**MISSION**

Variety Show exists to identify, steward, cultivate, and celebrate the God-given talents and abilities of Union University students. This is fulfilled through the art of collective storytelling through acting, musical performance, and other art forms.

**ACT SPECIFICATIONS**

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

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>Maximum Set Up/Strike Time</th>
<th>Number of Backstage Crew</th>
<th>Early Entry Fee</th>
<th>Standard Entry Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>less than 30 performers</td>
<td>5-7 minutes</td>
<td>4 minutes</td>
<td>unlimited/must sign waiver</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Large</td>
<td>30 or more performers</td>
<td>7-8 minutes</td>
<td>4 minutes</td>
<td>unlimited/must sign waiver</td>
<td>$65.00</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

- The concept for each individual act is decided among the students participating in the act, whether through the act director, team of directors, or as the collective group.
- Each performance containing a narrative should be unique, creative, and easily understood by viewers through said narrative, music selection, costumes, makeup, stage design, and any other art form utilized in the performance.
- *Individual groups are allowed to showcase art forms without a narrative.* There should be some direction/understandable transition of the act to ensure a solid performance.
- *Groups are prohibited from using any trademark or copyrighted characters, costumes in original form, or music in their original form.*
Variety Show Guidelines

- Modifications to a narrative similar to a copyrighted narrative can be made at the discretion of the SAC Advisor.
  - Example: A narrative involving four friends seeking a famous and magical city to fulfill a dream is the premise of The Wizard of Oz. A female character that could be understood as the protagonist/Dorothy can be dressed in a blue and white gingham dress with ruby red shoes. It is, however, preferred the group changes the costume for more creativity.
  - The act cannot use the original music, tracks, or voiceovers from the storyline for more than 10 seconds.
  - The act cannot be titled after the original story’s title.
  - The act cannot use any logos or graphics from an already published story’s branding. Failure to comply with copyright rules will be penalized, as outlined in

Rules of Governance

1. The SAC Advisor, Variety Show Committee Chairs, and the members of the Variety Show Committee will work in their respective roles to oversee all aspects of Variety Show.
2. The Variety Show Committee Chairs and the members of the Variety Show Committee will be appointed by the Executive Team of the Student Activities Council.
3. This committee will establish and enforce guidelines for Variety Show.
4. This committee will report to the SAC Advisor.
5. SAC members in acts associated with an organization other than SAC are considered “inactive SAC members” and will not assist in preparation of the show.
6. SAC members that are in or associated with any organization(s) performing will not be allowed to attend the rehearsal sessions of other acts & will only serve in non-compromising roles.
7. Variety Show policies are subject to change at any time by the Variety Show Chairs and Advisor. All group leaders will receive adequate notice through email if a change has been made.
8. If any major concerns or questions should arise, the Variety Show Committee Chairs will call a meeting of the Variety Show Committee. The issue will be resolved, and groups will be notified.

General Guidelines

- Participation in Variety Show 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 Variety Show.
VARIETY SHOW GUIDELINES

- Variety Show is designed for any group of participants to perform art forms such as, but not limited to, acting, choreography, costuming, makeup, set design, stomp/step, vocals, and musical instruments.
- All acts proposed for performance must conform to Union policy regarding appropriateness and ensuring sensitivity toward for the campus, community, and campus guests. The acting, choreography, costumes, makeup, music, vocals, act narrative, and overall content of the group's Variety Show performance should not conflict with the Mission and Core Values of Union: Excellence Driven, Christ Centered, People Focused, Future Directed.

_The SAC Advisor, along with the assistance of the Variety Show Committee Chairs, has complete discretion in approving proposed acts._

INDIVIDUAL PARTICIPANT REQUIREMENTS

1. All participants of Variety Show must have full-time student status as stated in the student handbook: enrolled in at least 12 semester hours at Union.
2. Graduating seniors who are taking less than a full academic load because additional hours are not required for graduation can participate in Variety Show.
3. Education majors who are student teaching and whose course load is fewer than 12 hours may participate.
4. Full time students who graduate in December prior to the show may participate in Variety Show for that school year.
5. All participants of Variety Show must have a cumulative minimum grade point average of 2.75 at the beginning of the spring semester of the academic year.
6. Grades will be checked at the beginning of the spring semester. Individuals who are deemed ineligible will not be allowed to participate in Variety Show.
7. An individual student wishing to perform in or direct multiple acts must receive permission from the SAC Advisor. You may participate in 1 competing and 1 non-competing.
8. Participants in an act do not have to belong to the organization with whom they are performing, if the participant meets the requirements listed above.
9. All participants (performers, backstage crew, technical assistants) and SAC members will sign a confidentiality contract and university waiver for participation.

GROUP REQUIREMENTS

1. Groups must follow all established guidelines and procedures to ensure an excellent Variety Show. Infractions will be given to groups who do not abide by the guidelines, as established in the Variety Show Manual.
2. Once a group has registered, any changes, additions, or deletions in regard to act narrative, script, choreography, costuming, makeup, set design, stomp/step, vocals, and use of musical instruments are to be submitted via email to the SAC Advisor.

3. These changes will be approved or disapproved with priority based upon the recorded timestamp of submission.

4. Songs may only appear in one act, but can appear multiple times in an act.

5. Once a song has been used, it will be archived and unable to be used until four years after the date it was originally performed.

6. In the spirit of good competition, all group and individual participants must keep in confidence the details of their own acts and the privacy of other acts. Every participant will sign a confidentiality agreement. Failure to adhere to the confidentiality agreement will result in points deduction and may result in removal from Variety Show participation.

7. 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. Everyone participating in Variety Show must sign the confidentiality contract and liability waiver before participating in set-up at the dress rehearsals.

8. 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 group’s act but needs to know the act extensively.

9. Each group will be given a dressing area at the Civic Center. This area is for group members, crew members, and SAC representatives only. All other individuals are unauthorized to occupy the dressing areas.

**PRACTICE PROCEDURES**

1. An individual participant in an act should not exceed forty hours of practice during the allowed practice time: eight weeks prior to the show.
   a. If a group divides practices evenly throughout the eight weeks, an individual participant should not exceed five hours of practice per week.
   b. Groups may decide a different practice rubric for forty hours per individual student, but no individual student should ever exceed eight hours of practice each week leading up to the show.
   c. If an individual student has an eight-hour practice schedule in one week, they will need to have a different schedule other weeks to ensure the individual student does not exceed forty hours of practice leading up to the show.

2. If an individual participant is involved with multiple group acts, they will need to meet with their directors, the Variety Show Committee Chairs, and SAC Advisor to form a modified practice schedule. An individual is only allowed to practice 40 hours, regardless of in how many shows he or she is participating.
3. Student Directors of individual acts should not exceed ten hours of practice per week.
4. All groups are required to submit a detailed practice schedule of the eight-week practice period before the show.
   a. This must be submitted before the practice period starts, and it must be comprehensive at the time of submission. Any changes to a practice schedule must be submitted via email and approved by the Student Activities Council Advisor and Variety Show Committee Chairs. Failure to submit a practice schedule or to adhere to the practice schedule will be penalized, as outlined.
5. Scores will be docked for practice times exceeding their limits. This is outlined in the infractions section.
6. Each group can receive a maximum of 500 points in Variety Show. Each judge is determining score on a 100-point scale.
7. Groups can use their own discretion on who they allow to attend their weekly rehearsals leading up to the show.
8. All individual act rehearsals at the Carl Perkins Civic Center are closed to anyone not performing in the act rehearsing or a crew member of the act rehearsing. You may not enter the building until a SAC liaison escorts you.
9. All rehearsals with all show participants are closed to anyone who is not in Variety Show, crew members, or SAC Members.
10. Unless it is an emergency, cell phones will not be allowed for use during all show participant rehearsals at the Civic Center. A cell phone station will be set-up each evening of Civic Center rehearsals.

There will be temptation to exceed these hours. The Variety Show Committee and SAC Advisor cannot control decisions made to overstep this guideline. This procedure depends heavily on the integrity of the director and group following his/her lead. If information about exceeding practice time is brought forward with substantial proof, infractions will be implemented.

CONDUCT

If a group adds an element to their performance which is determined to be inappropriate, the group in question will be notified of the offense when it is observed by the Variety Show Committee Chairs, SAC Advisor, or the Variety Show Committee. The group leader of the organization will be required to remove any inappropriate content from their subsequent performances before being allowed to perform again. If 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 via online form to the Variety Show Committee. The group is also subject to additional sanctions by Union University.
INFRACTIONS

Infractions will be issued at the discretion of the Student Activities Committee Advisor and the Variety Show Committee Chairs. The Variety Show Staff reserves the right to add additional infractions as they see fit.

<table>
<thead>
<tr>
<th>Penalties</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Participants exceeding 40 hours of practice time</td>
<td>50 points per instance</td>
</tr>
<tr>
<td>Act Directors exceeding 80 hours of practice time</td>
<td>50 points per instance</td>
</tr>
<tr>
<td>Breach of the confidentiality agreement</td>
<td>50 points from the group in question; removal of the individual from Variety Show</td>
</tr>
<tr>
<td>Leaving practice spaces on campus without cleaning up</td>
<td>30 points</td>
</tr>
<tr>
<td>Unsportsmanlike conduct (at the discretion of the Variety Show Committee Chairs)</td>
<td>30 points</td>
</tr>
<tr>
<td>Failure to follow the guidelines about act narrative</td>
<td>30 points</td>
</tr>
<tr>
<td>Using copyrighted material without making significant modifications</td>
<td>50 points</td>
</tr>
<tr>
<td>Technical Scripts not turned in on time</td>
<td>20 points</td>
</tr>
<tr>
<td>Behavior inconsistent with the core values of Union University</td>
<td>50 points</td>
</tr>
</tbody>
</table>
VARIETY SHOW GUIDELINES

| Not following any additional guidelines | Up to 100 points, loss of practice time and space, inability to participate in the show, etc. |

REPORTING A GRIEVANCE

A. Process of Appeal

Any participating group, through its group leader, may appeal any decision relative to these rules to the Variety Show Committee via an online form. Also, any group, through its leader, may present to the Variety Show Committee a complaint against another participating group for alleged violation of rules via online form. The following method should be used by a group who wishes to make an appeal to the committee:

1. Group leaders should discuss the situation with the Group leaders of the grievance in question. If possible, a solution should be met between the two groups.
2. If groups are unable to reach an agreement or understanding, a written statement of the grievance via an online form will be presented to the Variety Show Production Chairs and the SAC Advisor.
3. Both groups involved will meet at separate times with the Variety Show Committee Chairs and SAC Advisor. Groups should 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.
4. After hearing the grievance from both parties, the Variety Show Committee Chairs and SAC Advisor will decide the grievance’s outcome. This ruling should be considered final.

B. Violators of the Variety Show rules and corresponding Technical Regulations are subject to penalties.

JUDGING

In selecting judges, every effort will be made to secure individuals with a limited knowledge of Union students who also represent the following areas.

- Student Life/Administration
- Theatre
- Dance
- Music
SCORING

The maximum score given by each judge will be 100 points (Performance Score). Therefore, a group’s maximum score is 500 points

- On the night of the performance, score sheets will be collected and tallied during the performance by SAC Advisor and at least one member of the Variety Show Committee, or a University representative acting on behalf of and with permission from the Variety Show Committee.

- When the results have been tallied and the winners are determined, the list of prize winners will be sealed and delivered for announcement.
  - Placement of all other acts will not be disclosed.

- Judges’ comments will be returned to the group leader’s mailbox following the show.

- Total scores of all acts will not be publicly released at any time.

AWARDS

- Best Overall Performance, Large group ($500)
- Best Overall Performance, Small group ($250)
- Best Music Selection Performance ($50)
- Best Costume ($50)
- Best Choreography ($50)
- Favorite Moment - voted by Variety Show Committee
- Favorite Song - voted by Variety Show Committee
- Director/Directors of the Year - voted by Variety Show Committee
- Heart of Variety Show - voted by Variety Show Committee
- Performer of the Year - voted by Variety Show Committee

JUDGING CRITERIA FOR PERFORMANCE

A. Technical Ability
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, etc. Because it is a Variety Show, a group is not limited to one type of performance. This category is broad in order to accommodate many different skills and talents.

B. **Entertainment Value**

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

C. **Act Development**

This category measures how well the group conveyed the stated narrative or purpose of the individual act to the audience. It measures how well supporting elements, such as narrative, music selection, costumes, makeup, stage design, videography, musical instruments, and any other art utilized to achieve the overall effect of the act.

D. **Creativity**

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

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

<table>
<thead>
<tr>
<th><strong>Performance Scoring</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Ability</td>
<td>25 points</td>
</tr>
<tr>
<td>Entertainment Value</td>
<td>25 points</td>
</tr>
<tr>
<td>Act Development</td>
<td>25 points</td>
</tr>
<tr>
<td>Creativity</td>
<td>25 points</td>
</tr>
</tbody>
</table>

**TECHNICAL REGULATIONS**

A. Groups will be required to submit a Technical Script highlighting key aspects of the act to the Variety Show Committee Chairs and SAC Advisor by the date stated on the Deadlines & Schedule information. *Technical Scripts not turned in on time will result in a 20 point deduction.*
B. Groups must have a technical director available at each rehearsal at the Civic Center. The technical director will be in the production booth with a professional production team and will be responsible for calling lighting, set, and audio cues.

C. Approval of all technical requests submitted will be returned in a timely manner.

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

E. Props and Scenery
   - All scenery and props to be used in Variety Show must be approved through the submission of detailed descriptions & drawings to be included in the Technical Registration.
   - All scenery and props must be completed as described in the Technical Registration. If items are not included within the Technical Registration form, the Variety Show Committee reserves the right to prohibit the use of such props or scenery in the show.
   - All props and scenery used must be present during the group’s final Civic Center dress rehearsal night for final approval. Props should be assembled prior to drop off. If they cannot be assembled prior to drop off, they should be assembled on site by the deadline. Failure to bring sets/props will result in loss of set/props privileges.
   - Only performers and crew members wearing backstage passes will be allowed to setup and strike stage props. For more information see the Technical Registration form.

F. Costumes and Makeup
   - All costume and make-up designs must be approved by the Variety Show Committee prior to show. See the Technical Registration form.
   - All costumes used in the show must be worn on the group’s Civic Center dress rehearsal nights for final approval. Failure to wear costumes will result in loss of costume privileges.
   - Final calls on the appropriateness of a costume will be made by the Variety Show Committee Chairs and SAC Advisor.
   - All costumes must be completed by March 20th so that there can be proper time for approval and necessary adjustments.

G. Video
   - To encourage and challenge participants, videos are not allowed during acts.
• Groups will be allowed to open an act with a video, but a video will not be allowed during any other part of the act. Videos may not be longer than 2 minutes.

• Each group utilizing a video will work with the Variety Show videographer, unless other arrangements have been discussed with the Variety Show Committee Chairs and SAC Advisor.

• Opening videos will play directly before the act begins and will not count toward the overall time.

• Use of a video should be denoted on your Technical Registration form. Videos must be submitted no later than April 2nd.

H. Audio

• Final audio decisions are to be determined by Carl Perkins Civic Center staff or production team based on the overall needs of the production.

• All audio must be submitted to the SAC Advisor in a raw digital format. No CD’s or DVD’s will be accepted. This should be submitted with the technical registration form.

• If using a continuous 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 consistent timing, the file should be able to start and play untouched through the entire act.

• If groups decide to split up their audio tracks, a hook up backstage will be available for control. Groups must provide someone to queue their own music.

I. Instrumentation

• Groups are allowed to have instruments/instrumentalists or band on stage. These performers should be Variety Show eligible.

• Groups that have over three instruments must submit a stage plot with their Technical Registration form.

J. Lighting

• Lighting may be as complex as time permits. All acts may use follow spots.

• All lighting needs will have to be outlined in the Technical Registration form and included in the group’s Technical Script.
DRESS/TECHNICAL REHEARSAL

- All technical and dress rehearsals are closed to anyone not participating in Variety Show.
- All events on the day of show are closed and may not be attended by nonparticipants.
- No media support will be offered until technical run-through (day of show). This is subject to change.
- 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.
- No major changes will be allowed in audio, staging, props, or lighting after April 10th.

DEADLINES AND SCHEDULE

**November 20, 2019 - February 14, 2020 by 4:30 p.m.**—Early Intent Registration

This is the period to pay a reduced registration fee listed in Section IV, Group Classifications. Groups who are intending to participate in Variety Show must submit all completed registration forms online and fees to the SAC Advisor. When the group turns in materials, they will be emailed to sign up for a pitch time.

**November 20, 2019 - February 14, 2020**—Early Intent Pitch Sign-up

When a group submits the Intent Registration forms, they will also sign-up for a pitch time.

- During the pitch, a group leader or group leaders will sit down with the Variety Show Committee Chairs and SAC Advisor 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 act, and be able to talk about costumes, props, etc.

**March 9, 2020 by 4:30 p.m.**—Regular Intent Registration Deadline

This is the last day for Variety Show groups to submit all registration forms online and fees to the SAC Advisor.

- When a group turns in all required materials they will also sign up for a pitch time.
- No more submissions for participation in Variety Show will be accepted after this date.

**March 9 – March 18, 2020**—Regular Intent Registration Pitch
When a group submits the Intent Registration forms, they will also sign-up for a pitch time.

- During the pitch, a group leader or group leaders will sit down with the Variety Show Committee and SAC Advisor 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.

**March 20, 2020 by 4:30 p.m.—All Technical Registration Forms Deadline**

The Technical Registration forms obtained at both Early and Regular Intent Registration signups must be submitted by this time to the SAC Advisor’s office.

- 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.
- The technical crew will follow this script during the performance. Therefore, a detailed script will enable the technical crew to provide optimal support.
- No changes to props or set can be made after the Technical Registration form deadline without approval from the SAC Advisor.
- Music should be submitted to the SAC Advisor in a raw mp3 file. Do not use a DVD.
- The Variety Show Committee Chairs will be responsible for distributing the music to the lighting and audio crew.
- Each group will be given Civic Center rehearsal time the week of Variety Show for final approval of the group’s act by the Variety Show Committee.

**February 14 - April 17, 2020—Chapel/Small Gym Practice**

**DATE TBD – Carl Perkins Civic Center Practice**

- Information about these practices will be sent to directors once this is finalized.
- Groups will have time to practice in the Carl Perkins Civic Center and better orient themselves with the facility.
- The acts must be complete by these rehearsals. During these nights, the Variety Show Committee Chairs and SAC Advisor will give final approval to the groups’ acts.
- The group must have members of their act in full costume and bring all props/set pieces for final approval. 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.
- 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 Variety Show Committee will inform the group of storage options on the night of rehearsal.
During rehearsals at the Civic Center, the Variety Show Committee Chairs and SAC Advisor will evaluate each group’s compliance with all guidelines. Groups will have time to address any problems before the final performance.

- **This rehearsal is closed to any nonparticipants.**

April 18, 2020 — VARIETY SHOW!

- More details will come in March about the show day schedule.

Contact Information:

sforrester@uu.edu

Sallie will not respond to emails outside of normal business hours (8-4:30).