

GUIDELINES
FOR
S.P.E.B.S.Q.S.A.
INTERNATIONAL QUARTET
CHAMPIONS

BY

THE ASSOCIATION OF INTERNATIONAL CHAMPIONS

CONTENTS

INTRODUCTION..... 3

I. QUARTET BUSINESS 4

 A. Finances..... 4

 1. Performance Contract..... 4

 2. Expense Formulas 4

 3. Performance Fees 4

 4. Legal Organization..... 4

 5. Income Taxes 5

 B. Communications..... 5

 1. Contractual agreements for performances..... 6

 2. Transportation and accommodations 6

 3. Advanced Notice of Cancellation of an Appearance 6

 C. Publicity..... 6

 1. Stationery 6

 2. Publicity pictures..... 7

 3. PR Package..... 7

 4. *HARMONIZER* article..... 7

 5. Sell the Society..... 7

 D. Legal Arrangements and Recordings 8

II. PERFORMANCE/APPEARANCE REQUESTS 8

 A. Charter Shows, District Convention 8

 B. Heartspring (Wichita, KS)..... 8

 C. Harmony Hall Reception (Kenosha, WI) 8

 D. Harmony Services Tour/Cruise 8

 E. Harmony College, Saturday Night Show..... 9

 F. MENC & ACDA Programs 9

III. AIC QUARTET DEVELOPMENT PROGRAM 9

IV. AIC WINTER WEEKEND..... 9

V. MID-WINTER CONVENTION 9

 A. Travel 10

 B. Room, Board, Expenses 10

 C. Registration, Show Tickets, Dinner Reservations..... 10

 D. Hosting..... 10

 E. Appearances/Performances..... 10

 F. Sale of Recordings 10

VI. INTERNATIONAL CONVENTION 10

A. Travel 11

B. Lodging..... 11

C. Additional Per Diem..... 11

D. Miscellaneous Incidental Expenses..... 11

E. Registrations, Hosting 11

F. Recording Sales (Harmony Marketplace)..... 11

G. Appearances/Performances 12

 1. Promotions (radio, TV, live) 12

 2. International President’s Reception 12

 3. AIC Show rehearsals 12

 4. AIC Annual Breakfast Meeting (Friday, 8:00a.m.)..... 12

 5. The AIC Show of Champions (Friday) 13

 6. AIC Afterglow (Friday after the Show) 13

 7. Heartspring Breakfast (Saturday morning) 13

 9. Presentation of Gold Medals to new Champs (Saturday night) 13

 10. New Champs Reception (Saturday after the Finals) 14

VII. AWARDS 14

 A. The HUGH INGRAHAM Trophy..... 14

 B. Individual trophies..... 14

 C. Lapel Pin..... 14

 D. AIC Rings..... 14

 E. AIC Name Badges 14

 F. AIC Blazers..... 15

 G. Replacing lost or stolen items 15

APPENDIX I. INTERNATIONAL STAFF..... 16

APPENDIX II. SOCIETY BOARD MANAGEMENT COUNCIL 17

APPENDIX III. ASSOCIATION OF INTERNATIONAL CHAMPIONS 18

APPENDIX IV. AIC MEMBERSHIP ROSTER..... 20

APPENDIX V. AIC BYLAWS..... 21

APPENDIX VI. AIC QUARTET DEVELOPMENT PROGRAM 22

APPENDIX VII. AIC WINTER WEEKEND..... 23

APPENDIX VIII. SPEBSQSA RECOMMENDATIONS ON LEGAL ARRANGEMENTS..... 24

APPENDIX IX. DEFINITION OF BARBERSHOP 25

INTRODUCTION

Congratulations! You are an International Quartet Champion! Now what?¹

The Association of International Champions (AIC), Inc., joins the entire Society in congratulating you on your achievement! You have won a most coveted prize and you have joined an exclusive club—one with a long and proud heritage. As a Champion, not only are you rewarded with the glory your great accomplishment deserves, you have a new responsibility -to represent all the Champions who have gone before you with respect and honor.

During your championship year and forever after, you will be a role model. In your travels, you will meet more people than most people do in a lifetime. Your conduct will set the standard for many current and aspiring quartet men. Please consider your responsibility carefully and honor the trust placed in you by those who invite you to perform for them.

Always remember: you are a Champion of the SPEBSQSA. It is they, after all, who gave you the platform and the context in which to perfect and demonstrate your talent. The Society membership and the general public expect to hear you sing Barbershop. You owe it to them, to yourself, and to all the past champions to present the finest music sung in the Barbershop style. (Joe Liles wrote a pretty good definition of “Barbershop” some years ago; it can be found in the Appendices.)

These NEW CHAMPS GUIDELINES have been prepared to give you an easy reference to "everything you need to know...." You may already know most of what follows, but a gentle reminder might be in order.

Take a quiet moment to read through the entire document. You now have a number of new responsibilities to the Society and the AIC, as well as some legal concerns which may affect your quartet. While the International Office in Kenosha is not sufficiently staffed to handle all your needs, they are quite willing to provide you advice, counsel, and assistance. And the Board and members of the AIC are available to assist in any way possible. Please do not hesitate to call if you have any questions.

Once again... Congratulations!

¹ If your only answer is, “I’m going to Disney World!” you’ve been watching too much football on TV.

I. QUARTET BUSINESS

A. FINANCES

1. Performance Contract

If you do not already have a standard contract, you should develop one (perhaps with the help of an attorney) to spell out the exact conditions under which your quartet will appear in performance. To avoid any misunderstandings, use such a form for all bookings, whether commercial or Society-sponsored functions.

2. Expense Formulas

Your quartet should develop a formula for determining reasonable and customary expenses incurred for various performances. The Society does not concern itself with what you charge for commercial purposes. The Society is concerned, however, that your charges for SPEBSQSA Chapter shows be reasonable.

You might use one of the following:

- A "**flat fee**" On this basis you would quote a single amount to include performance fee(s) and all the miscellaneous expenses of transportation, lodging, meals and parking.
- A "**fee plus expenses**" On this basis you would simply quote your performance fee(s), and your host is responsible for all the other reasonable and customary expenses you identify in the contractual agreement.

3. Performance Fees

Whatever you decide is a fair performance fee is rightfully the personal business of the quartet. But be advised: you are now closely scrutinized by a lot of people with varied motives. Everything you do—including what you charge—will be common knowledge.

You are expected to honor, at the fee originally agreed upon, all dates confirmed before becoming Champions.

4. Legal Organization

Your quartet will have an opportunity to capitalize on your newly acquired title. Performance opportunities, performance fees, recording opportunities, sale of recordings, etc., all may increase dramatically over the next few years. Now would be an excellent time to confer with an attorney and/or accountant to determine the best method to handle your quartet's financial organization and reporting. They may suggest that you organize as a General Partnership. Your state, national and IRS laws may offer different options. Be certain you have trust in your legal and financial advisors before obligating yourselves to anything.

Here are some important facts concerning your finances:

- You must use a "cash basis" accounting method in your record keeping. This method will identify only income and expense items.
- Income items include performance fees, travel and expense fees, and recording sales.
- Fixed assets, like sound equipment and costumes, are considered expense items in the year purchased. Other expense items include:
 - Uniforms - both purchase and maintenance
 - Music - music purchases, arranging and coaching fees
 - Travel - airfare, food, and lodging necessary for the period of time you are doing business
 - Advertising - any advertising and promotion done through district publications or the *HARMONIZER*... and the cost of quartet publicity photos and business cards
 - Education - costs of attending any coaching schools or clinics by the entire quartet or any quartet member
 - "Office" - registration fees, postage, telephone, quartet stationery
 - Contributions - Heartspring, Harmony Foundation, or any other charitable organization
 - Recording - any expenses incurred with the production and sale of recordings

5. Income Taxes

You must report to the IRS any income derived, directly or indirectly, from your quartet activities. The organizational structure your quartet chooses will determine the format for documenting and reporting to the IRS. Consult your accountant for specific advice.

Under the new Dividend and Interest Reporting Act, the tax laws have been expanded to include "Services Rendered." Any time your quartet receives a payment of \$600 or more from a single source in a calendar year, that source must send a form 1099 to the IRS—and to the quartet. Remember: contractual arrangements are made with the quartet, not the individual members.

Does your quartet have an IRS Identification Number? If not, your local IRS Center has the forms and instructions you'll need. SPEBSQSA has instructed its U.S. Chapter Secretaries to withhold 20% of fees paid to a quartet if a Tax Identification Number is not provided.

B. COMMUNICATIONS

It is important for all quartets, and particularly Champions, to handle communications in a timely and professional manner. This is especially true of the way you handle bids and contracts. All performance arrangements should be spelled out in writing. Of special importance are:

1. Contractual agreements for performances

Includes your fee, the number and duration of your agreed appearances, any special needs vis a vis lighting or sound, etc. Since much of our correspondence with chapters is communicated via e-mail these days, you may find it helpful to prepare a Show Bid Proposal that can be completed and copied as an attachment. Following acceptance of terms, typically a Performance Agreement would be sent out regular mail for signature execution.

a) Of particular importance is your communication, typically in writing, with the host chapter or sponsoring entity regarding your sound requirements. Given the many different types of chapters and performance venues and the fact that YOUR product is it's sound, providing written suggestions and diagrams outlining your preference in microphone types, configurations, monitors, and special staging needs well in advance will enhance the chances that your performance will reach the audience in true championship form. You may want to consult with other active champion quartets for assistance in formulating such a document.

2. Transportation and accommodations

Includes arrival and departure times, method of travel, flight numbers, amount of luggage, number and type of accommodations required, etc. If the quartet is driving itself, you might want to ask that parking close to the stage door and afterglow hall be reserved for you—especially if the weather might be inclement!

3. Advanced Notice of Cancellation of an Appearance

Always try to make plans that minimize the possibility of missed connections or delays en route to any performance. Be certain your contract provides for reimbursement of out-of-pocket expenses if conditions beyond your control prevent you from honoring an appearance commitment after having left home base for a performance.

No one can fault you if serious illness or a last-minute job conflict causes you to cancel an appearance. But notify the Chapter contact as soon as possible. And make every effort to help them locate an adequate replacement for you.

C. PUBLICITY

1. Stationery

You will do well to have your own distinctive stationery for any official correspondence as Champions. But avoid dark-colored paper, large blocks of black or color, photos or

complex graphics; sending these things via fax uses a lot of ink and by e-mail can take forever—neither of which will be appreciated by the recipient.

2. Publicity pictures

Keep a good supply of black and white glossy prints of a professional photo (8" x 10" is recommended) for publicity use by chapters, newspapers, etc. Don't expect to get them back! The International Office can supply sample prints of the official quartet pictures appearing in the HARMONIZER.

3. PR Package

In addition to publicity pictures, furnish biographical notes and press releases in a timely manner to any group contracting for your services. Include how the quartet was organized, how your Championship was achieved, individual info (ages, jobs, family, etc.).

Please send an updated PR package to the SPEBSQSA International office and one to Holly Beck, AIC executive assistant.

4. HARMONIZER article

The second issue of the HARMONIZER following the International Convention (November/December) has space reserved for an "Up Close and Personal" article from the new Champs. The responsibility for the content is yours. You should begin now to determine whom you want to write the article and what you want said. The HARMONIZER Editor will be in contact with you shortly to talk about deadlines, etc.

5. Sell the Society

Don't miss an opportunity in any appearance to identify yourselves with the Society and share the Society's story and purpose with your audience. Pamphlets and other promotional literature are available from the International Office. (Check out www.spebsqsa.org/PressKit.)

6. Quartet Web Site

Many quartets are using the Internet to market themselves. You can make all sorts of information about yourselves easily and always available: your performance schedule, your bios and publicity photos, who to contact for bookings, what merchandise/recordings you have available (and how to order!), links to other barbershop related sites (including the AIC and SPEBSQSA), etc. But keep in mind that people will expect accurate, up-to-date content and "net speed" response from a "wired" quartet. Someone will have to be responsible for constant monitoring and updating of your site.

D. LEGAL ARRANGEMENTS AND RECORDINGS

As Champions, your quartet will now have a much higher profile—in the private sector as well as in the world of Barbershopping. Heightened alertness to copyright violations in the arranging and recording of songs make it imperative that you know and adhere to the legal requirements. In the appendices of this document you will find the Society's recommendations on these matters.

II. PERFORMANCE/APPEARANCE REQUESTS

You are expected to honor any and all contracts agreed to before your new status was achieved.

Please provide the International Office and the AIC with copies of your schedule. Doing so will help with all necessary planning and may provide additional publicity/performance opportunities for both the quartet and the Society.

Several such opportunities, listed below, are available for your consideration. Personal, family, and professional obligations may rule out some. But you are strongly encouraged to participate in as many as possible. Please make your decisions and commitments as early as possible.

A. CHARTER SHOWS, DISTRICT CONVENTION

In keeping with the spirit of Barbershopping, quartets should not charge a performance fee for appearance on Charter Shows or at their District Conventions. If it is necessary, reimbursement by the host chapter for out-of-pocket expenses is appropriate.

B. HEARTSPRING (WICHITA, KS)

You may be asked to appear and perform at Heartspring for expenses only. The International Office will be responsible for coordinating all details of this event.

C. HARMONY HALL RECEPTION (KENOSHA, WI)

A reception in your honor may be scheduled, if your travel to or from another performance can be efficiently routed through Chicago or Milwaukee. This event is typically held on a Friday night or Sunday afternoon. The reception itself lasts approximately two (2) hours.

D. TOURS/CRUISES

You may be invited to participate in a tour or cruise. **Be careful!** Some of these are sanctioned, but not sponsored, by the Society. Others have no relationship at all. All the details of such trips are subject to the mutual agreement of your quartet and the tour operator. Don't assume they're all the same. If you have doubts or questions, ask some of your AIC brothers who've gone before.

E. HARMONY COLLEGE, SATURDAY NIGHT SHOW

You may be asked to appear on the Saturday evening “Production Show” at Harmony College in St. Joseph, MO. All expenses for this appearance are paid by Harmony College.

F. MENC & ACDA PROGRAMS

The Society has worked very hard to develop a close relationship with the Music Educators National Conference (MENC) and the American Choral Directors Association (ACDA). You may be invited to perform at one of their functions. All expenses for such an appearance are paid by the Society.

III. AIC QUARTET DEVELOPMENT PROGRAM

You are encouraged to participate with the other active Champion quartets in the AIC Quartet Development Program.² This is an effort to give something back to the Society, in accordance with the Bylaws and Purposes of the AIC. It dovetails with established District HEP Schools by providing AIC quartets to these schools for out-of-pocket expenses only. In the appendices of this manual, you will find a more detailed explanation of the program.

IV. AIC WINTER WEEKEND

This annual get-together takes place in early January—usually two weeks before the Society’s Mid-Winter Convention. Started by Kenny Hatton in 1991, the Winter Weekend is hosted by a local chapter... somewhere warm. Activities include an official (and usually day-long) meeting of the AIC Board of Directors, a Show of Champions featuring YOU (and two or three other AIC quartets), and whatever other educational and/or social events can be squeezed into the agenda. It is part business, part retreat, and all fun. Your attendance is expected; your expenses will be paid. Please reserve this weekend on your calendar. (See the appendix for more details and a schedule of the next several dates/locations.)

V. MID-WINTER CONVENTION

In compliance with your Contest Entry Form, item #9:

“...We agree that, should we become International Champions or Medalists, we will reserve the dates of the next Mid-Winter Convention (weekend) to appear, if invited, for transportation and out-of-pocket expenses at the convention, and/ or any show arranged by the Society in conjunction with the convention.”

² One of the AIC’s requirements for appearing on their annual Show of Champions at the Int’l Convention is that you must make your quartet available for participation in this program.

The Mid-Winter Convention is sponsored jointly by the Society and a host chapter. As the final convention schedule can change, the details to follow might vary from year to year. It is the responsibility of the quartet to confirm all details in writing with the Convention Chairman at the host city well in advance of the convention.

A. Travel

Schedule best-available airfare well in advance and send invoices directly to the International Office for reimbursement.

B. Room, Board, Expenses

The Convention Chairman will make reservations at the headquarters hotel in the host city. The Society will issue an expense check (in advance) for two (2) double rooms for two nights (Friday and Saturday). The check will also include per diems for two lunches and two breakfasts for each quartet man. Saturday evening dinner with the International Board is provided. Receipts for additional expense items—airport parking, ground transportation, etc.—should be sent to the Communications Director at the International Office for reimbursement.

C. Registration, Show Tickets, Dinner Reservations

Prepaid registrations are provided for each member of your quartet. Four (4) complimentary tickets are provided to each quartet performance. Each quartet man and his guest are hosted by the Society at the Saturday evening dinner. You must purchase any other registrations, show tickets, tours, or dinners.

D. Hosting

You will be assigned a quartet host well in advance of the convention. Please contact the Convention Chairman at the host city if you have not received this information.

E. Appearances/Performances

At a minimum, you are expected to perform on the Saturday matinee or evening show (or both). A couple of songs are expected for the International Board dinner on Saturday evening, as well. All details for performances will be finalized well in advance of the convention.

F. Sale of Recordings

Sale of recordings is approved at the Harmony Marketplace (if there is one) in the headquarters hotel and at the performance hall. Final details and any necessary fees must be agreed upon well in advance of the convention.

VI. INTERNATIONAL CONVENTION

You will attend the International Convention as reigning Champions before presenting the Hugh Ingraham Trophy to your successors. As the exact details of a convention can change, the following may vary from year to year. But plan to be in the convention city from Tuesday afternoon through Sunday. Additionally, you are advised to seek written confirmation of ALL the details of your convention week from the Manager of Special Events (John Schneider) at the International Office.

A. TRAVEL

Schedule the best-available airfare well in advance and send invoices directly to the International Office for reimbursement.

B. LODGING

In December, prior to the convention, you will be sent VIP housing forms. The Society will issue an expense check in advance for two (2) double rooms for five (5) nights (Tuesday through Saturday).

C. ADDITIONAL PER DIEM

You will receive clarification from the Manager of Special Events (John Schneider).

D. MISCELLANEOUS INCIDENTAL EXPENSES

Receipts for additional out-of-pocket expenses—airport parking, ground transportation, etc.—should be sent to the International Office for reimbursement.

E. REGISTRATIONS, HOSTING

Convention registrations are your responsibility. VIP registration forms are mailed in early December. Please reserve rooms for only you and your immediate family so that all AIC members may have the opportunity to stay together. Eight (8) front row seats are reserved for the quartet. Please seek written confirmations from the Manager of Special Events regarding your seat assignments. Additional VIP seating for immediate family members will be reviewed on a case by case basis.

No host is assigned to your quartet. Any questions about Society-coordinated events that arise “onsite” should be directed to and through the Society’s convention office in the Headquarters Hotel. Questions about AIC-coordinated events should be directed to Holly Beck c/o AIC booth in the Harmony Marketplace.

F. Recording Sales (Harmony Marketplace)

The AIC (via its Marketing Director, Kenny Hatton) has made special arrangements with the Society to facilitate the selling of quartet product through the Harmony Marketplace during International Conventions. Prices are set in agreement with the Society’s marketing director. All inventory is to be sent to Kenosha by June 1, via UPS, with an itemized transmittal form (packing list). Send another copy of this transmittal form to Holly Beck, AIC Exec. Ass’t.

Quartet checks will be issued by the AIC Treasurer after the final accounting from Kenosha. For standard product, the formula is...

For each unit sold,

- quartet receives \$7.50 per cassette, \$11.25 per CD
- the Society receives 12.5%
- the AIC receives the remainder

G. APPEARANCES/PERFORMANCES

While the Annual Convention following your championship (your “Swan Song”) will be memorable, it can also be exhausting. Among other things, your voices can be damaged all too easily if you’re not careful. You will be the main focus of attention that week; you’ll be asked to sing in a variety of situations, at all times of the day and evening. Pace yourselves. Try to rest your voices whenever possible. Stay organized. And drink plenty of water!

1. Promotions (radio, TV, live)

You may be asked to make appearances around the convention city, in person and “on the air” during the week to publicize the Society. These events are usually scheduled on the spot, so a complete and exact schedule will be difficult to promise in advance. Be patient; be flexible; keep smiling! It’s a one-time thing, and truly one of the great “privileges” of being Champs. The Society Manager of Special Events will coordinate these activity.

2. International President’s Reception

You will receive an invitation from the International President to attend his private reception sometime during the convention week. This is another special privilege. All the top Society “brass” will be there. You’ll be expected to sing (of course) but not too much. Dress will be semi-formal. Put on your very best manners and smiles, too.

3. AIC Show rehearsals

Now you get to be part of the really big contest...!

The first rehearsal (and social hour) is Tuesday evening. Rehearsals also tend to be scheduled at 10:00am Wednesday morning, Thursday afternoon (after Sing With The Champs), and Friday before the show. Quartets will be assigned stage time on Friday for sound checks. AIC will coordinate.

4. AIC Annual Breakfast Meeting (Friday, 8:00a.m.)

You are expected to attend this meeting of the entire AIC membership every year—including (and especially) during the Annual Convention at the close of your Championship year. The nomination of your quartet for membership in AIC will be

acted on at this meeting. You are guests of the AIC. The AIC will coordinate with you. Do not let your quartet be “signed up” for any conflicting events on this morning.

5. The AIC Show of Champions (Friday)

You are now eligible to participate in the most prestigious Barbershop show of the year! It is probably unnecessary to hype the importance of this show to you. Someone from the AIC Show production team will be in touch soon (probably in the Fall) to talk to you about your appearance.

Generally, you can expect to get a 10-15 minute slot—as the featured quartet. (So be good!) You will also be received into the membership of the AIC in an on-stage ceremony, and then you’ll participate in a finale with the ensemble. You will be furnished with music and learning tapes well in advance of the convention.

Depending on the seating capacity of the hall, there may be two performances of the AIC Show. If this is the case, the “matinee” performance will start in the early afternoon (e.g., 2:00 o’clock), and the second performance will start in the early evening (e.g., 7:00).

Four (4) complimentary seats in the AIC “family section” will be made available to your quartet. Additional tickets must be requested and purchased through Holly Beck, AIC Executive Ass’t and Show Ticket Manager.

6. AIC Afterglow (Friday after the Show)

The AIC Afterglow tends to be more like a “cast party.” It’s usually held at the AIC hotel. There’s a cash bar and complimentary hors d’oeuvres. Admission is free to you and a guest. There is no stage, no microphone... no performing. AIC will coordinate.

7. Heartspring Breakfast (Saturday morning)

You are expected to appear sometime during the breakfast to perform three or four songs. (You are not expected to stay or eat.) Society HQ will coordinate.

8. World Harmony Jamboree (Thursday afternoon)

This gala concert features a host of quartets and choruses from Barbershop organizations around the world—you included. You will be expected to sing a 15-20 minute set. You are not expected to be there for the entire event, just your designated time. You will be contacted by the WHJ coordinator.

9. Presentation of Gold Medals to new Champs (Saturday night)

You must go backstage immediately following the Quartet Finals session to assist in presenting the Gold medals to the new Champions. (You remember that part, right?) Society HQ will coordinate.

10. New Champs Reception (Saturday after the Finals)

Immediately following the Quartet Finals, the AIC hosts a champagne reception for the new Champs. (Remember?) If at all possible, this event is held somewhere in the contest facility. The AIC membership (which now includes you!), their significant others, and a few Int'l VIPs are invited to offer congratulations. AIC will coordinate.

PLEASE NOTE: Proper quartet attire is expected at *all* of these appearances and performances.

VII. AWARDS

A. The HUGH INGRAHAM Trophy

This is the big one! Like the Stanley Cup, the Hugh Ingraham Memorial traveling trophy will probably be passed around among the members of your quartet during your championship year. Need we say take good care of it?

Since you get to take it home with you after the convention, it is your responsibility to get your quartet's name engraved on the nameplate. You'll probably want to get it done as soon as possible; at the very least, make sure it's done before the next convention! And deliver it to the convention office at the next International Convention immediately upon your arrival.

B. Individual trophies

You may also have received individual trophies at your "coronation" as Champs. These are, of course, yours to keep and do with as you please.

C. Lapel Pin

Shortly after this year's convention, the International Office will send Quartet Champion lapel pins to you.

D. AIC Rings

Upon acceptance into the Association of International Champions, you will receive the International Quartet Champion rings. (Someone from the International Office will contact you before the convention for ring sizes.) You have the opportunity at that time to order optional diamond upgrades. The Society's jeweler will also offer to sell you gold or silver necklaces for your wife.

E. AIC Name Badges

The AIC will provide distinctive name badges in advance of the next International Convention. You should wear them during the entire convention week. Distinctive badges for spouses can be ordered, too.

F. AIC Blazers

Rather like the fabled green jacket of The Masters golf tournament, a navy blazer has become the traditional “uniform” of the AIC. You will be presented with yours in an on-stage ceremony during the AIC Show. The AIC will get jacket sizes from you (or family) well before the convention.

G. Replacing lost or stolen items

For those things they provide (including the gold medal), the International Office can assist you with replacing lost or stolen items. Contact the Society Order Department at Kenosha. For those items provided by the AIC, contact Holly Beck.

GOLD MEDALS and RINGS O. C. Tanner Company
1930 South State Street
Salt Lake City, UT 84115
(O) 1-800-453-7490

AIC NAME BADGES
(& WIVES' NAME BADGES) Holly Beck, AIC Exec. Asst.
533 Oakcrest Lane
Coppell, TX 75019
(972) 462-9248
Fax (972) 393-7148
E-mail: HBeckBari@aol.com

APPENDIX I. INTERNATIONAL STAFF

SPEBSQSA, Inc.

6315 Harmony Lane
 Kenosha, WI 53140-5199
 414. 653-8440
 800. 876-SING (7464)
 FAX 414. 654-4048
 Office Hours: 8 a.m. - 5 p.m., M-F

Staff e-mail addresses use first initial & last name @spebsqsa.org
 (e.g., dflinn@spebsqsa.org)

Telephone extensions are listed below:

Darryl Flinn	Executive Director	(8543)
Dee Vesevick	Assistant to the Executive Director	(8542)
John Schneider	Events Manager & Staff Counsel	(8444)
Scott Hoge	Manager of Information Services	(8485)
Dr. Greg Lyne	Director of Music Education and Services	(8549)
Lani Dieter	Admin. Assistant / Program Coordinator	(8551)
Jim DeBusman	Music Specialist/Quartet Development	(8566)
Bill Rashleigh	Music Specialist/Youth Outreach	(8560)
Kirk Young	Music Specialist/ Chorus Director Development	(8541)
Joe Liles	Music Publications Editor	(8553)
Russ Foris	Manager of Media Production and Services	(8586)
Tom Barr	Old Songs Library Archivist	(8545)
Everett Nau	Managing Director of Member Services	(8478)
Dick Bek	Membership Specialist	(8459)
Gary Stamm	Dir. of External Affairs, & Exec. Dir. <i>Harmony Foundation</i>	(8446)
Lorin May	Publications Editor	
Brian Lynch	Public Relations Director	(8554)
Reed Sampson	Public Relations Specialist	(8592)
Larry Gilhousen	Development Director <i>Harmony Foundation</i>	(8448)
Frank Santarelli	Director of Finance and Administration	(8450)
Nancy Thorn	Merchandise Operations Manager	(8487)
Bruce Roders	Operations & Maintenance; Exhibits Coordinator	
Peter McCarville	Print & Production Supervisor	

APPENDIX II. SOCIETY BOARD MANAGEMENT COUNCIL

President	Chuck Watson 784 McCall Court Columbus, OH 43235 (H) (614) 888-0587 (F) (614) 447-3766 Email: cwatson@cas.org
Exec. Vice President	Roger Lewis 20125 12 Mile Road Battle Creek, MI 49014 (616) 965-5714 email: RJLewisCMC@aol.com
Secretary	Darryl Flinn, Executive Director S.P.E.B.S.Q.S.A., Inc. (see prev. page) email: dflinn@spebsqsa.org
Treasurer	Jerry Bray
Imm. Past President	Ed Waesche 6 Vista Lane Melville, NY 11747 (516) 692-4026 email: edwaesche@aol.com

APPENDIX III. ASSOCIATION OF INTERNATIONAL CHAMPIONS

Ben Ayling	PRESIDENT Executive Direction Chairman - Long Range Planning Committee Liaison to International Executive Committee
Hank Brandt	VICE PRESIDENT Convention and Meeting Coordination Show of Champions Co-Producer/Artistic Director Long Range Planning Committee
Doug 'Nic' Nichol	SECRETARY Meeting Minutes & General Correspondence Public Relations Chairman
Al Mau	TREASURER Routine Collection & Disbursement Of Funds Investments Annual Budget Preparation
Rob Menaker	BOARD MEMBER AT LARGE Quartet Development Program
George Davidson	BOARD MEMBER AT LARGE Executive Director Show Of Champions Catering & Meeting Room Assignments
Roger Ross	BOARD MEMBER AT LARGE Endowment Fund
Kenny Hatton	BOARD MEMBER AT LARGE Masterworks Series Projects Recording Sales & Marketing
Jason January	IMMEDIATE-PAST PRESIDENT Nominating Committee Legal Advisor
Joe Clay	Chairman, Endowment Fund Committee
Phil Hansen	Coordinator, Sing With The Champs
Bob Maurus	AIC Historian
Marty Mendro	Medallion Editor Souvenir Program Coordinator
Chuck Watson	International Board Liaison to AIC
Holly Beck	AIC Executive Assistant Annual Show Ticket Sales General Correspondence

Membership Roster
Masterworks Series Distribution & Royalties Admin.
Sunshine Committee

APPENDIX IV. AIC MEMBERSHIP ROSTER

APPENDIX V. AIC BYLAWS

APPENDIX VI. AIC QUARTET DEVELOPMENT PROGRAM

APPENDIX VII. AIC WINTER WEEKEND

APPENDIX VIII. SPEBSQSA RECOMMENDATIONS ON LEGAL ARRANGEMENTS

APPENDIX IX. DEFINITION OF BARBERSHOP