

Blue highlight - volunteers needed
 Red highlight - Sound of Illinois volunteer(s) needed

ACC 2019 Schedule of Events (3/13/2019) v1

THURSDAY	June 6, 2019	ROOM	LOCATION	ROOM SET-UP
3:00 pm - 9:00 pm	Hospitality/Trophy Drop off	Middle Secton Ballroom (Sarah Raymond)	Hotel	Tables for Basket Raffle - set up inside middle of room down the center - 2-3 tables; Vendor tables (with 2 chairs/table) around the perimeter of the room - # TBD and 1 table for Trophies, mini-registration/supplies just inside room on the right or left-hand side with 2 chairs
6:00 pm - 8:00 pm	Area Council meeting	2nd Fir Conf Suite	Hotel	Set up with conf table and chairs - okay to leave sleeper sofa in room
7:00 pm - 9:00 pm	Classes	See Ed Class Schedule	Hotel	Balroom Marie Litta & Rachel Crothers; Suite 3rd flr Conf. Suite
9:00 pm - ??	Area 4 Hospitality	Rachel Carothers	Hotel	z
5:30 pm - ??	Judges Hospitality	4th flr Conf Suite	Hotel	Board Room table, chairs, okay to leave sleeper sofa in room
FRIDAY	June 7, 2019	ROOM	LOCATION	ROOM SET-UP
10:00 am - 2:00 pm	Contest Site Set up	Auditorium	Normal West High School	1. Podium with microphone and light - stage right (in front of curtain) 2. 2 rows of tables in front of stage - seat 8 judges, 8 chairs/4 chairs per row 3. 1 table off to side for COJs perpendicular to judges but angled 45 degrees to view stage, 2 chairs; stage right side of stage 4. Sound and lighting vendor will be in to set up
8:00 am - 5:30 pm	Hospitality/Trophy Drop off	Middle Secton Ballroom (Sarah Raymond)	Hotel	Tables for Basket Raffle - set up inside middle of room down the center - 2-3 tables; Vendor tables (with 2 chairs/table) around the perimeter of the room - # TBD and 1 table for Trophies, mini-registration/supplies just inside room on the right or left-hand side with 2 chairs
8:00 am - 10:00 am				Balroom Marie Litta & Rachel Crothers; 2nd & 3rd flr Conf. Suites; Breakfast Room in the afternoon, if needed
12:00 pm - 2:00 pm	Classes	See Ed Class Schedule	Hotel	
10:00 am - 11:00 pm	Area 4 meeting; including Charter Ceremony	Rachel Carothers	Hotel	Need Podium and hand held microphone
10:45 am - 11:45 pm	Judge's Lunch	TBD		Options: give per diem and have judges go to local restaurants or bringing something in
12:30 pm - 1:30 pm	COJ Sound Check	Auditorium	Normal West High School	
2:45 pm - 3:15 pm	Quartet and Chorus Briefing	Auditorium	Normal West High School	
3:15 pm - 4:15 pm	Quartet and Chorus Stage viewing	Auditorium	Normal West High School	
4:00 pm - 5:30 pm	Photography set up	Choir Room 144	Normal West High School	table and 2 chairs
3:30 pm - 5:30 pm	Judges Dinner	TBD		Adjoining Restaurant (Baxter's) or Avani's (restaurant within walking distance from hotel), other options may be pursued
5:00 pm - 7:00 pm	Quartet Warm Up Room	Orchestra Room 145	Normal West High School	Need 2 rooms for warm-up in pattern
6:00 pm - 8:00 pm	Quartet Contest	Auditorium	Normal West High School	1 table outside & 2-3 chairs outside main doors. Doors open 45 minutes before contest.
5:30 pm - 8:00 pm	Judges Breakroom	Green Room	Normal West High School	
5:30 pm - 8:00 pm	Quartet Photos	Choir Room 144	Normal West High School	Photographer to set up own equipment. 1 table and 2 chairs.
8:45 PM - ??	Quartet Evaluations	Marie Litta & Rachel Carothers, Breakfast Room and other 1st floor space	Hotel	Can also use sleeping rooms next to the Conf Suites on the 2nd, 3rd and 4th floors, if needed.
10:45 PM - ??	Judges Hospitality	4th flr Conf Suite	Hotel	
SATURDAY	June 8, 2019	ROOM	LOCATION	ROOM SET-UP
8:00 am - 11:00 am	Hospitality/Trophy Drop off	Middle Secton Ballroom (Sarah Raymond)	Hotel	Tables for Basket Raffle - set up inside middle of room down the center - 2-3 tables; Vendor tables (with 2 chairs/table) around the perimeter of the room - # TBD and 1 table for Trophies, mini-registration/supplies just inside room on the right or left-hand side with 2 chairs
8:00 am - 10:20 am	Chorus Rehearsals	Marie Litta	Hotel	Schedule 20 minute rehearsals per chorus starting at 8 am with chorus mic-testers; Request a 2nd set of risers Saturday - use for Moonglow, too, later that night in the ballroom
11:00 am - 12:30 pm	Photography set up	Marie Litta	Hotel	Photographer to set up equipment, table and 2 chairs.
11:00 am - 4:00 pm	Chorus Warm Up Room	Orchestra Room 145	Normal West High School	Each chorus will be assigned a room at the high school for the duration of the contest pre-pattern, pattern and evals
10:45 am - 12:00 pm	Judges Lunch	TBD		Options: give per diem and have judges go to local restaurants or bringing something in
12:30 pm - 2:30 pm	Chorus Contest	Auditorium	Normal West High School	1 table outside & 2-3 chairs outside main doors. Doors open 45 minutes before contest.
12:00 noon - 2:30 pm	Judges Breakroom	Green Room	Normal West High School	
11:30 pm - 2:30 pm	Chorus Photos	Marie Litta	Hotel	Use helper from men's Sound of Illinois chapter
3:00 pm - 5:00 pm	Chorus Evaluations	Chorus rooms at high school	Normal West High School	Each chorus will be assigned a room at the high school for the duration of the contest pre-pattern, pattern and evals
6:00 pm - 10:30 pm	Moonglow	Ballroom	Hotel	6:00 pm Cash Bar (Pre-function area); 6:30 pm Dinner; tables set for 8; Podium with microphone and light to the left of risers with small table/credenza behind; take risers down after moonglow