The 17th Annual
Student Activities Council
Variety Show
Saturday, May 3, 2014 at 7:00 p.m.
Carl Perkins Civic Center

Event Guidelines

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I. General Rules

A. Participation in Variety Show (VS) is open to any club or organization chartered and recognized by Union University and to any group of Union students who wish to organize solely for the purpose of Variety Show.

B. Variety Show is designed so that any group can do anything, such as but not limited to comedy, drama, music, dance, or other (so long as it is deemed appropriate).

C. All acts proposed for performance must conform to Union policy regarding appropriateness and sensitivity for the campus, community, and campus guests. The costumes, theme, music, makeup, movement, choreography, and overall content of the group’s Variety Show performance should not conflict with the Mission and Core Values of Union or the group will be eliminated. The SAC Adviser (SA) has complete discretion.

D. All participants of Variety Show must have full-time student status as stated in the student handbook, must have been enrolled in at least 12 semester hours at Union, and have a cumulative minimum grade point average of 2.5.
**General Rules Continued**

E. Graduating seniors who are taking less than a full academic load because additional hours are not required for graduation are allowed to participate in Variety Show.

F. Education majors who are student teaching and whose course load is fewer than 12 hours may participate.

G. Full time students who graduate in December may participate in Variety Show for that school year.

H. All current full-time Union University employees are allowed to assist in act preparation.

I. Grades will be checked, individuals who are deemed ineligible will not be allowed to participate in Variety Show.

J. An individual student may perform in or direct as many Variety Show acts as desired.

K. Participants in an act do not have to belong to the same organization as long as they meet the classification of a student.

L. Groups must follow all established procedures to ensure an excellent Variety Show.

M. After Technical Registration, any changes, additions, or deletions in regard to theme, songs, staging, and costumes are to be submitted to Variety Show Procedures Committee (VSPC) or SAC Adviser, in writing. These changes will be approved or disapproved with priority based upon the recorded time of submission.

N. Every song in Variety Show may only be used once, at the discretion of the VSPC.

**II. Theme**

A. There will be no theme for this year’s performance.

B. SAC will revisit the idea of a theme every year and decide accordingly.

**III. Group Classification**

A. Groups for Variety Show are broken down into two categories: small and large groups.

B. The individual group specifications are found in the chart below:

<table>
<thead>
<tr>
<th>Group</th>
<th>Number of Participants</th>
<th>Act Length</th>
<th>Set Up + Strike Time</th>
<th>Number of Backstage Crew</th>
<th>Entry Fee Standard</th>
<th>Entry Fee Early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>4-19 performers</td>
<td>5-7 minutes</td>
<td>4 minutes</td>
<td>Unlimited/must sign waiver</td>
<td>$50.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Large</td>
<td>20+ performers</td>
<td>8-11 minutes</td>
<td>4 minutes</td>
<td>Unlimited/must sign waiver</td>
<td>$80.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

C. Each group will be assigned a SAC representative, which will be their “go to person” for the entire event. This member of SAC will sit-in on on-campus rehearsals. The night of the performance the SAC representative will lead their assigned group through the performance. It is important that VS participants give their SAC representative respect and attention as they have pertinent information for the performance.

D. To allow the group to get comfortable with their SAC representative, each group must attend at least two rehearsals on campus.

E. SAC members will not share information about the groups’ acts at any time.
**Group Classification Continued**

F. SAC members in acts are considered “inactive SAC members” and will not help with preparation of the show.

G. SAC members that are in or associated with any organization(s) performing will not be allowed to attend the rehearsal sessions & will only serve in non compromising positions.

H. Groups can use their own discretion on who they allow to attend rehearsal in the chapel/Coburn I/Grant Center. All Civic Center rehearsals are closed to anyone who is not in the act or a crew member. Select exceptions may be granted, though this is discouraged. Please contact the Chair to request approval and receive information about check-in procedure. See Infraction Assessment X, D.

I. Each group will be allowed to have the specified backstage crew to help set-up and strike for their act. These will be the only people allowed backstage during the show. Each member of the crew must sign the release form before participating in set-up at the dress rehearsal.

J. All groups must have a Technical Assistant who can conference with the Civic Center technical personnel about lighting, sound, video, and timing of the group. This individual will not perform in the groups act but needs to know the act extensively. More information can be found on the Technical Registration form.

K. Each group will be given a holding area placement at the Civic Center. This area is for group members, crew, and SAC representatives only. All other individuals are unauthorized to occupy the holding areas. See Infraction Assessment X, D.

**IV. Tickets/Seating**

A. Tickets will be sold outside the Student Dining Hall and online beginning in April. The tickets will be sold by seat number, on a first-come, first-serve basis. Tickets will be sold in blocks to large groups to sit together. More information can be found on the Technical Registration form.

B. At no time will costumed performers be allowed in the audience or lobby at the Civic Center during the performance of Variety Show. See Infraction Assessment X, D.

C. Since students come to support certain acts it is more fun for them to sit together. Organizations can buy block seats for their group. **SAC has complete discretion on seat placement, and the organization will be charged for the amount of seats ordered.

D. Tickets will need to be picked up at the will call table outside the SAC office or day of the show outside the Carl Perkins Civic Center.

E. Payment for tickets is due at time of order.

F. Performers and backstage crew do not have to buy tickets but all other attendees do.

G. Due to the volume of requests, group seating orders must specify the Union student, Union staff, and adult quantities.

H. The 2014 ticket prices are listed below.

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Student Ticket Price</td>
<td>$10.00</td>
</tr>
<tr>
<td>Union Faculty/Staff Ticket Price</td>
<td>$10.00</td>
</tr>
<tr>
<td>Adult Ticket Price</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
V. Registration/Pitch Process

A. Registration fees are non-refundable unless the group is not selected through their pitch.
B. Registration forms will not be accepted without payment of entry fee.
C. All registration forms and Event Guidelines packet can be found on the SAC website.
D. All submissions are to be made directly to the SAC Adviser.
E. If a group misses a deadline, the group will be dropped or no other items will be accepted until the group submits the missing material. See Infraction Assessment X, D.
F. A “day” is calculated by each 24 hour period after the stated deadline time.
G. Once forms have been submitted, they will be reviewed by the Variety Show Procedures Committee and a decision will be sent to the group leader’s email in a timely manner. If corrections need to be made the group has two business days to return the item corrected to the SAC Adviser.
H. Once entries are confirmed and conflicts resolved, no changes may be made without prior consent of the Chair or SAC Adviser.
I. Registration material requests will be prioritized by date and time of submission.
J. Groups will be required to submit a Technical Script to the VSPC, by date stated in Deadline Schedule, VI, E, highlighting key aspects of the act. An example is provided on the Technical Registration form.
K. Due to the high level of interest in VS, all groups will be reviewed through a pitch.
L. Groups may make their pitch in the period they submit their Intent Registration forms.
M. Pitch times are by appointment only and each group will sign up for a time on the SAC office door.
N. A Variety Show act may recruit or hire a maximum of four outside individuals (someone who does not meet the student or employee classifications defined in Section I, D-H) to work in a non-performance role on act.
   1. These include volunteers and paid professionals, and may include a choreographer, musical arranger, or the like.
   2. If a single individual fulfills more than one non-performance role, that individual will be counted more than once. (Ex. if a single individual serves as both, the music arranger and choreographer, the group will be counted as having used two outside sources).
   3. These outside individuals will not be allowed back stage during the dress rehearsal or actual show. Any further definition or clarification of roles will be subject to the judgment of Variety Show Procedures Committee.

VI. Deadlines & Schedule

A. November 4, 2013-February 14, 2014; 5:00 p.m.—Early Intent Registration Deadline
   1. This is the period to pay a reduced registration fee listed in Section III, Group Classifications. Groups who are intending to participate in Variety Show must submit all completed registration forms, fees, and signed contracts to SAC’s office. When the group turns in materials, they will also sign up for a pitch time.
Deadlines & Schedule Continued

2. If a conflict arises because more than one group submits the same theme or song, the conflict will be resolved according to the date of submission of the completed theme and song sections on the Initial Registration form. The group who turned their form in first will retain the theme or song in question.

B. November 5th - February 11, 2014; 6:00-7:00 p.m. — Early Intent Pitch Sign-up
   1. When a group submits the Intent Registration forms, they will also signup for an pitch time. Pitch times will be every Tuesday from 6pm-7pm starting November 5th.
   2. During the pitch, a group leader or group leaders will sit down with the V-Show Chairs and SAC Adviser to discuss the vision for their show. Leaders making the pitch should be ready to describe the theme, discuss where songs will fit into their groups act, and be able to talk about costumes, props. Etc.

C. March 14, 2014; 5:00 p.m. — Regular Intent Registration Deadline
   1. This is the last day for Variety Show groups to submit all completed registration forms, fees, and signed contracts to the SAC Adviser’s office. When a group turns in all required materials they will also sign up for a pitch time.
   2. If a conflict arises because more than one group submits the same theme or song, the conflict will be resolved according to the date of submission of the completed theme and song sections on the Initial Registration form. The group who turned their form in first will retain the theme or song in question.
   3. No more submissions for participation in VS will be accepted after this point.

D. March 18 – March 25th 2014; 6:00-7:00 p.m. — Regular Intent Registration Pitch
   1. When a group submits the Intent Registration forms, they will also signup for a pitch time.
   2. At the audition the group is required to provide the VSPC a sample of all skills used in the act (skits, songs, dance, etcetera). The whole act does not have to be presented, as the VSPC understands the act is still under development; nevertheless, the committee must be provided with a sample of the act.

E. March 28, 2014; 5:00 p.m. — All Technical Registration Forms Deadline
   1. The Technical Registration forms obtained at both early and regular Intent Registration signups must be submitted by this time to the SAC Adviser’s office.
   2. Technical Script is due. This script outlines act details including where singing occurs, lighting, video, audio, and prop moving. An example is provided on the Technical Registration form.
   3. The technical crew will follow this script during the performance. Therefore, a detailed script will enable the technical crew to provide optimal support.
   4. Upon submission of the Technical Registration form, groups will be able to sign up for rehearsal times. Failure to submit, see Infraction Assessment X, D.
   5. No changes to props and set can be made after the Technical Registration form deadline without approval from the Variety Show Procedures Committee.
   6. Music should be submitted to the SAC adviser in a raw mp3 file. Do not use a DVD.
Deadlines & Schedule Continued

7. VSPC will be responsible for distributing the music to the lighting and audio crew.
8. Each group must sign-up for a Civic Center rehearsal time for the week of Variety Show for approval of the group’s act by the VSPC.

F. April 5-27, 2014—Chapel/Coburn I/Grant Events Center

1. Groups will have the opportunity to continue to improve their acts.
2. If a group wants to practice in the chapel, Coburn I, Grant Center they will need to sign up for a time at the SAC office.
3. To allow the group to get comfortable with their SAC representative each group must attend at least two rehearsals on campus.

G. April 28-29, 2014—Civic Center Practice

1. Groups will have time to practice in the Carl Perkins Civic Center, and better orient themselves with the facility.
2. During these nights the VSPC, or the SAC Adviser, will give final approval to the groups’ acts. All groups must sign up for a Civic Center rehearsal to be evaluated.
3. The group must wear full costumes and bring all props/set pieces for final approval by the VSPC or SAC Adviser. The props/set pieces must be finished by this date. The act must have all components shown as they will be in the final show. Groups who do not comply, will lose the opportunity to use the forgotten item(s) in their act.
4. Props and set pieces might be allowed to be stored at the Civic Center for the week if there is room. A member of the VSPC will inform the group of storage options on the night of rehearsal.
5. This rehearsal is closed to any nonparticipants, see Infraction Assessment X, D.

H. Saturday, May 3, 2014—Show Day

Tentative, official morning schedule available in March

1. 11:30a.m.—Participants arrive/meeting with participants (Main auditorium)
   a) All participants (actors and crew) meet in the Civic Center Auditorium
2. 1:00p.m.—Show dress rehearsal starts
3. 5:00p.m.—Participants dinner break (can leave the Civic Center)
4. 6:00p.m.—Call Time
   a) All participants (actors and crew) meet at the Civic Center.
   b) All participants (actors and crew) must be at the Civic Center no later than 6:00. Late participants will lose points.
5. 6:15 p.m.—All participants out of sight
   a) Infractions start for participants in the audience or lobby.
   b) Doors open for the public
6. 7:00 p.m.—Show Starts
7. 11:00 p.m.
   a) After the show is over, all props, sets, and other materials should be removed from the Carl Perkins Civic Center. Failure to remove properties by the time stated will result in the props being thrown away and the group will be fined $100.
VII. Technical Regulations

A. Groups will be required to submit a Technical Script to the VSPC, by date stated in Deadlines & Schedule, VI, E, highlighting key aspects of the act. An example is provided on the Technical Registration form.

B. Approval of technical requests submitted to the SA will be returned in a timely manner.

C. The stage at the Carl Perkins Civic Center is 60 feet by 45 feet.

D. Props and Scenery
   1. All scenery and props to be used in VS must be approved through the submission of detailed descriptions & drawings to be included in the Technical Registration.
   2. All scenery and props for an act must be completed as described in the Technical Registration. If items are not included within the Technical Registration form, the Variety Show Procedures Committee reserves the right to not allow the use of such props, or scenery in the show.
   3. All sets used on stage must be attached to multi-directional heavy duty casters to ensure ease of movement on the stage and to provide a professional look.
   4. All props and scenery used in the show must be present during the group’s Civic Center rehearsal night for final approval. Failure to bring sets/props will result in no set/props being allowed.
   5. Only performers and crew members wearing badges will be allowed to set-up & strike stage props. For more information see the Technical Registration form.

E. Costumes and makeup
   1. All costume and make-up designs must be approved by the Variety Show Procedures Committee prior to show. See the Technical Registration form.
   2. All costumes used in the show must be worn on the group’s Civic Center rehearsal night for final approval. Failure to wear costumes will result in no costumes being allowed.

F. Video
   1. To encourage and challenge participants, videos will no longer be allowed during acts. Videos will be allowed to open an act, but they will not be allowed during any other part of the act.
   2. Each group will work with the V-Show videographer to create a video that introduces their group. This video will play directly before the your show begins and will not count to your over all time.

G. Audio
   1. The VSPC will do their best to accommodate all needs.
   3. Final audio decisions are to be determined by Civic Center staff or Backstage Director, based on the overall needs of the production.
   4. All audio must be submitted to the SAC Adviser in a raw digital format. No CD’s, DVD’s will be accepted.
Technical Regulations Continued

5. If using audio track, all audio must be compiled on one file. If the group has delays between tracks these should be designed into the file. To ensure constant timing the file should be able to start and play untouched through the entire act.

6. Depending on the year full technical rehearsals may not be available until the day of the show. Ideally, we like to have technical practices at CPC practices during April 28-29, but that is not a guarantee.

H. Instrumentation
   1. Groups are allowed to have instruments/instrumentalists or band on stage.
   2. Groups that have over three instruments must submit a stage plot with their Technical Registration form.

I. Lighting
   1. Lighting may be as complex as time permits. All acts may use follow spots.
   2. Please reference the lighting diagram found on the Technical Registration form and reference all cues in the Technical Script.
   3. All lighting needs will have to be outlined in the Technical Registration form and included in the group’s Technical Script.

J. Dress/Technical Rehearsal
   1. All technical and dress rehearsals are closed. Any persons not in the act will not be allowed on stage, in the wings, or in the auditorium unless previously approved by the Variety Show Procedures Committee. Special accommodations will be made to group coaches and alumni of the group rehearsing. See Infraction Assessment X, D.
   2. All events on the day of show are closed and may not be attended by nonparticipants. See Infraction Assessment X, D.
   3. Each act will be allowed a brief stage rehearsal time. See Deadlines VI, G, 1.
   4. No media support will be offered until technical run-through (day of show). This is subject to change.
   5. During the technical run-through, the Civic Center staff will follow the Technical Script. Any changes to be made in microphones, lights, and cues should be relayed to the Backstage Director by the leader of the group only. All changes are at the discretion of technical staff.
   6. No major changes will be allowed in audio, staging, or lighting after the run-through on day of the show.

VIII. Judging Criteria for Performance

A. Technical Ability
   1. This category is designed to evaluate the quality of skills presented in an act. This may include, but is not limited to, music, dance, vocal performance, acting, etcetera. Because it is a Variety Show, a group is not limited to one type of
performance. This category is purposely broad to accommodate many different skills and talents.

Judging Criteria for Performance Continued

B. Entertainment Value
1. This category is designed to provide an overall estimation of a performance. Audience response and the general showmanship of performers are two major contributing factors in this category.

C. Theme Development
1. This category measures how well the group conveyed the stated theme (of the individual act) to the audience and how well supporting elements, such as, but not limited to lights, dance, song selection, set design, video, costumes, etcetera, assisted in achieving the overall effect of the act.

D. Creativity
1. This category evaluates the uniqueness of the performance as a whole, as well as the group’s effective use of costumes and stage props.

E. The allocation of points is as follows for the Performance Score:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Ability</td>
<td>25 pts.</td>
</tr>
<tr>
<td>Entertainment Value</td>
<td>25 pts.</td>
</tr>
<tr>
<td>Theme Development</td>
<td>25 pts.</td>
</tr>
<tr>
<td>Creativity</td>
<td>25 pts.</td>
</tr>
</tbody>
</table>

IX. Judging

A. During rehearsals at the Civic Center, a SAC representative, SA, or a member of the VSPC will evaluate each group’s compliance with all guidelines. Groups will have time to address any problems before the final performance.

B. In selecting judges, every effort will be made to secure individuals with a limited knowledge of Union students who also, evenly represent the following areas.
   1. Campus Life/Administration
   2. Theater
   3. Dance
   4. Music

C. Scoring:
   1. The maximum score given by each judge will be 100 points (Performance Score).
   2. On the night of the performance, score sheets will be collected and tallied during the performance by SAC Adviser and at least one member of the VSPC, or a University representative acting on behalf of and with permission from the VSPC.
   3. When the results have been tallied and the winners are determined, the list of prize winners will be sealed and delivered for announcement.
   4. Placement of all other acts will not be disclosed.
   5. Judges’ comments will be returned to the group leader’s mailbox following the show.
   6. Total scores of all acts will not be publicly released at any time.

D. Prizes:
   1. Best Overall Performance, Large group ($500)
2. Best Overall Performance, Small group ($250)
3. Best Music Selection Performance ($50)

Judging Continued
4. Best Costume ($50)
5. Best Choreography ($50)

X. Infraction Assessment
A. This information should be viewed as a general guideline. Specific circumstances may dictate alternate action.
B. Penalties for infractions not specifically listed will be assessed by the VSPC.
C. Violations of the Variety Show rules and Technical Regulations will result in penalties ranging from point loss and cash reductions, to immediate disqualification and disqualification in next year.
D. While it is beyond the scope of this document to cover all possible infractions, the following list of penalties will inform groups with the penalty for general areas:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act length</td>
<td>2 points per 30 second overage</td>
</tr>
<tr>
<td>Set up/strike time</td>
<td>2 points per 20 second overage</td>
</tr>
<tr>
<td>Exceed rehearsal time allocation in Chapel/Civic Center (this will not be strict this year)</td>
<td>5 points per infraction</td>
</tr>
<tr>
<td>Use of or participation by ineligible members</td>
<td>Group will be disqualified</td>
</tr>
<tr>
<td>Failure to submit set design</td>
<td>Up to no set allowed</td>
</tr>
<tr>
<td>Operating Chapel lighting, audio, or other equipment</td>
<td>5 points per infraction</td>
</tr>
<tr>
<td>Failure to clean up and set up Grant Center</td>
<td>5 points per infraction</td>
</tr>
<tr>
<td>Failure to bring props/set to Civic Center rehearsal</td>
<td>Up to no set allowed</td>
</tr>
<tr>
<td>Failure to wear costumes at Civic Center rehearsal</td>
<td>Up to no costumes allowed</td>
</tr>
<tr>
<td>Operating Civic Center technical equipment</td>
<td>15 points per infraction</td>
</tr>
<tr>
<td>Mess left in Chapel/Civic Center</td>
<td>2 points per infraction</td>
</tr>
<tr>
<td>Failure to follow chapel policies</td>
<td>2 points per infraction</td>
</tr>
<tr>
<td>Failure to meet final deadlines</td>
<td>3 points per infraction per day</td>
</tr>
<tr>
<td>Unauthorized attendance of rehearsal/holding area</td>
<td>3 points per instance/per person</td>
</tr>
<tr>
<td>Performers in the lobby or audience</td>
<td>5 points per instance/per person</td>
</tr>
</tbody>
</table>

E. All infractions will be assessed on the final score of the performing group.

XI. Conduct
A. In the event that a group adds an element to their performance which is determined to be inappropriate, the group in question will be notified of the offense whenever it is
observed by SAC, SAC Adviser, or the VSPC. The group leader of the organization will be required to remove any inappropriate content from their subsequent performances before being allowed to perform again. In the event the organization does not make the agreed upon changes, they will immediately be suspended from participation in Variety Show and will only be allowed to continue participating in the competition by appealing to the VSPC. The group is also subject to additional sanctions by Union University.

XII. Union Chapel/Coburn I/Grant Center
   A. Language, behavior, & rehearsal clothing must be appropriate for a coed environment.
   B. Do not place anything on the piano.
   C. Please do not sit on the back of the chairs or stand on the seats/arms.
   D. No props or any other group materials may be left or stored in the chapel/Coburn I/Grant Center.
   E. At no time should any group member operate any university lighting equipment, or audio technology.
   F. All chapel/Coburn I/Grant Center reservations must be made through SAC and achieved by signing-up on the SAC Office door.
   G. Failure to leave a practice area in the same set-up and condition as it was found will result in points off your final score.

XIII. Variety Show Policy
   A. In the spirit of good competition, all participants are expected to keep in confidence the details of their own acts, and to respect the privacy of other competitors. Infractions will be at the discretion of the Variety Show Procedures Committee.
   B. Variety Show policies are subject to change at any time by the VSPC. All group leaders will receive adequate notice through email.
   C. If any major concerns or questions should arise, the Chair will call a meeting of the VSPC. The issue will be resolved and groups will be notified.

XIV. Rules of Governance
   A. The VSPC will be appointed by the Union University Student Activities Council.
   B. This committee will establish and enforce guidelines for Variety Show. The committee will report to the SAC Adviser.
   C. The SAC Adviser will oversee the process of Variety Show preparation and performance.
   D. Process of Appeal:
      1. Any participating group, through its group leader, may appeal any decision relative to these rules to the VSPC. Also, any group, through its leader, may present to the Variety Show Procedures Committee a complaint against another participating group for alleged violation of rules. The following method should be used by a group who wishes to make an appeal to the committee:
         a) A written statement of the grievance will be presented to the Variety Show Procedures Committee and the SAC Adviser.
b) The aggrieved group shall be represented by its group leader and up to two additional group members who are participating in Variety Show and who have something to contribute to the matter at hand.

c) The group about which a complaint is being lodged shall be represented by its group leader and up to two additional group members who are participating in VS and who have something to contribute to the matter at hand. The two groups do not need to confront one another.

d) The VSPC ruling should be considered final, although this does not preempt administrative intervention should the need arise.

2. Violators of the Variety Show rules and corresponding Technical Regulations are subject to but not limited to the penalties outlined in Infraction Assessment X, D.

XV. Variety Show Contacts

A. Jared Dauenhauer, SAC Advisor, jdauenhauer@uu.edu; SUB RA-58; 731-661-6565
B. Marianne Haley, Variety Show Procedures Committee Chair, marianne.haley@my.uu.edu; -901-871-3238
C. Nathan Peace, Variety Show Procedures Committee Chair, nathan.peace@my.uu.edu; 731-780-2753