

# Volunteer Briefing

Saturday, April 4

## Zoom Information

Time: Apr 4, 2026 10:30 AM Pacific Time  
(US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87917114928?pwd=LaR1lvPOCxgVAYRiiaX7UImX6Xz8PO.1>

Meeting ID: 879 1711 4928

Passcode: 414845



# Volunteer Briefing - Introduction

THANK YOU for volunteering at R13's 2026 Convention and Contest!

This online briefing aims to provide you with adequate information about your volunteer position ahead of Contest Day.

**TRAFFIC PATTERN**: Click [here](#)

**Traffic Pattern volunteers, please report to your station no later than 10:40am.** Your Traffic Pattern Coordinator will check-in with you before the first contestant is scheduled to be at your spot.

Once the last contestant has passed through your station, you are free to leave and watch the remainder of the contest.

## Acronyms

- Spokane Convention Center (SCC)
- The Davenport Grand Hotel (Grand)
- Competition Coordinator (CC)

# Contest Day Contacts

Competition Coordinator (CC): Sonia Rebello 361-737-2116

## **Quartet Contest**

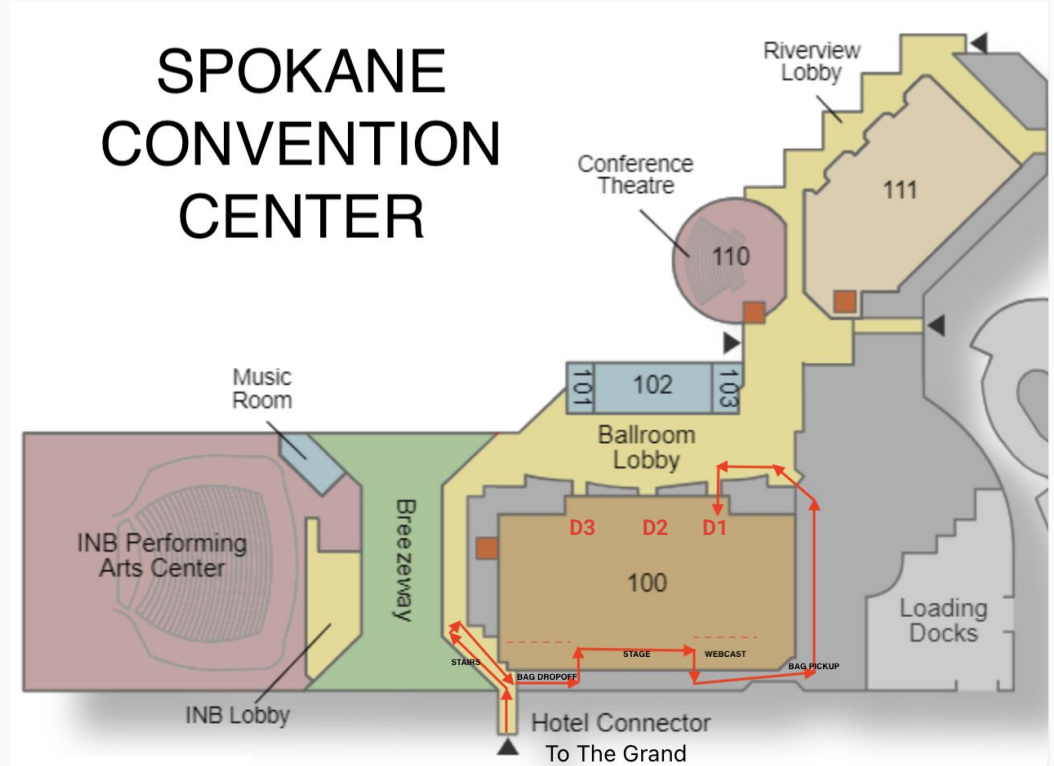
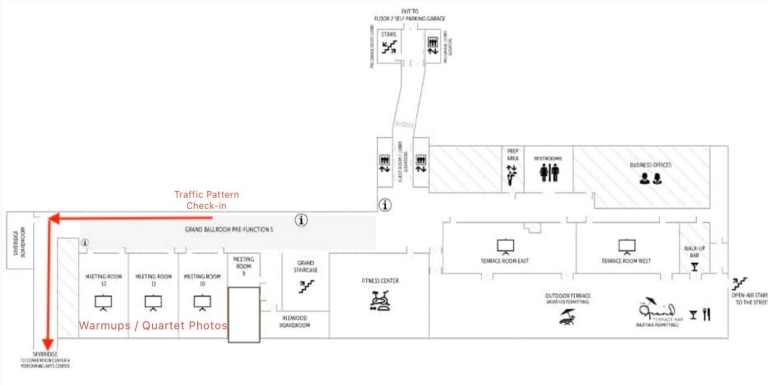
- Quartet Traffic Pattern Coordinator: Sharon Thomas 425-301-7757
- Nurse volunteer: Nikkea Ferrin 206-276-8447

## **Chorus Contest**

- Backup CC (11:30am-11:50am): Patti Mitchell 509-294-3469
- Chorus Traffic Pattern Coordinator: Patti Mitchell 509-294-3469
- Nurse volunteer (1:15pm onwards): Kelly Quicho 253-310-7796

# Traffic Pattern

Here is a [video](#) walkthrough of the traffic pattern.



# Briefing Check-in Table

Thursday, May 23, 2026

3:30pm – 5:30pm

Spokane Convention Center,  
Ballroom 100

## Volunteers:

**Terrie Roberts**

**Patty Martin**

**Janice McKenna**

**Diana Love**

Staff a table inside Ballroom 100 at the Convention Center ahead of the Briefing for Quartets, Chorus Directors, and Team Leaders/Presidents.

- Collect the following from each contestant.
  - **List of Competing Members Form** (Chorus). [Sample](#)  
(Ensure SAI member director is listed in the table but signs only on top)
  - **Open Division Cue Sheets** (Chorus and Quartet)
- Contestants initial on the **Song List Confirmation Sheet**:
  - Song lists (Song order, Title, Songwriter/Arranger, Date Rated Admissible, Entry ID). If any discrepancies, collect Song Information Sheet from contestant.
  - Contact info
  - Mobility needs
- Hand over collected forms to the Briefing Form Copier (**Kari Flint**).

# Traffic Pattern Check-in

## Volunteers:

**Lael Camacho** - Quartet Contest

**Terrie Roberts** - Chorus Contest

- You are the first person that the quartet or chorus sees as they begin the traffic pattern. Be as calm and welcoming as possible! This position sets the tone for the rest of the day for our contestants.
- Point out restrooms nearby.
- The traffic pattern gives each contestant a specific “check-in time” on the first floor. For groups that arrive ahead of time, assign them a place to stand/sit quietly until their assigned time.
- At the assigned time, hand over the quartet to the Photographer Timer or chorus to the Warm-Up volunteer.
- Judges can be slow or fast, delays and rushes can happen. Be calm and responsive to any concerns contestants may have.
- Based on input from the Traffic Pattern Coordinator, it might be necessary to text the contacts for the quartets or choruses if things move fast or if there is a backup.

# Novice Quartet Escort

Friday, May 24, 2026

## Volunteers:

**Sue Middleton** - Contestant #9 - Frequency

**Missy Hubbard** - Contestant #18 - Perfect Fourth

- Reach out to the quartet ahead of time, introducing yourself.
- On Contest Day, escort your Novice Quartet through the entire pattern from the Grand (2nd floor) all the way through the pattern until they go on stage.
- Some of our Novice quartets have experienced members in their quartet but we still want you to walk with them.
- As a quartet escort, you are there to help them stay calm by walking a relaxed, but steady clip.
- Many quartets do not want their escorts talking with them so let them talk amongst themselves and if they ask you to join in, then feel free to converse!

# Quartet Photographer Timer

## Volunteers:

**Missy Hubbard** - Quartet Contest (first half)

**Laura Lambert** - Quartet Contest (second half)

- Quartets have 10 minutes with the photographer before they are moved to the Warm-up room.
- Do not go in the room with the quartets, this is the quartet's time.
- At the right time, notify them that they have 2-minutes left.
- When their time is up, usher them out of the room and towards the Warm-Up room.

# Warm-up Ins/Outs

## Volunteers:

**Terrie Roberts** - Quartet Contest (first half)

**Denise Kuhlman** - Quartet Contest (second half)

**Missy Hubbard** - Chorus Contest (early shift)

**Mindy Engelberg** - Chorus Contest (12pm onwards)

**<Volunteer Needed>** - Chorus Contest (early shift)

**Stephanie Potter** - Chorus Contest (12pm onwards)

- Each warm-up room has two doors and groups are to enter and exit quickly.
- Each group gets 10-minutes for warming up. Time starts when the last member has entered the room.
- At the right time, notify them that they have 2-minutes left.
- Use the two warm-up rooms concurrently so that while one chorus is exiting their room, the next chorus is entering the second room – so that the groups are basically moving at the same time.
- Prepare by gathering each new group closely together outside the first door of the warm-up room.
- After a group leaves the warm-up room, hand them over to the travel escort.
- **Warm-ups for Ovation will be at the SCC in Room 102 AB.**

# Travel Escort

## Volunteers:

**Rhonda Hunt** - Quartet Contest

**Peg Faithful** - Quartet Contest

**Katy Rollings** - Chorus Contest (early shift)

**<Volunteer Needed>** - Chorus Contest (early shift)

**Jessica Brady** - Chorus Contest (12pm onwards)

**Carolyn Weger** - Chorus Contest (12pm onwards)

- This position meets the quartet or chorus outside the warm-up room in the Grand.
- Escort the quartet or chorus through the Skybridge to the Convention Center 1st floor via the elevator or stairs.
- Wait with the group outside the Service Hallway door until the door is opened to let them inside.
- There are two volunteers per contest and you will tag-team accompanying every other contestant.
- This position requires walking back and forth all day between the second floor of the Grand and the first floor of the SCC. Wear comfy shoes!

# Service Hallway To Stage Monitor

## Volunteers:

**Gretta Young** - Quartet Contest

**<Volunteer Needed>** - Chorus Contest

- Meet each contestant on the outside of the backstage door, welcome them quietly into the Service Hallway.
- Direct them to the tables where they will drop off their bags and wait until the appropriate time.
- It will be your job to KEEP EVERYONE QUIET.
- At the correct time, the Competition Coordinator will indicate for the group to walk to the stage and load the risers.

# Backstage Assistant

## Volunteers:

**Glen Thomson** - Quartet Contest + Chorus Contest

- This position will move competitor bags from the collection table backstage left to the offstage hallway table on stage right while that competitor is loading the risers.
- Direct contestants to take their bags as they leave the ballroom stage right and enter the Service Hallway.
- Point them toward the doors that exit the Service Hallway back to the lobby.
- Have them take the full bags and distribute them to others once they have left the backstage area.

# Auditorium Exit Door Monitor

## Volunteers:

**Michelle Kirkpatrick** - Quartet Contest

**Michelle DeFreece\*** - Chorus Contest

- Your role will be to get the contestants off the stage as calmly and smoothly as possible, congratulating them along the way. Direct quartets, or Director and Team Coordinator for choruses, to the webcast table.
- You will also direct quartets (following the webcast interview) and choruses to pick up their belongings from the table on the left after exiting the auditorium.

\*Will assume station after Ajoy performs

# Ballroom Door Monitor

## Volunteers:

**Lauren Rants** - Quartet Contest - Door 1

**Erin Hartley** - Quartet Contest - Door 2

**Grace Colton** - Quartet Contest - Door 3

**Nancy Butler** - Quartet Contest - Door 1

**Karen LaForce** - Quartet Contest - Door 2

**Michelle Clark** - Quartet Contest - Door 3

**Lauren Rants** - Chorus Contest - Door 1 (early shift)

**Stephanie Buehler** - Chorus Contest - Door 2 (early shift)

**Vi Strobridge** - Chorus Contest - Door 3 (early shift)

**Carrie Jaecksch** - Chorus Contest - Door 1 (12pm onwards)

**Cynthia Heller** - Chorus Contest - Door 2 (12pm onwards)

**Nancy Butler** - Chorus Contest - Door 3 (12pm onwards)

- Doors D1, D2 and D3 indicated on SCC map. Everyone entering must have an AET, Single Event Ticket or Tech Pass. Age 12 and under are Free. If needed, direct people around the corner to purchase a ticket at the TicketsWest booth.

- Door monitors help protect every competitor's focus. Once the emcee steps out to introduce the next performer, your assigned door must be closed—and remain closed—until that competitor finishes their two-song set or Open Division package. During the brief transition between competitors, audience members may enter or exit.

- NOISE IN THE HALL: There is a chance at the beginning of each contest (maybe the first 3-4 competitors), that there could be groups of people talking and waiting in the hall for the doors to open between competitors. If you sense that this might be a problem at your door, please stay outside of the door to keep the people quieted down until the competitor is done performing.

# Things to bring to your station

- Your AET / single event ticket / Tech Pass (pickup at Registration table)
- Water bottle
- Fully charged cell phone (for your traffic pattern coordinator to contact you)
- Pen (in case you need to mark any changes to the pattern times)
- A positive attitude and your biggest SMILE!

# Questions?

Please email your amazing Traffic Pattern Coordinators

Quartet : Sharon Thomas [shar1zzz@hotmail.com](mailto:shar1zzz@hotmail.com)

Chorus : Patti Mitchell [mitchell\\_pd@hotmail.com](mailto:mitchell_pd@hotmail.com)