2

STUDENT ACTIVITIES COUNCIL
VARIETY SHOW
2012 Technical Registration Form

Group Classification:

Group Name_____

Group Leader/Contact Name_____ Leader's Box Number_____

Leader's Student ID_____ Leader's Cell (_____)_____

Leader's Email_____

Presentation Format:
Please tell the general order, as much detail as you know, of events in your act. Include timing, songs, lights, microphones and sound, instruments, video, props, etcetera. This will be better outlined in your Technical Script. Please submit 3 copies of CDs with this submission.

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Costuming Information:
In detail, what will the members of your group be wearing? Be specific. Please attach pictures or sketches.

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Props/Set:

What props will you be using and what set pieces will accompany you on stage? Please be as detailed as possible, including dimensions. For more information see section VII, D. Please attach pictures or sketches.

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Audio Needs:

Please list audio equipment needs (microphones, instruments, and tracks). If using over three instruments, please attach a stage plot of how stage is to be set-up. Groups who have video and audio tracks need to submit both on one DVD. Even if the groups are not using video all audio track should be on one CD. To ensure constant timing the CD should be able to start and play untouched through the entire act. We will do our best to accommodate all needs. This will be better outlined in your Technical Script. Refer to section VII, G.

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Lighting Needs:

Please list the lighting that you would like to have (color, spotlights). For more information see section VII, I.

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Video Needs:

Since Variety Show is a professional event only the top quality videos will be shown and are subject to approval. If using multiple clips or audio track, they must all be compiled on one DVD. In keeping with the live performance of Variety Show, please use video sparingly and as an enhancement only. For more information see section VII, F.

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Participants:

- <u>Outside Participants</u>: *Please list name and task done by individuals. ID numbers not applicable. Positions include but aren't limited to music arrangement, chorography, carpentry, or others.*

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- <u>Performing Participants</u>: *Please list the names and ID numbers for all the participants in act. For more information see section I, D. Grades will be checked, and fines enforced. See Infraction Assessment X, D.*

Name	Union ID	Name	Union ID	Name	Union ID

- <u>Backstage Crew Participants</u>: *Please list the names and ID numbers for all the participants that will be backstage the night of the show. Large groups may have 6 crew members, and small groups may have 3 crew.*

Name	Union ID Number	Name	Union ID Number

- <u>Group Technical Assistant</u>: *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.*

Technical Assistant _____ Assistant's Cell (_____)_____

<u>Group Seating</u>:

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. Tickets will need to be picked up at the SAC office April 9-11. All tickets not picked up and paid for by this date will be forfeited. Payment for tickets is due at time of order. Performers and backstage crew do not have to buy tickets, but everyone else does. Due to the volume of requests, group seating orders must specify the Union student, Union staff, and adult quantities.

Student tickets desired: _____

Union Faculty tickets desired: _____

Adult tickets desired: _____

<u>Ticket Pricing</u>:

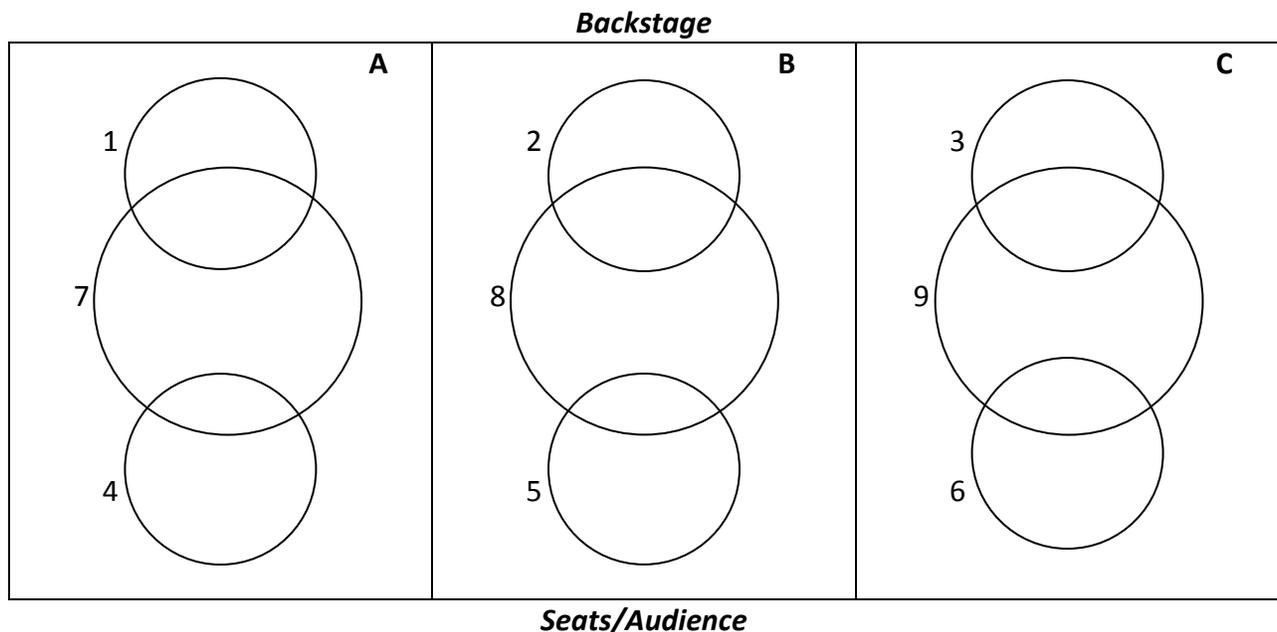| Union Student Ticket Price	$5.00
Union Faculty/Staff Ticket Price	$6.00
Adult Ticket Price	$8.00

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Technical Script:

By April 5, 2012, a technical script is required for all the technical aspects of the show to run smoothly. A row should be created whenever something new is taking place. Here is an example of the technical script. Model your organization's script after this one. When referring to lighting please reference the Lighting Guide below. Please email your completed script to Matt Parker at matthew.parker@my.uu.edu by April 5th. Please be as detailed as possible, since the show's technical crew will follow this script.

Time in Act	Stage Actions	Lighting	Video	Props	Actors	Sound Mics	Sound Music	Other comments
0:00	None	Blackout, house lights going down	None	Prompted for mobilization	Waiting offstage	Place and ready for use	Ready for cue	Already to go, waiting on "go"
0:01	Crew setting up props, half of cast entering from stage left and the other half enter stage right	Blackout everywhere	Start Disney Princess Pre-video-- lead in for act	Placing props in their positions for the act	Helping place props and getting in place for the cue at end of video	Being picked up and cued	Video sound playing	All systems go...
0:14	Video ends. The 3 girls start to sing in the front of stage.	Lights 4A, 5B, and 8B should, yellow & on fully while 1A, & 4A should be at 50%. 2B, 3C, 6C, 7A, and 9C should be completely off	Fading out	All in place, girls start to pick up wooden flowers	3 girls up front start singing while girls in back start to dance	3 handheld mics in front; girls are on	The piano is being played	None
1:45	First song is ending and fading to audio track number 1; girls leave stage left	All light off. Leave 8B on for center dance routine.	Design from PowerPoint slide 4 is on screen	Wooden house pushed out on stage right	Crowding around house to hear solo from the blonde girl in the black dress	One more handheld is picked up and turned on; 4 girls talking and singing	Track 1 on CD is played	Wait to start track until house is in full view

Lighting Guide:

The stage setup shown below illustrates the areas on the stage that can be lit with precision. Please note the appropriate number and letter from the diagram in your technical script lighting section. (See example above).

Backstage

Seats/Audience

Consent Policy:

With a professional event like Variety Show, it is important that rules are followed in order to ensure success. Please have all members both performing and nonperforming who are involved in Variety Show to read the consent agreement and sign their name.

I have read and understand all guidelines, regulations, and polices that are related to Variety show and I agree to abide by all said procedures of the Event Guidelines Packet. I understand that failure to follow guidelines will result in my group losing points, receiving fines, or being disqualified. I will assist my group to fulfill these policies.

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Submission Checklist:

There are many parts to the Technical Registration form. Here is a helpful checklist to ensure all of the proper materials are submitted.

_____3 copies of the groups compiled audio CD, with group name, act title, and group leader's

   phone number on the CDs, *only for acts with no video. See Technical Regulations VII, G.*

_____Sketch/pictures of costumes

_____Sketch/pictures of set design and props

_____If applicable, audio stage plot

_____Emailed Technical Script

_____3 copies of the groups compiled DVD, with group name, act title, and group leader's

   phone number on the DVDs

_____Money for group tickets

_____Signed up for practice times

_____Completed all elements of the Technical Registration form

Application Submission Process:

- **This form can be turned in as early as April 2, 2012, but is due by April 5, 2012 by 3:00p.m. to the SAC Adviser's office (SUB RA-58; 731-661-6565).**
- This form 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 2 business days to return the item corrected to the SAC Adviser.
- Once entries are confirmed and conflicts resolved, no changes may be made without prior consent of the Variety Show Procedures Committee or SAC Adviser.