

WELCOME

The Greater Harrisburg Chapter Sweet Adelines International is one of more than 600 Sweet Adeline chapters located throughout the world. Greater Harrisburg is part of Region 19, which encompasses eastern Pennsylvania, southern New Jersey, Delaware, Maryland and parts of Virginia and West Virginia. We are one of the oldest chapters in Region 19, having been chartered in June, 1956.

Greater Harrisburg is committed to promoting the art of a cappella singing through public performances and member education. Our music staff is dedicated to providing our membership with quality coaching and musical education. We encourage all members to make attendance at weekly rehearsals a priority.

Greater Harrisburg Mission Statement

The Greater Harrisburg Chorus of Sweet Adelines International is an organization of women committed to the preservation and encouragement of a cappella harmony in the barbershop style. We strive for excellence both in public performance and competition through the education and continuous growth of our members. In singing, we share the spirit of sisterhood and the joy of music.

COMMUNICATIONS

Communication is a key ingredient to the success of any organization. Greater Harrisburg uses the following means of communications to keep members informed of upcoming events and day-to-day happenings.

Mailboxes

Mailboxes are one of our primary means to distribute information to members. Greater Harrisburg Chorus also makes extensive use of the internet. (See section below). A mailbox is maintained for each member. These mailboxes are located in a prominent area at our rehearsal site and should be checked each week before and/or after rehearsal. (You may hear members refer to "survival kits." This is another term for mailboxes.) New members are assigned mailboxes when the Board accepts their application for membership.

"News & Notes"

"News & Notes" is a weekly printed bulletin of what's happening within the Chorus. Future performances are listed along with important reminders and general

information. "New & Notes" is distributed to members upon request, and is posted at rehearsal. Please take time each week to read this important information.

The Internet

Greater Harrisburg maintains a website at www.GHchorus.com. It is an online version of "News & Notes," as well as a source for information such as links to our learning recordings and news of upcoming events. Chorus members are encouraged, but not required, to use the internet. Please make yourself familiar with GH's presence on the web. The webmaster is listed on the [Leadership List](#) located in the **front** pocket of this handbook.

Chorus Calendar

The Chorus maintains an online calendar (<http://calendar.yahoo.com/ghcalendar>). It lists upcoming performances, rehearsals, members' birthdays and miscellaneous information. You can access this calendar from our main web site at www.GHChorus.com.

Sweet Adelines International website & Region # 19 website

The Chorus is linked via the internet to websites for Sweet Adelines International and Region #19. Both are sources of information that are important to all members. The web address for Sweet Adelines International is www.sweetadelineintl.org. The web address for Region #19 is www.region19sai.org. You can access these links from our main web site at www.GHChorus.com.

Announcements

Each week, there is time set aside to communicate important information that may or may not be included in "News & Notes" or online. Members should remain in the rehearsal area so that they can hear these announcements.

"Harmony Hi-Lo's"

Harmony Hi-Lo's is the Region's quarterly publication, which is issued to all Region 19 members. It contains information regarding upcoming events plus news about what our fellow choruses are up to.

"The Pitch Pipe"

The Pitch Pipe is the official magazine of Sweet Adelines International. It is a quarterly magazine published in January, April, July and October, spotlighting the many faces of Sweet Adelines, plus informs, educates and recognizes the members who have made the organization a success.

Membership Roster

Each member receives an updated Membership Roster at least two times a year. Please notify the **Corresponding Secretary** if you have a change in address telephone number and/or e-mail address. The Corresponding Secretary is listed on the Leadership List located in the **front** pocket of this handbook.

Rosters also can be sent to your computer upon request. To protect the privacy of our members, Greater Harrisburg does not make rosters available via download over the internet. The chorus does not sell or distribute its roster.

Telephone and E-mail

At times it is necessary to communicate with members between rehearsals regarding chorus business. These mass communications are done via telephone and/or e-mail. Members may choose which method of communication they prefer. We ask that you do not abuse either of these means of communication, especially if contacting the member at her workplace.

Board Buddies

Each member of the chorus is assigned a **Board Buddy**, who is a current member of the chorus Board of Directors. Board Buddies are responsible to handle any questions or concerns members may have regarding the administrative aspect of the Chorus. Board Buddy sessions are held as necessary. Please see the Board Buddy List in the **back** pocket of this handbook for your current Board Buddy. New members will be assigned a Board Buddy when the Board accepts their application for membership.

RISER ETIQUETTE

Greater Harrisburg members enjoy being with each other and making wonderful music together. In order to make that experience the most positive it can be and out of courtesy to your riser neighbors we ask all members to:

- Not use perfume, scented powders or scented hairsprays at rehearsals or performances.
- Bathe before rehearsals and performances to help combat offensive body odors. Also be sure costumes/clothing are odor-free before each performance/rehearsal. If you're not sure how to clean a costume, please ask the Costume Coordinator.

- Beware of offensive breath. If you have a problem, use breath mints and be sure to brush your teeth before performances and rehearsals if necessary.
- Not talk or applaud during performances.
- Limit talking on the risers during rehearsals. If you do talk, please do so in a quiet voice. We ask that members don't talk when instructions are being given, even if your section is not involved.
- Stand to the front of the risers. This gives everyone more room to move and breathe.
- Not stand directly in front of or behind another person. Your "window" is the area you stand in so you are looking between the two people in front of you.

MUSIC

Music Committee

The **Music Coordinator** and her Committee work closely with the Director to choose music that will showcase the talent of the Chorus. The music they choose must be challenging to the Chorus and appealing to our audiences. The Music Coordinator oversees all areas involving music. The Music Coordinator is listed on the Leadership List located in the **front** pocket of this handbook.

The **Vocal Production Coordinator** works closely with the Director to ensure and enhance the vocal skills of chorus members. The Vocal Production Coordinator is listed on the Leadership List located in the **front** pocket of this handbook.

Sheet Music and Learning Tapes/CD's

The **Music Librarian** is responsible for ordering music and maintaining the music library. New members receive sheet music for the songs in our current repertoire when their application is accepted by the Board of Directors. Section Leaders will advise new members which songs to learn first. New members also receive a part predominant learning tape/CD that includes the songs in our current repertoire. As new music is added to the repertoire, all members will receive a copy of the sheet music and a learning tape/CD. (See the section titled "Learning Tapes/CD's" for specific information

on learning tapes/CD's.) The Music Librarian is listed on the Leadership List located in the **front** pocket of this handbook.

It is important for all members to remember that the way the chorus sings a song is usually not the way it appears on the sheet music since all songs are subject to the Director's interpretation.

Section Leaders

Section Leaders are responsible to help members become familiar with our current repertoire. These leaders also conduct sectional rehearsals when they are scheduled (usually once a month). If you have a question regarding your part, talk with your Section Leaders rather than a general member of the chorus. This will ensure that every member is singing their part consistently. Section Leaders are listed on the Leadership List located in the **front** pocket of this handbook.

Section Leaders also are responsible for listening to members when the Chorus conducts note check programs. Information on our current note check program is distributed to the membership by the Music Coordinator.

Learning Tapes/CD's

When the Chorus learns new music each member is given a copy of the sheet music as well as a learning tape/CD. The Music Librarian provides sectional tapes to our tape dubbers who record a tape/CD for each section member. The music is recorded in three ways—part predominant, part absent and all four parts together. There is no cost to receive this learning medium; however, if the Chorus' supply of tapes/CD's is low, members may be asked to provide blanks to be used for the recordings.

Chorus members may also download learning recordings from the chorus's website. This portion of the website is protected with a password for copyright purposes. Members should contact the webmaster to obtain the password. The webmaster is listed on the Leadership List located in the **front** pocket of this handbook. Learning recordings are added to the website as they become available.

Tape Recorders

Members are strongly encouraged to use tape recorders on the risers and in sectionals, especially when learning a new song. Using a tape recorder allows you to tape yourself and listen to your tape between rehearsals to correct words and notes and to improve vocal production. Members also are encouraged to use their recording devices during rehearsals and coaching sessions to review of the skills brought to us by our international-level coaching team.

Choreography

Choreography is a very important part of our musical presentation. It is much like acting, where we change from being ourselves to being performers. Whether it's the subtle movement of bodies and facial expressions or more complex choreographed moves, these actions enhance the music we sing. Proper posture and facial expressions also support good vocal production. New choreography is usually taught by our **Choreographer** and her assistants or by a coach. If you have any questions regarding choreography, please see the Choreographer or her assistants. The Choreographer is listed on the Leadership List located in the **front** pocket of this handbook.

Associate and Assistant Directors

Our **Associate Director** and **Assistant Directors** are responsible for conducting rehearsals and chorus performances in the absence of the Director. Please see the Leadership List located in the **front** pocket of this handbook for a list of these directors.

Pods

The chorus is divided into several informal rehearsal groups which meet sporadically throughout the year. These small groups allow members to learn music in a casual, less-structured atmosphere. A list of the current pod assignments can be found in the **back** pocket of this handbook. New members are assigned to a pod when their application for membership is accepted by the Board. As much as possible, members are assigned to Pods based on geographical areas.

Quartets and Quartet Promotion

Quartet singing is challenging, as well as rewarding. It's a great way to improve singing skills and learn songs that are not part of the chorus repertoire. Some quartets compete in regional competitions and some members quartet just for fun. Any questions you have about quarteting should be directed to the **Quartet Promotion Coordinator**. Please see the Leadership List located in the **front** pocket of this handbook for her name.

PERFORMANCES

Greater Harrisburg performs throughout the year for public and private functions. The **Performance Coordinator** works with her Committee to ensure that all performances

are well-organized and enjoyable for the audience. The Performance Coordinator is listed on the Leadership List in the **front** pocket of this handbook.

Performances are divided into two types:

Full Chorus Performances

When the chorus is contracted for a full chorus performance it is expected that all members will be present. If a member is not able to make a full chorus performance, she should notify her Section Leaders as soon as possible so that adjustments can be made to the proposed song list, if necessary.

Half Chorus Performances

There are times when the chorus is contracted to sing in a smaller venue where a full chorus is too large. When this occurs, a half chorus performance is scheduled. Since it is important that all voice parts are represented the Performance Coordinator or her representative will check with the chorus before the scheduled performance to see who is planning to attend. In the event that there are not enough of a certain voice part, a member may be contacted directly and asked to attend.

Costumes

The **Costume Coordinator** and her committee are responsible for ensuring our costumes compliment our music and choreography. It is also their goal that the costumes be easy to care for and be flattering to most members of the chorus. The chorus generally has one or two "formal" costumes, which we wear for competitions and shows.

When new members join the chorus, the Costume Coordinator or her representative will meet with them to make arrangements for their costumes.

Please note the following rules regarding costumes:

- Costumes are considered chorus property.
- Costumes may not be worn for personal use.
- Damaged costumes and accessories will be replaced by the member at her own expense.
- Costumes may not be worn traveling to or from a performance, unless announced.

The chorus also wears casual costumes for other performances, which may require the purchase of ready-made accessories or clothing items (i.e., slacks in a certain color and style or specific colored earrings). A list of our current costumes is included in the **front** pocket of this handbook. Questions regarding costuming should be directed to

the Costume Coordinator. Her name is included on the Leadership List located in the **front** pocket of this handbook.

Make-Up

The type of performance and venue dictates the level of makeup that we wear. A list of the three make-up levels and guidelines on how to apply make-up are included in the **front** pocket of this handbook.

A list of the specific make-up that members need is listed below. Most of the make-up can be purchased at any store that sells make-up, although some of the make-up is available to buy from the chorus. Since our aim is a unit look, it is important to buy the **exact** brand and shade of make-up that is listed. The **Make-Up Coordinator** and her committee will check make-up for uniformity before competitions and shows.

If you have any questions regarding make-up, contact the Make-Up Coordinator. Her name is listed on the Leadership List located in the **front** pocket of this handbook.

Current Make-Up List:

Competition Base	Bob Kelly Blender Toner *
Performance Base	Max Factor Cool Bronze (Cool 5)
Lipstick	Ben Nye True Red *
Blush	Ben Nye Fuchsia *
Eye Shadows	Ben Nye Teal *
	Revlon Taupestar (Shimmer)
	Revlon Not Quite White (Matte)
Nail Polish	Any clear Red
Eyeliner	Black (no specific brand)
Lipliner	Red (no specific brand)
Eyeliner	Black (no specific brand)
Mascara	Black (no specific brand)
Eye Lashes	Black (no specific brand)
Eyebrow Pencil	Black or Dark Color (only necessary if your eyebrows are light)

* This make-up can be purchased from the chorus

ANNUAL SHOW AND DINNER THEATER

Each year the chorus presents an annual show and/or dinner theater. These are our main money-making projects. The first half of the shows are generally scripted with a theme and the second half is performed concert style. The annual show usually

features a special guest group or quartet, and is normally scheduled for a Saturday with two performances--a matinee and an evening show. A "*between glow*," which includes food and entertainment for the chorus and their guests is usually arranged. There is generally a small charge to attend the "*between glow*."

If the chorus does not present a show, we generally present a dinner theater. Our dinner theater performances are at a smaller venue with the audience receiving a meal before the performance.

CHORUS RETREAT

In preparation for Regional/International Competition, the chorus holds a weekend retreat at a local hotel, usually 4-8 weeks prior to competition. The retreat begins Friday evening and concludes around noon on Sunday. This weekend is full of coaching, rehearsing and fun. It gives members a chance to get to know each other and prepare for competition. Attendance at retreat is required for members planning to compete in the upcoming contest. Costs for attending retreat is borne by the member. This cost includes lodging and meals.

Secret Sisters

During retreat weekend, members who wish to participate are given the name of their "Secret Sister." Identities are kept secret until the morning of competition. During the weeks between Retreat and Competition, members give notes and cards to their Secret Sister. These notes should offer encouragement and clues about their own identity. At breakfast on the day of competition members give their Secret Sisters a small gift and reveal their identities. Participation in this event is not mandatory, so if you do not wish to participate, please notify the **Secret Sister Coordinator** before Retreat. You will know the Coordinator's name prior to Retreat.

REGIONAL CONVENTION & COMPETITION

In addition to performing, our chorus loves to compete. We believe our preparation for competition enhances our skills, which translate into all facets of performance and enjoyment. Regional and International Chorus and Quartet competitions are held annually. Regional competitions are held in the spring and International competitions are held each fall. Costs for attending competition are borne by the member. These costs include registration fee and lodging/meals.

Competition judges score competitors in four categories: music, sound, expression and showmanship. Each competitor sings two songs, which must last a total of three to six minutes. Winners of the Regional Chorus and Quartet Competitions are eligible to represent their region at the International Convention. Quartets who win in the spring compete later that year in the fall. Winning choruses compete in the fall of the following year (18 months) after winning their Regional competition.

Region 19's Convention & Competition usually begins on Thursday and concludes at noon on Sunday. The location of the convention generally shifts between Ocean City, MD and Harrisburg, PA. Competition begins Friday night with Quartets, Saturday is Chorus Competition and a Show of Champions is presented on Saturday evening.

Attendance and participation in chorus competition is expected, but not required.

REGIONAL EDUCATIONAL OPPORTUNITIES

Regional Weekends ("Together In Music Education")

Several times a year, Region 19 sponsors educational weekends where skilled faculty teach classes in every aspect of barbershop harmony, including visual performance, vocal production, judging categories, music arranging and leadership training. These weekends are referred to as "...TIMES" (i.e., SummerTIME, FallTIME, etc.) In addition to education, each TIME weekend usually offers a special contest—History Book, Novice Quartet, Comedy Double Quartet, for example. A Saturday night show is also part of each weekend and is open to the general public. Costs for attending TIMES are borne by the member. These costs include registration fee and lodging/meals.

ACT (Administrative Chapter Training)

The Region also sponsors an annual, one-day meeting that provides educational classes for chapter administrators, including board members, committee coordinators and general membership. These classes provide an opportunity for members to extend the musical and leadership skills they already possess and to develop new ones.

Other

Region 19 and Sweet Adelines International offer educational opportunities all year round. Information on these events can be found on the regional and SAI websites as well as in regional and SAI publications. Region 19's website is www.region19sai.org. Sweet Adelines International's website is www.sweetadelineintl.org.

ADMINISTRATION

Board of Directors

The Greater Harrisburg Chorus is governed by an eight-member Board of Directors, which is elected by the membership for a two-year term. Chorus Officers are elected by the Board of Directors for a one-year term (May 1 to April 30). The Board is empowered to make all administrative decisions, except Standing Rule changes. All Chorus Committees report to the Board. The names of the Board, its Officers and Committee Coordinators appear on the Leadership List located in the **front** pocket of this handbook.

Chapter Officers and Board Members are installed at an Installation Dinner, which is held on a regular rehearsal night, in April or May. Special membership awards and recognitions are also made at this dinner.

Director and Music Committee

The Director and Music Committee make all chorus musical decisions. The Director appoints the music staff. A contract outlining the responsibilities of the Director and the general membership is reviewed and signed annually. This contract is approved by the Board. A list of the Music Committee Members appears on the Leadership List located in the **front** pocket of this handbook.

FINANCES

Fair Share

Fair Share is Greater Harrisburg's method for paying annual dues. Chorus members may pay their annual dues via fund-raising or paying cash, or a combination of both. All active members age 26 and up pay full Fair Share; age 25 and below pay a slightly lower amount due to lower membership fees from Sweet Adelines International and Region 19.

Every active chorus member is responsible for an annual Fair Share amount. Part of this obligation is used to pay member dues and the remainder is used to cover Chorus budgeted expenses. An active member who resigns during the year is responsible for a prorated amount based on the number of months she was active. This amount should be paid as soon as the member resigns.

New members are also responsible for International dues and a prorated Fair Share amount based on the month their application is accepted by the Board of Directors. A new member will pay International Dues immediately upon acceptance into the chorus

and the prorated portion as listed on the Fair Share sheet in the **back** pocket of this Handbook by the end of the Fiscal Year.

The Fair Share amount is subject to change annually based on the annual budget and anticipated chorus income. See the insert in the **back** pocket of this Handbook for the amount of this year's Fair Share and a partial listing of fund-raising credits.

If you have any questions regarding the status of your Fair Share during the year, please see the **Ways & Means Coordinator**. Her name is listed on the Leadership List located in the **front** pocket of this Handbook.

Angel Fund

The Angel Fund (Elizabeth Byan Memorial Fund) began as a donation made by the family of a former chorus member. The purpose of this fund is to provide funds to chorus members in need of financial assistance to pay for Sweet Adeline expenses, with the exception of Fair Share. The fund is replenished with a portion of show profits, donations and repayment of money borrowed. Names of members using this fund are kept strictly confidential by the **Angel Fund Manager**. If you have questions regarding procedures and policies for using the Fund, please see the Fund Manager. Her name is listed on the Leadership List located in the **front** pocket of this Handbook.

Ways & Means

The major portion of Chorus income comes from revenue generated by our annual show and/or dinner theater, miscellaneous performances and Ways & Means fundraising projects. If members have any ideas or suggestions for fundraising opportunities, they should share them with the **Ways & Means Coordinator**.

GLOSSARY

Afterglow – cast party after a show or performance. You may also hear the term "between glow." This is a cast party that is sandwiched between two shows in one day.

All-in-One – a one-piece undergarment worn under our costumes.

Diphthong – two vowel sounds sung on one note, with greater stress on the first vowel (for example "day" would be sung da (long a) /e (long e)).

Fifth Ear - a person who helps a quartet by listening and suggesting areas for improvement.

Forward Motion - lyrical flow, with vocal movement toward something in anticipation, especially in a ballad.

From the Edge - starting to sing from the very beginning of the music.

Hang Ten - standing forward on the risers so that your toes are at or slightly over the front edge of the risers.

Key - name of the note on the scale in which a song is written. This is the note blown on the pitch pipe.

Mailboxes - Each member assigned a mailbox up acceptance into the chorus. These mailboxes are located in a prominent area at our rehearsal site and should be checked each week before and/or after rehearsal. Mailboxes are sometimes referred to as survival kits.

Mask - the facial muscles under the eyes into the temple, around the nose, in the lip area, and from the temples down to the chin.

Off the Paper - being able to sing your part without using the sheet music.

Overtone - unsung tone heard above the highest tone on a chord. This is what all choruses and quartets strive for.

Pattern - designated path followed by choruses and quartets on competition day.

Pitch Pipe - the musical instrument used to help singers begin in the same key. It is also the name of the quarterly magazine published by Sweet Adelines International.

Quartet Etiquette - displaying courtesy by not singing along with a foursome that is singing unless you are asked to join in.

Queens of Harmony - the nickname given to International quartet champions.

Resonators - any of the cavities or parts of the vocal tract that serve to reinforce and enrich the tones of the singing voice.

Ring a chord - when a barbershop chord is perfectly balanced and in tune.

Sing-Out - another name for performance.

Sneak Breath/Snack Breath - taking a quick breath in other than a planned breathing place so as not to run out of air at the end of a phrase. It is important that not every one takes a sneak/snack breath at the same time.

Survival kits – This is an alternative term for your chorus mailbox. Each member assigned a mailbox up acceptance into the chorus. These mailboxes are located in a prominent area at our rehearsal site and should be checked each week before and/or after rehearsal.

Tag – the section at the end of each song that has been added by the arranger to give a sense of completeness.

Vibrato – a wavering in the vocal tone that keeps chords from locking and ringing. This technique is discouraged in barbershop singing.

Vocal Warm-Up – getting the voice ready to sing and our ears listening to each other.

Window - the area you stand in so you are looking between the two people directly in front of you.

Woodshedding – the art of singing barbershop harmony without a written musical arrangement.