Student Activities Council
Presents
The 13th Annual
Variety Show
Saturday, April 17, 2010 at 8:00 p.m.
Carl Perkins Civic Center

Event Guidelines

Contents
I. General Rules (p.1)  
II. Theme (p.2)  
III. Group Classification (p.2)  
IV. Tickets/Seating (p.2)  
V. Registration/Audition Process (p.3)  
VI. Deadlines & Schedule (p.4)  
VII. Technical Regulations (p.6)  
VIII. Judging Criteria for Performance (p.7)  
IX. Judging (p.8)  
X. Infraction Assessment (p.9)  
XI. Conduct (p.9)  
XII. Union Chapel Policy (p.9)  
XIII. Variety Show Policy (p.10)  
XIV. Rules of Governance (p.10)  
XV. Variety Show Contacts (p.10)

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 Director of Student Programs (DSP) 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 current and cumulative minimum grade point average of 2.5. 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. Education majors who are student teaching and whose course load is fewer than 12 hours may participate. Grades will be checked, and fines enforced. See Infraction Assessment X, D.
General Rules Continued
E. All current full-time Union University employees are allowed to assist in act preparation.
F. An individual student may perform in or direct as many Variety Show acts as desired.
G. Participants in an act do not have to belong to the same organization.
H. Groups must follow all established procedures to ensure an excellent Variety Show.
I. 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 DSP, in writing. These changes will be approved or disapproved with priority based upon the recorded time of submission.
J. Every song in Variety Show may only be used once, at the discretion of the VSPC.

II. Theme
A. With great pleasure, SAC announces that this year will continue a theme of “Unthemed”.

III. Group Classification
A. Groups for Variety Show are broken down into two categories: small and large groups.
B. 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 rehearsals in the chapel. 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. SAC members will not share information about the groups’ acts at any time. SAC members in acts are considered “inactive SAC members” and will not help with preparation of the show. SAC members that are in or associated with any organizations performing will not be allowed to attend the review sessions & will only serve in non compromising positions.
C. 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 will be issued a badge that must be worn at all times while backstage, and to gain access to backstage. More information can be found on the Technical Registration form.
D. 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>3 nonperf. people</td>
<td>$40.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Large</td>
<td>20+ performers</td>
<td>7-10 minutes</td>
<td>4 minutes</td>
<td>6 nonperf. people</td>
<td>$75.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

IV. Tickets/Seating
A. Tickets will be sold outside the Student Dining Hall 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.
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. Performers will be seated in the back.
**Tickets/Seating Continued**

D. 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 6-9. 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 is only available for students. Parents & guests must buy separately.

E.  

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Ticket Price</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Union Faculty/Staff Ticket Price</strong></td>
<td>$6.00</td>
</tr>
<tr>
<td><strong>Adult Ticket Price</strong></td>
<td>$8.00</td>
</tr>
</tbody>
</table>

**V. Registration/Audition Process**

A. Registration fees are non-refundable unless the group is not selected through auditions.

B. Registration forms will not be accepted without payment of entry fee.

C. All registration forms and the Event Guidelines packet can be found on the SAC website.

D. All submissions are to be made directly to the Director of Student Programs.

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. Registration material requests will be prioritized by date and time of submission.

G. Once forms have been submitted, they will be reviewed by the Variety Show Procedures Committee and returned to the group leader’s mailbox in a timely manner. If corrections need to be made, the group has four business days to return the item corrected to the Director of Student Programs.

H. Once entries are confirmed and conflicts resolved, no changes may be made without prior consent of the VSPC or Director of Student Programs.

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

J. Due to the high level of interest in VS, **all groups** will be reviewed through an audition.

K. Auditions are by appointment only and each group will sign up for a time on the Director of Student Programs’ door. Groups who fail to sign up for an audition time will be dropped and will forfeit entry fee.

L. 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-E) 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)
Registration/Audition Continued

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 23-February 11, 2010; 4:00 p.m. — Early Intent Registration Deadline
   1. This is the last day to pay a reduced registration fee listed in Section V, Group classifications. Groups who are intending to participate in Variety Show must submit all completed registration forms, fees, and signed contracts (stating they have read all Variety Show policies) to Director of Student Programs’ office. When the group turns in materials, they will also sign up for an audition time.
   2. The group will pick up the Technical Registration form at this time.
   3. 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. February 12, 2010; 3:00 p.m. — Early Intent Registration Auditions
   1. When a group submits the Intent Registration forms, they will also signup for an audition 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.

C. March 18, 2010; 4:00 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 (stating they have read all VS policies) to the Director of Student Programs’ office. When a group turns in all required materials they will also sign up for an audition 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 19, 2010; 3:00 p.m. — Regular Intent Registration Auditions
   1. When a group submits the Intent Registration forms, they will also signup for an audition time.
   2. The group will pick up the Technical Registration form at this time.
   3. 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.
Deadlines & Schedule Continued

E. March 25, 2010; 3:00 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 Director of Student Programs’ 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 (as early as March 22nd) of the Technical Registration form, groups will be able to sign up for chapel and Civic Center practice 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. VSPC will be responsible for distributing the music to the lighting and audio crew.
   7. Provide three copies of the compiled CD to the VSPC. The CDs should be labeled with the group’s name, act title, and group leader’s phone number.
   8. Provide three copies of the DVD to the VSPC. The DVDs should be labeled with the group’s name, act title, and group leader’s phone number.
   9. 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 Variety Show Procedures Committee, or the Director of Student Programs.

F. April 12-13, 2010—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 DSP, will approve the groups’ acts. All groups must sign up for a Civic Center rehearsal to be evaluated.

G. April 14-16, 2010—Chapel Practice
   1. Groups will have the opportunity to continue to improve their acts.
   2. If a group wants to practice in the chapel they will need to sign up for a time at the Director of Student Programs’ office.

H. Saturday, April 17, 2010—Show Day
   1. 8:00-12:00 p.m.
      a) Individual group stage rehearsal times
   2. 12:30 p.m.—Performance Preparation Meeting/Technical Rehearsal
      a) All participants (actors and crew) meet in the Civic Center front lobby
   3. 5:30-6:00 p.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.
   4. 6:30 p.m.—All participants out of sight
      a) Infractions start for participants in the audience or lobby.
      b) Doors open for the public
Deadlines & Schedule Continued

5.  8:00 p.m.—Show Starts
6.  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 Director of Student Programs will be returned in a timely manner.
C. The stage at the Carl Perkins Civic Center is 80 feet by 50 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. 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.
F. Video
   1. In keeping with the live performance of Variety Show please use video sparingly and as an enhancement only.
   2. Only top quality videos will be accepted, and are subject to Variety Show Procedures Committee approval.
   3. If submitting multiple slides or videos they must all be compiled on one DVD.
   4. Three copies of the DVD must be submitted with the group’s name, act title, and group leader’s phone number on the DVDs.
G. Audio
   1. The VSPC will do their best to accommodate all needs.
   2. Final audio decisions are to be determined by Civic Center staff or Backstage Technical Director, based on the overall needs of the production.
   3. Three copies of the CD must be submitted with the group’s name, act title, and group leader’s phone number on the CDs.
**Technical Regulations Continued**

4. The week of Variety Show media support will be provided by ITCM for groups practicing in the chapel. Media support will only be offered Thursday and Friday nights. Groups will have to supply their own music system.

5. If ITCM staffers are not available for media support, students are never allowed in the sound booth area. See Infraction Assessment X, D.

H. Instrumentation

1. Groups are allowed to have instruments/instrumentalists or band on stage.
2. Groups that have over two 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. 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.
2. Each act will be allowed a brief stage rehearsal time. See Deadlines VI, F, 1.
3. No media support will be offered until technical run-through.
4. 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 Technical Director by the leader of the group only. All changes are at the discretion of technical staff.
5. No major changes will be allowed in audio, staging, or lighting after the short (30 minute) 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.

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.
Judging Criteria for Performance Continued

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. See Technical Regulations, Section IX for additional details on elements of Variety Show.

F. 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>30 pts</td>
</tr>
<tr>
<td>Entertainment Value</td>
<td>30 pts</td>
</tr>
<tr>
<td>Theme Development</td>
<td>20 pts</td>
</tr>
<tr>
<td>Creativity</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

IX. Judging

A. During rehearsals at the Civic Center, a SAC representative, DSP, 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. Score Sheet: see attached judge’s score sheet for breakdown of points.
   3. On the night of the performance, score sheets will be collected and tallied during the performance by DSP and at least one member of the VSPC, or a University representative acting on behalf of and with permission from the VSPC.
   4. Each group will also have a Rehearsal Score which will be considered in determining the winners.
   5. When the results have been tallied and the winners are determined, the list of prize winners will be sealed and delivered to SAC president for announcement.
   6. Placement of all other acts will not be disclosed.
   7. 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. Most Creative Performance ($50)
   4. Best Musical Performance ($50)
   5. Best Choreography ($50)
   6. Best Costumes ($50)
   7. People’s Choice Award ($100) will be based on a vote by the entire audience. All group members are allowed to vote.
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>10 points per 30 second overage</td>
</tr>
<tr>
<td>Set up/strike time</td>
<td>10 points per 20 second overage</td>
</tr>
<tr>
<td>Exceed rehearsal time allocation in Chapel/Civic Center</td>
<td>10 points per infraction</td>
</tr>
<tr>
<td>Use of or participation by ineligible members</td>
<td>Fine of $15 per person</td>
</tr>
<tr>
<td>Failure to submit set design</td>
<td>No set allowed</td>
</tr>
<tr>
<td>Operating Chapel lighting, audio, or other equipment</td>
<td>20 points per infraction</td>
</tr>
<tr>
<td>Operating Civic Center technical equipment</td>
<td>20 points per infraction</td>
</tr>
<tr>
<td>Mess left in Chapel</td>
<td>15 points per infraction</td>
</tr>
<tr>
<td>Failure to follow chapel policies</td>
<td>10 points per infraction</td>
</tr>
<tr>
<td>Failure to meet final deadlines</td>
<td>10 points per infraction per day</td>
</tr>
<tr>
<td>Performers in the lobby or audience</td>
<td>15 points per instance/per person</td>
</tr>
</tbody>
</table>

E. Each group will begin with 100 points (Rehearsal Score). All infractions incurred will be deducted from this Rehearsal Score. The Rehearsal Score will be considered in determining the prize winners.

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, DSP, 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 Policy
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 their seats/arms.
D. At no time should any group member be on or operate any, lighting equipment, or audio technology.
E. All chapel reservations must be made through SAC and achieved by signing-up on the Director of Student Programs’ door.
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.

C. If any concerns or questions should arise, the DSP will call a meeting of the VSPC.

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 Director of Student Programs.

C. The DSP 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 Director of Student Programs.
   b) The aggrieved group shall be represented by its group leader and up to three 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 three 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 the penalties outlined in Infraction Assessment X, D.

XV. **Variety Show Contacts**

A. **Joy Moore**, Director of Student Programs, SAC Advisor, jemoore@uu.edu ; Student Programs’ office PAC H56, 731-661-5285

B. **Alli Gaines**, Variety Show Procedures Committee Chair, s1051717@my.uu.edu

C. **Matt Parker**, Variety Show Procedures Committee Co-Chair, s1085357@my.uu.edu