



Sweet Adelines Region 25  
Competition and Convention  
March 27-28, 2025, in Richardson, TX

**QUARTET NOTES FROM YOUR  
COMPETITION COORDINATOR**

**Hello Region 25 Quartet Competitors!**.....As we return to Richardson and the Eisemann, here are some “Things to Know” about your upcoming competition experience:

**SECURITY PASSES** – This process started last year and is still in effect to gain entrance to the backstage area of the Eisemann Center. Hours for pickup will be published in a separate document as well as additional guidance.

**PATTERN WALK THRU / BRIEFING / QUARTET WALK ONS**

Competitor Briefings are on Thursday night. Please have **ONE** representative of your group go through the check in tables that will be stationed near the Region’s Registration Table in the Hotel. Check In is from 6pm to 6:45pm but please arrive as early as you need to be finished with your business by 6:45pm. **ALL** outstanding forms and photo/video orders will be taken care of at this time. All 4 members of the Quartet may attend the briefing but no one outside the Quartet is permitted due to security rules.

**Eval Only/Int’l Bound Competitors** - Every EO/IB competitor should have submitted an Open Division cue sheet as of **March 20th** (please ignore what it says on the actual cue sheet – I need these a week **BEFORE** the briefing!). Also, if you have any large props that you want to store backstage – please discuss that with me before you leave for the evening. For EOIB Quartets, we are unfortunately not able to provide the Optional Lighting this year. Hopefully in the future!

**QUARTET FORMS DUE by March 20<sup>th</sup>:** (email to [valclarkrt@yahoo.com](mailto:valclarkrt@yahoo.com))

- ✓ **Competitor Info Form** – this online jotform has pattern contact info, preferred stage entrance AND special needs
- ✓ **Song Information Sheet** - if you are making changes since your initial contest registration
- ✓ **Open Division Cue Sheet** – [if applicable](#)

Should you need to make any minor adjustments to these sheets – you will have the opportunity at check in on Thursday night.

**QUARTET FORMS DUE on THURSDAY NIGHT prior to the Briefing:**

- ✓ **Photo & Video Order form & payment** (online jot form combined order for your Quartet)

You will have the chance to go through the complete pattern leading onstage and join the other quartets in the Eisemann Hill Performance Hall for the Briefing which starts promptly at 7:00pm. Following completion of that process, quartets will have the opportunity to do their customary “walk-ons” and then it’s off to the Quartet reception back at the hotel!

**PATTERN**

Competitors should make their way to the 1st floor hallway outside the Texas Ballroom in the Renaissance Hotel in plenty of time to make their pattern check in time.

## 2026 QUARTET PATTERN, CON'T

Quartet members with disabilities or special needs:

- ✓ Please make sure your needs are reflected on the Competitor Info Form which can be found on the contest webpage. **Please note** that assistance with equipment must come from within your Quartet. No one outside the quartet will be allowed to enter the backstage area for the competition.

All competitors – once you arrive at pattern check in, your pattern consists of a warm-up room in the hotel located near check in and then you will be escorted out and across the driveway, through the garage and around to the Backstage North Door of the Eisemann. You'll pass through a security checkpoint and proceed into the loading dock holding area and then straight into backstage. There are 3 small steps or a small ramp if you are on a scooter.

At pattern check in, each quartet will be given one (1) large reusable bag for purses, etc. Please limit what you bring to fit into this bag.

The Pattern Check In should be your last chance for final appearance check and a bathroom if necessary.

### PHOTOS

Quartets will have candid photos taken during your entire contest set and will be made available digitally if you ordered a set.

### STAGE INFO

The stage setup is a theatrical stage setting....

- Entrance: Quartets can choose to enter the stage completely from stage right or from the center of the curtains
- The Backdrop: For Quartets there will be a combination of Black curtains with uplighting that frames center
- The stage is a wooden floor
- Open Division – the only emcee mics will be located at center, towards the front of the stage. **DO NOT TOUCH OR REMOVE THESE MICS FROM THEIR STAND.**

Purse bags can stay with pattern personnel during your performance. After you exit the stage, please retrieve your purses quietly, return the reusable bag to the pattern personnel and follow your AV escort to the Mezzanine for your Webcast interview.

### VIDEOS

Video Forms and payment for your official contest recording should be taken care of prior to arriving on Thursday. You will be emailed a link to access your video (if you ordered one). The link is emailed to the email address provided on the Video Order Form. Please check it immediately and let Sarah Ehrlich (AV Coord) know if you have any issues.

### ALL COMPETITORS

If you have to withdraw from competition at any point, please note that a written withdrawal notice (email is fine) must be received at International Headquarters. A phone call will not suffice. Contact me if necessary for assistance.

Feel free to contact me if you have any questions. Have a wonderful competition experience and we'll see you in Richardson!!

Val Clark  
Regional Competition Coordinator, Region 25