

# How to Host a Company Sing Off

*A Sing Off is a friendly choir competition which brings employees together to celebrate the arts and spread awareness and engagement for the ArtsWave Campaign.*



- **Identify a champion/leader.** A person who can lead the execution of the event and recruit a team to help.
- **Identify a Planning Committee/Team.** Recruit co-workers and assign different tasks to each member. Have regular meetings to ensure everyone stays on task.
- **Determine a date for your Sing Off.** Consider using this event to kick off your ArtsWave campaign to help drive awareness and participation. Plan the event over lunch to drive LIVE attendance. Actual time of the event will vary based on the number of participants. We recommend no more than 10 teams over 2 hours.  
*\*\*Be sure your event is before March 20<sup>th</sup> so that your team can participate in the Semi-Finals for CincySings.*
- **Use the [toolkit](#).** This online resource includes marketing materials, rules, templates and more that each company can personalize and deploy for their own event.
- **Identify a venue.** Ideally, this would be a large gathering place on site at your company. This could be an auditorium/theatre-like place or simply the cafeteria or lobby (be sure you get the necessary approvals). In a perfect world, you would have microphones and speakers, but this is by no means a requirement. If there are other tenants in your building, consider asking them to join the competition and have their own Sing Off teams.  
*\*\*ArtsWave can help identify a venue as needed.*
- **Call for participants.** In addition to marketing the concept, work with your committee/team to identify people who are interested in singing, have singing skills and can put together a choir.
- **Work with ArtsWave staff to identify Emcee and judges for the event.** This could range anywhere from leaders within your company to external ‘celebrities.’ Choices could include experts in the arts (singers, vocal directors) or could be interesting public figures (news personalities, athletes, city officials). The best Sing Off events include judges able to provide both constructive feedback and color commentary.
- **Set aside time at the venue for a structured rehearsal.** Before the actual performance, bring all participants together to finalize the ‘run of show’.  
*\*\*Teams may not want others to hear/see their performance until the actual event, so use discretion.*
- **Host your event and remember to spread the word.** Invite ArtsWave staff so we can take pictures! The winner of your company Sing Off is eligible to participate in the Semi-Finals on March 20<sup>th</sup> at the Aronoff Center’s Jarson Kaplan Theatre.

# CincySings: ArtsWave Singing Competition



**Mission Statement: Bring the community together to celebrate the arts in our region and spread awareness for ArtsWave.** In keeping with Cincinnati's incredible choral tradition (World Choir Games, May Festival), ArtsWave presents a friendly singing competition between Cincinnati-area companies.

## The Events:

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- **CincySings Semi-Finals:** Sunday, March 20, 2016, 3pm-6pm (*new time!*), Jarson Kaplan Theatre, Aronoff Center
- **CincySings Rehearsal (Mandatory):** Tuesday, April 12, 2016, 4pm-8pm, Cincinnati Music Hall
- **CincySings:** Wednesday, April 13, 2016, 7pm-9pm, Cincinnati Music Hall

## Prizes Awarded:

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- **Winning Team:** Sing the national anthem at a Cincinnati Red's Game\*; guaranteed entry CincySings 2017
- **Runner Up:** Tbd but could include singing opportunities; guaranteed entry into CincySings 2017
- **Fan Favorite Award:** Awarded to the team that gets the most votes from the crowd (\$1 = 1 Vote)

*\*National anthem must be traditional version, 90 seconds or less. Team must submit 'audition tape' singing the anthem.*

## Logistics:

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### Teams:

- There will be approximately TEN teams in the competition.
  - Two companies earned a guaranteed spot in CincySings 2016 due to their winning performances at the 2015 event: Great American Insurance Group and Macy's Customer and Credit Services.
  - One team will be a wild-card community team determined via online voting.
  - All other teams must participate in the CincySings Semi-Finals March 20<sup>th</sup> to compete for a spot in the competition.
- *\*Prior to Semi-Finals, Director Laura Boggs is available to provide performance feedback. After qualifying for CincySings at Semi-Finals, teams have option to be paired with a professional coach.*
- Companies will hold their own Sing Offs to:
  - Identify the winning team to compete in the Semi-Finals against other companies;
  - Spread awareness and encourage support within the company for the ArtsWave campaign.
- Choirs must be comprised of a minimum of 4 singers and a maximum of 20 total members.
- If applicable, teams must provide their own accompanist(s). The number of accompanists + singing members of the group should not exceed 20. There is a limit to 2 accompanying musicians/instruments.
- Choir members and accompanist(s) must be current employees at the given company.
- Paid professional performers are not permitted to compete.

### Performance/Event:

- Teams will perform songs appropriate for public performance. Obscene, provocative or otherwise questionable content will result in disqualification.
- Songs can be performed a cappella, with instruments or with backing track. "Bands" are discouraged.
- Teams may provide a background image, PowerPoint or video to be projected behind their performance. However, media must be separate from any audio file.
- Songs must be legally obtained through media such as iTunes. Teams *are* allowed to modify lyrics.
- All musical styles/genres are welcome! Choirs are encouraged to perform to their strengths whether that's great harmony, cool dance moves, high-energy audience interaction, or musical skill.
- The total performance time must not exceed 5 total minutes—this includes the performance, getting on & off stage, instrument set-up, etc. Points will be deducted if teams exceed this limit. Keep this in mind when choosing your songs.
- Choirs will be scored on a rubric by an independent panel of judges in the categories of Stage Presence, Creativity, Vocal Quality and Overall Performance.
- In addition to first and second place prizes, judges may recognize individual choirs for Outstanding Choreography, Costumes, Best A Cappella group, or up to two Honorable Mentions.

### Event Support:

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- To help ArtsWave achieve our fundraising goal, we ask that companies participating in CincySings contribute to the event by purchasing a block of tickets.