

## ACCEPTANCE LETTER

Congratulations! In the Northwest Division of ACDA, which covers six states, there are tens of thousands of eligible singers in ACDA member choirs. Out of all of those singers, you have been selected to represent your choir, town, state and our division as one of the very best. Again, congratulations on your accomplishment!

### SCHEDULE

Please see the attached DRAFT of the honor choir schedules and start planning your travel! Please note that the conference this year runs from Thursday, March 15, 2012 to Sunday, March 18, 2012. (This is different from past years when we've run from a Wednesday to a Saturday.) Please remember each singer is REQUIRED to attend all honor choir activities (rehearsals, social activity, performance, etc.), so please make your travel plans accordingly.

### HOUSING

ALL singers MUST stay at the Seattle Sheraton for the duration of the Conference (check-in Thursday March 15, check-out Sunday March 18). *HS Men's & HS Women's Honor Choir members do NOT need to make a reservation at the Sheraton, as that is taken care of through your honor choir fee and the ACDA staff. Children's & Youth Honor Choir members MUST CONTACT THE SHERATON and make reservations RIGHT AWAY!!* Please call the Sheraton at 888-627-7056 and be sure to tell them you are with the ACDA Honor Choirs. They have given us a special rate of \$139 per night (plus taxes/fees) - this is significantly lower than the public rate!! Again, you MUST tell them you are with the ACDA Honor Choirs in order to make the reservation and to get this special rate. When making your reservation, please list each honor choir singer and chaperone in the room. (Online reservations are blocked, so please call the hotel directly.)

### FEES

Please know we have been extremely diligent in keeping the cost for honor choirs as low as possible. We have even been able to LOWER the fees this year! *The fee for each HS Men's or HS Women's Honor Choir singer is \$320, including the hotel room. The Youth and Children's Honor Choirs are only \$200 per singer, NOT including the hotel cost.* This expense covers 3 ½ days of great rehearsals and performances with great people, the conductors, accompanists, sheet music, rehearsal CD's, T-shirts, three breakfasts and other activities and items. Be confident that our Honor Choir Committee is working hard to ensure that each singer will be provided the greatest experience possible for the best price possible. Again, ALL singers and their chaperones are required to be housed at the Seattle Sheraton Hotel for the entire conference timeline.

*All accepted singers need to begin the discussion NOW regarding a payment method. DO NOT wait until the last minute to ask for a check to be cut or for financial support. Most school districts and organizations need at least a week or two to process a check. It is preferable to have checks written by organizations (schools, churches, community choirs, etc.) rather than individuals. Please remember, make all checks or bank checks payable to NW ACDA. We will not accept Purchase Orders, Cash, or Credit Card numbers. Remember, ALL FEES ARE ABSOLUTELY NON-REFUNDABLE.*

### FORMS

Each singer must complete three forms and send them with the fee payment to the appropriate honor choir chair. The **Liability Waiver** must be signed by the singer and parent/guardian and NOTARIZED. The **Medical Permission Form** must be completed, signed by the singer and parent/guardian and NOTARIZED. The **Housing Agreement** must be completed and signed by the singer and parent/guardian. The three forms, along with the payment, must be sent to the appropriate honor choir chair and must be postmarked by **DECEMBER 1, 2011**.

## CHAPERONES

*For the Children's and Youth Honor Choirs, chaperones will need to stay in each room with the singers.* Parent chaperones are a vital part of the success of these groups. Each student will need a chaperone. However, one chaperone may serve more than one singer. Chaperones will be responsible for singers at all times, except when singers are at breakfast or in rehearsal. (Chaperones may be asked to supervise during rehearsal as well.) *Chaperones are NOT required to pay a fee. Chaperones will NOT be granted access to any ACDA events (except honor choir rehearsals) without purchasing separate registration or concert tickets. Chaperones will NOT receive breakfast.* If a singer is having difficulty finding a chaperone, we encourage you to look at the list of accepted singers and contact another singer from your area to see if their chaperone would be willing to assist and also save a little on housing costs. If you continue to struggle to find a chaperone, please contact me for assistance in connecting with other singers.

Once chaperones have been secured for Children's Honor Choir and Youth Honor Choir singers, *the chaperone needs to contact the Sheraton in Seattle and make a room reservation for the conference (checking in Thursday, March 15, 2012 and checking out Sunday, March 18, 2012).* Make sure to ask for the *American Choral Directors Association Conference/Honor Choir rate.*

*For the High School Men's and Women's Choirs, our division will be providing chaperones on site.* These will be choir teachers from our division schools that are ACDA members. Our High School Honor Choir Housing Coordinator will be providing more information regarding housing and chaperones for these choirs as we come closer to the conference.

## HONOR CHOIR REGISTRATION DEADLINE

December 1, 2011                      Registration deadline for all accepted singers. All (three) forms and payments must be postmarked by this date and mailed directly to the appropriate Honor Choir Chair (see addresses below). Please complete information in OpusEvent.

## HONOR CHOIR MAILING ADDRESSES / CONTACT INFORMATION

*Accepted singers must mail all paperwork and payments to the correct individual address listed below:*

### **NW ACDA Children's Honor Choir**

Marcia Patton, Chair  
107 Coal Shadow Road  
Evansville, WY 82636

### **NW ACDA Youth Honor Choir**

Carrie Rice, Chair  
23319 - 106th St E  
Buckley, WA 98321

### **NW ACDA Men's Honor Choir**

Max Mendez, Chair  
North Idaho College - Boswell Hall  
1000 West Garden Ave.  
Coeur d'Alene, ID 83835

### **NW ACDA Women's Honor Choir**

Amy Fuller, Chair  
7017 Locust Avenue E  
Bonney Lake, WA 98391

Now that the list of accepted singers is posted, each member must complete and mail all registration paperwork to the correct address above, postmarked no later than December 1, 2011. Directors must also **log back in to OpusEvent** ([www.nwacda.opusevent.com](http://www.nwacda.opusevent.com)) and **complete all missing information** for your accepted singers. If you have any questions regarding Honor Choirs, please do not hesitate to contact me!

This conference and these honor choirs are certainly going to provide many wonderful musical opportunities. I look forward to our shared experience next March in Seattle!

Musically Yours,

Stacy Brown, Honor Choirs General Organizing Chair  
Northwest ACDA Division Conference - Seattle 2012

**LIABILITY WAIVER**

ACDA      *Children's*      Youth      HS Men's      HS Women's      HONOR CHOIR  
 (Please circle which choir your singer is performing in)

I hereby release, indemnify and hold harmless the American Choral Directors Association ("ACDA"), its trustees, employees, volunteer workers, students, agents and assigns from any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to my/my child's participation in the NW ACDA Honor Choir at the NW ACDA Division Conference in Seattle, WA, from March 15-18, 2012.

Participating in any activity is an acceptance of some risk of injury. I agree that my/my child's safety is primarily dependent upon him/her taking proper care of himself/herself. Despite precautions, accidents and injuries may occur and injury and/or loss or damage to personal property may occur as a result of participation in the NW ACDA Honor Choir; therefore, I assume all risks related to participation in the NW ACDA Honor Choir. I also hereby acknowledge that the American Choral Directors Association, its trustees, employees, volunteer workers, students, agents and assigns assume no liability whatsoever for personal injuries or property damage that may arise out of my/my child's participation in the NW ACDA Honor Choir at the NW ACDA Division Conference in Seattle, Washington on March 15-18, 2012.

My signature on this form indicates that I have read, understood and freely signed this agreement. I expressly agree that this agreement shall be construed and enforced in accordance with laws of the state of Oklahoma, with Oklahoma County being the court of exclusive jurisdiction, and I consent to the jurisdiction of the state of Oklahoma and of the courts of Oklahoma County. I agree that this waiver and release is intended to be as broad and inclusive as permitted under the laws of the state of Oklahoma so that if any portion hereof is held invalid, the balance shall continue in full legal force and effect.

\_\_\_\_\_  
 (Name of Singer)

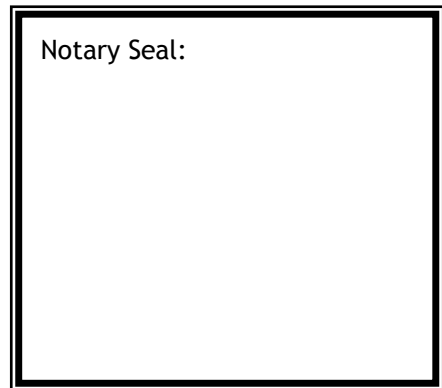
\_\_\_\_\_  
 (Signature of Parent or Legal Guardian)

Signed in my presence this \_\_\_\_\_ day of (date & year) \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of (date & year) \_\_\_\_\_.

\*Notary Public: \_\_\_\_\_.

My Commission expires: \_\_\_\_\_.



***\*This is not a legal document without the signature and seal of a Notary Public!!!***

This document and all other registration information and payments must be postmarked by December 1, 2011 to the appropriate honor choir chair listed below:

**NW ACDA Children's Honor Choir**  
 Marcia Patton, Chair  
 107 Coal Shadow Road  
 Evansville, WY 82636

**NW ACDA Youth Honor Choir**  
 Carrie Rice, Chair  
 23319 - 106th St E  
 Buckley, WA 98321

**NW ACDA Men's Honor Choir**  
 Max Mendez, Chair  
 North Idaho College - Boswell Hall  
 1000 West Garden Ave.  
 Coeur d'Alene, ID 83835

**NW ACDA Women's Honor Choir**  
 Amy Fuller, Chair  
 7017 Locust Avenue E  
 Bonney Lake, WA 98391

# MEDICAL PERMISSION FORM

ACDA      *Children's*      *Youth*      *HS Men's*      *HS Women's*      HONOR CHOIR  
(Please circle which choir your singer is performing in)  
Please type or print

Participant's name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Date of Birth \_\_\_/\_\_\_/\_\_\_\_\_ Participant's Health Insurance Co. \_\_\_\_\_  
(Name and Policy Number)

I am currently taking the following prescription medication(s):

Prescription Name \_\_\_\_\_ Frequency \_\_\_\_\_

Prescription Dosage \_\_\_\_\_ Medical reason \_\_\_\_\_

List any other medications you might be taking below:

Known allergies \_\_\_\_\_

Dietary Restrictions \_\_\_\_\_

My physician's name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address of physician \_\_\_\_\_  
(Street) (City) (State/Province) (Zip/Postal Code)

Physician's Office phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Physician's Emergency Contact # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

If the participant, listed above, should require medical attention while participating in the ACDA Honor Choirs in Seattle, WA, from March 15-18, 2012, the designated Honor Choir Chair, Honor Choir Chair Assistant, and/or Honor Choir Coordinator, and the designated chaperone (if other than parent), has my permission to treat onsite or take said child (listed above) to a doctor, hospital, or any other medical facility for necessary medical treatment.

\_\_\_\_\_  
(Name of Singer)

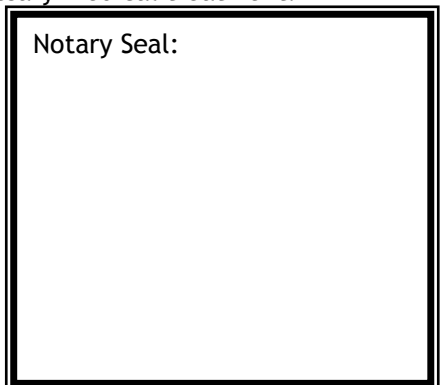
\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

Signed in my presence this \_\_\_\_\_ day of (date & year) \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of (date & year) \_\_\_\_\_.

\*Notary Public: \_\_\_\_\_.

My Commission expires: \_\_\_\_\_.



**\*This is not a legal document without the signature and seal of a Notary Public!!!**

This document and all other registration information and payments must be postmarked by December 1, 2011 to the appropriate honor choir chair listed below:

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107 Coal Shadow Road  
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**NW ACDA Men's Honor Choir**  
Max Mendez, Chair  
North Idaho College - Boswell Hall  
1000 West Garden Ave.  
Coeur d'Alene, ID 83835

**NW ACDA Youth Honor Choir**  
Carrie Rice, Chair  
23319 - 106th St E  
Buckley, WA 98321

**NW ACDA Women's Honor Choir**  
Amy Fuller, Chair  
7017 Locust Avenue E  
Bonney Lake, WA 98391

## HOUSING AGREEMENT

ACDA      *Children's*      *Youth*      *HS Men's*      *HS Women's*      HONOR CHOIR  
(Please circle which choir your singer is performing in)

This Code of Conduct will ensure a great musical experience for the ACDA Honor Choir members. No student may participate in the Honor Choir without this signed agreement completed and returned.

1. No student will leave the hotel unless accompanied by a chaperone. CURFEW WILL BE AT 11:00 PM on Thursday, Friday and Saturday nights, and lights out at 11:30 PM.
2. Possession or use of tobacco, alcoholic beverages or controlled substances (drugs or other illegal materials) WILL NOT BE TOLERATED! In-room bar cabinets must remain locked and secured during the duration of your stay.
3. For security and identification purposes, all Honor Choir participants are required to wear their Name Badges and Lanyards at all times for the duration of the Honor Choir experience, except while in their own hotel rooms.
4. Students requiring prescribed medication must inform their chaperone and note this on the health form included as part of the registration materials.
5. PROMPT attendance at ALL rehearsals and the performance is MANDATORY. *The only exception will be for students performing in another choir appearing on the convention program - and only with prior approval by the honor choir chair.*
6. Be aware of the time. You are expected to arrive at rehearsal 10 minutes before it begins. Attendance will be taken and late arrivers noted.
7. Students will be expected to be on their best behavior AT ALL TIMES. Inappropriate behavior both in and outside of the rehearsals WILL NOT BE TOLERATED.
8. Students MAY NOT WEAR HATS OR SUNGLASSES DURING REHEARSALS.
9. Listen to and follow instructions given at rehearsals. You are responsible for any information given.
10. Attendance at all activities (breakfast, social activity, etc.) is mandatory.
11. Cell phones and other electronic devices are NOT TO BE BROUGHT to rehearsal. Your cell phone will be confiscated.

*I agree to support and abide by the rules of conduct. I understand that failure to comply with the rules listed above may result in the loss of my participation in these choirs and I will be sent home at the expense of my parent/guardian. In this case, I understand that NW ACDA representatives will immediately release me to the care of my ACDA sponsor in Seattle.*

**CHILDREN'S & YOUTH ONLY:**

Name & Relationship of Chaperone:

Email & Cell # of Chaperone:

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This document and all other registration information and payments must be postmarked by December 1, 2011 to the appropriate honor choir chair listed below.

NWACDA  
Children's Honor Choir  
Marcia Patton, Chair  
107 Coal Shadow Road  
Evansville, WY 82636

NW ACDA  
Youth Honor Choir  
Carrie Rice, Chair  
23319 - 106<sup>th</sup> St E  
Buckley, WA 98321

NW ACDA Men's Honor Choir  
Max Mendez, Chair  
N. Idaho College - Boswell Hall  
1000 West Garden Ave.  
Coeur d'Alene, ID 83835

NW ACDA  
Women's Honor Choir  
Amy Fuller, Chair  
7017 Locust Avenue E  
Bonney Lake, WA 98391

# ***HONOR CHOIR REHEARSAL SCHEDULES***

## ***DRAFT***

### **Children's Choir**

#### ***Thursday, March 15, 2012***

- 2:00-4:00pm Open registration in the Grand Ballroom Foyer (2<sup>nd</sup> floor), Sheraton  
Following ACDA check-in, singers will need to check into Sheraton hotel rooms
- 4:00-5:30pm Dinner on your own
- 5:30-6:30pm Honor Choir Meeting—Grand Ballroom A, Sheraton  
Parents, Sponsors, & Directors encouraged to attend
- 6:30-8:00pm Rehearsal—Grand Ballroom A, Sheraton

#### ***Friday, March 16, 2012***

- 7:45-8:45am Breakfast—Grand Ballroom B, Sheraton
- 9:00am-12:00noon Rehearsal—Grand Ballroom A, Sheraton
- 12:00noon-1:30pm Lunch on your own
- 1:30-4:30pm Rehearsal—Grand Ballroom A, Sheraton
- 4:30-6:00pm Dinner on your own
- 6:00-8:00pm Rehearsal—Grand Ballroom A, Sheraton
- 8:00-8:15pm Honor Choir Announcements

#### ***Saturday, March 17, 2012***

- 7:45-8:45am Breakfast—Grand Ballroom B, Sheraton
- 9:00am-12noon Rehearsal—Grand Ballroom A, Sheraton
- 12noon-1:00pm Lunch on your own
- 1:00-1:30pm Meet for details and travel together to EMP—Grand Ballroom D, Sheraton
- 1:30-3:30pm Special Choir Activity at Experience Music Project
- 3:30-5:30pm Free time with Chaperone and Dinner on your own
- 6:00-8:00pm Rehearsal—Grand Ballroom A, Sheraton
- 8:00-8:15pm Honor Choir Announcements

#### ***Sunday, March 18, 2012***

- 7:00-8:00am Breakfast—Grand Ballroom B, Sheraton
- 8:30-9:30am Final Rehearsal at Performance Site—First Presbyterian
- 9:30-10:00am Check Out of Rooms
- 10:00-11:00am Take luggage to luggage storage in Grand Ballroom D, Sheraton
- 11-11:45am Lunch on your own
- 12:15-1:45pm **Honor Choir Concert #1 *Children's and Youth Honor Choir***

### **Youth Choir**

#### ***Thursday, March 15, 2012***

- 2:00-4:00pm Open registration in the Grand Ballroom Foyer (2<sup>nd</sup> floor), Sheraton  
Following ACDA check-in, singers will need to check into Sheraton hotel rooms
- 4:00-5:30pm Dinner on your own
- 5:30-6:30pm Honor Choir Meeting—Grand Ballroom D, Sheraton  
Parents, Sponsors, & Directors encouraged to attend
- 6:30-8:00pm Rehearsal—Grand Ballroom D, Sheraton

***Friday, March 16, 2012***

7:45-8:45am Breakfast—Grand Ballroom B, Sheraton  
9:00am-12:00noon Rehearsal—Grand Ballroom D, Sheraton  
12:00noon-1:30pm Lunch on your own  
1:30-4:30pm Rehearsal—Grand Ballroom D, Sheraton  
4:30-6:00pm Dinner on your own  
6:00-8:00pm Rehearsal—Grand Ballroom D, Sheraton  
8:00-8:15pm Honor Choir Announcements

***Saturday, March 17, 2012***

7:45-8:45am Breakfast—Grand Ballroom B, Sheraton  
9:00am-12noon Rehearsal—Grand Ballroom D, Sheraton  
12noon-2:00 Free time with chaperone and lunch on your own  
2:00-2:30pm Meet for details and travel together to EMP—Grand Ballroom D, Sheraton  
2:30-4:30pm Special Choir Activity at Experience Music Project  
4:30-6:00pm Free time with Chaperone and Dinner on your own  
6:00-8:00pm Rehearsal—Grand Ballroom D, Sheraton  
8:00-8:15pm Honor Choir Announcements

***Sunday, March 18, 2012***

7:00-8:00am Breakfast—Grand Ballroom B, Sheraton  
8:30-9:15am Check Out of Rooms, luggage storage in Grand Ballroom D, Sheraton  
9:30-10:30am Final Rehearsal at Performance Site—First Presbyterian  
10:30-11:45am Lunch on your own  
12:15-1:45pm **Honor Choir Concert #1 *Children's and Youth Honor Choir***

**Men's Choir**

***Thursday, March 15, 2012***

2:00-4:00pm Open registration in the Grand Ballroom Foyer (2<sup>nd</sup> floor), Sheraton Seattle  
Following ACDA check-in, singers will need to check into Sheraton hotel rooms  
4:00-5:15pm Dinner on your own  
5:15pm Meet at registration, walk to First Presbyterian together  
5:30-6:30pm Honor Choir Meeting—First Presbyterian  
Chaperones, Parents, Sponsors, & Directors encouraged to attend  
6:30-8:00pm Rehearsal—First Presbyterian

***Friday, March 16, 2012***

8:15-9:15am Breakfast—Grand Ballroom B, Sheraton  
9:30am-12:30pm Rehearsal—First Presbyterian  
12:30-2:00pm Lunch on your own  
2:00-5:30pm Rehearsal—First Presbyterian  
5:30-7:00pm Dinner on your own, get ready for cruise  
7:00-10:00pm Argosy Cruise on Lake Washington

***Saturday, March 17, 2012***

8:15-9:15am Breakfast—Grand Ballroom B, Sheraton  
9:30am-12:30pm Rehearsal—First Presbyterian  
12:30-2:00pm Lunch on your own

2:00-5:30pm Rehearsal—First Presbyterian (final rehearsal in performance venue)  
 5:30-7:00pm Dinner on your own  
 7:00-9:00pm Rehearsal—Grand Ballroom B, Sheraton  
 9:00-9:15pm Honor Choir Announcements

***Sunday, March 18, 2012***

8:00-9:00am Breakfast—Grand Ballroom B, Sheraton  
 9:00-9:45am Check Out of Rooms  
 9:45-10:30am Take luggage to luggage storage in Grand Ballroom D, Sheraton  
 10:30-11:30am Final Rehearsal—Grand Ballroom A, Sheraton  
 11:30am-2:00pm Lunch on your own  
 2:30-4:00pm **Honor Choir Concert #2 *Men's Honor Choir & Women's Honor Choir***

**Women's Choir**

***Thursday, March 15, 2012***

2:00-4:00pm Open registration in the Grand Ballroom Foyer (2<sup>nd</sup> floor), Sheraton  
 Following ACDA check-in, singers will need to check into Sheraton hotel rooms  
 4:00-5:15pm Dinner on your own  
 5:15pm Meet at registration, walk to Plymouth Congregational together  
 5:30-6:30pm Honor Choir Meeting—Plymouth Congregational  
 Chaperones, Parents, Sponsors, & Directors encouraged to attend  
 6:30-8:00pm Rehearsal—Plymouth Congregational

***Friday, March 16, 2012***

8:15-9:15am Breakfast—Grand Ballroom B, Sheraton  
 9:30am-12:00pm Rehearsal—Plymouth Congregational  
 12:00-1:30pm Lunch on your own  
 1:30-5:00pm Rehearsal—Plymouth Congregational—UPSTAIRS  
 5:00-7:00pm Dinner on your own, get ready for cruise  
 7:00-10:00pm Argosy Cruise on Lake Washington

***Saturday, March 17, 2012***

8:15-9:15am Breakfast—Grand Ballroom B, Sheraton  
 9:30am-12:30pm Rehearsal—Plymouth Congregational  
 12:30-2:00pm Lunch on your own  
 2:00-5:30pm Rehearsal—Plymouth Congregational  
 5:30-7:00pm Dinner on your own  
 7:00-9:00pm Rehearsal—Plymouth Congregational  
 9:00-9:15pm Honor Choir Announcements

***Sunday, March 18, 2012***

8:00-9:00am Breakfast—Grand Ballroom B, Sheraton  
 9:00-9:45am Take luggage to luggage storage in Grand Ballroom D, Sheraton  
 9:45-10:15am Check Out of Rooms  
 10:30-11:30am Final Rehearsal at Performance Site—First Presbyterian  
 11:30pm-2:00pm Lunch on your own  
 2:30-4:00pm **Honor Choir Concert #2 *Men's Honor Choir & Women's Honor Choir***