 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](#) (Song List), [Quartet Open Division Cue Sheet](#) (as applicable)

### Region 13 Convention Website

- Complete required NxNW Region quartet registration information from March 5th - April 25, 2025. (Questions should be directed to [Michelle Clark](#))
- Verify all quartet members are current with Regional dues (Questions should be directed to [Jan Smallwood](#))
- Complete photography order form by May 1, 2025 - The InSpirit Studios Photography information packet will provide more detailed information and can be found on the [2025 Convention -Quartet Registration Page](#). On the landing page of the [Quartet Order Form link](#), enter an email address and this case sensitive **Gallery Password: 5c6tLgrO** to place your photo order. **CORRECTION>> NOT REQUIRED if your quartet is not ordering photos**
- [Quartet Open Division Cue Sheet](#) (Open Division competitors only) email to [Competition Coordinator](#) by April 15, 2025. No alternative lighting available
- All Events Ticket order - be sure CAL member(s) are added to a chorus order form, or purchase online [following this link](#) – Deadline April 25, 2025
- Pay AET for any quartet member who is not a member of Region 13 through the [online payment link](#) –preferred payment method is by credit card. Deadline April 25, 2025. **The preferred method of payment is by credit card.**
- [Order Charms/Pins](#) deadline April 18, 2025
- [Program Ads / Shout Out order](#) deadline April 25, 2025
- [Order performance flash drive](#) deadline April 25, 2025
- [Photo submitted](#) for Kick-Off and Convention Center Slide Show - Deadline April 25, 2025.
- [Webcaster Information Sheet](#) - submit by April 10, 2025

### Convention Lodging - on your own

- Reservations open February 17, 2025

### **Convention/Contest Weekend** Check-in/Briefing Attendance

- 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.
  - If quartet ordered AET's through a chorus, your AET/Name badges, double-sided contestant flier for quartet and chorus competition & Charms/Pins will be in that Choruses packet.**

- Quartets will need to provide their own badge holders and lanyards. 4" x 3" for a horizontal (landscape) badge
- Pick up AET/Name badges if not part of a Chorus registration.
- Attend Inspection/Briefing
- [Song Information Sheet](#)
- [Open Division Cue Sheet](#) (CHANGES ONLY – Open Division competitors only) no alternative lighting available
- Participate in Walk-on/off

### **Pattern Purses**

- Each quartet will need to provide their own reusable bag no larger than those sold at Ross, TJ Maxx etc. to carry their chorus purses. We will leave it up to the individual quartets to select their 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 Quartet Contacts](#)

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