



VARIETY SHOW

Carl Perkins Civic Center

April 12, 2025

EVENT MANUAL

UNION UNIVERSITY VARIETY SHOW

April 12, 2025 | Carl Perkins Civic Center

Presented by the Student Activities Council

MISSION

Variety Show creates an opportunity for Union University students to showcase their talents and abilities through creative visual arts and performing. We believe that each person is given unique skills by God (1 Corinthians 12:4-6) and we are called to share these with the world.

What is Variety Show?

Variety Show is a performance competition hosted and run by the Student Activities Council through the Office of Student Leadership and Engagement. This event allows students and organizations the opportunity to create and showcase various creative, narrative performances for the rest of the student body and greater Union community. Variety Show seeks to promote campus unity and improve the quality of student life, through its participation and engagement with the student body.

Code of Conduct

If a group includes an element to their performance that 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 Student Activities Council members. The group leader of the organization will be required to remove specified inappropriate content from their subsequent performance before being allowed to perform. If the organization does not make the agreed upon changes, they will immediately be removed from participation in Variety Show. The group is also subject to additional sanctions by Union University. Inappropriate content includes acting, choreography, costumes, makeup, music, vocals, act narrative, and overall content of the group's Variety Show performance that conflicts with the Mission and Core Values of Union: *Excellence Driven, Christ Centered, People Focused, Future Directed*. **If any performance content or group conduct* conflicts with the above values, the group in question is eligible to be disqualified from competing in Variety Show.**

*Group conduct includes the behavior of individuals or groups towards other participants, event staff, and other group members.

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 participating group should contact their Group Rep who will communicate with the Variety Show Director and Chairs to determine a solution. In the event a solution cannot be reached among the students involved, the Student Activities Council Advisor will determine the best course of action. Once a decision is reached, groups will be notified.

GROUP AND ACT SPECIFICATIONS

Groups Specifications

1. Groups may be competing or performing but should follow the same criteria.
 - a. Groups who wish to compete must create an act that follows the rubric given to the judges. Group acts that do not follow the rubric may still participate but will not be eligible for specific awards.
 - i. **Competing** acts are defined as acts that convey an original narrative with supporting elements which should include but are not limited to props, costuming, song choice, set design, lighting, and sound. Competing acts will also be evaluated on the execution of the act, variety of skill, professionalism, effectiveness of presentation, and showmanship.
 - ii. **Performing** acts is any act that does not follow a narrative set to song and dance. This would include a student band performance, an instrumental performance, a speech, play, or any other activity that a student or group of students wishes to perform. These acts are not eligible for competition awards.
2. Each group participating in Variety Show must not exceed 50 performing members.
 - a. The registration fee per group is determined by the number of students participating in each group at the rate of \$10 a person. If a group has 50 students participating, the registration fee would be \$500. If a group has 20 students participating, the registration fee would be \$200, and so forth.
 - b. Each group may also have five backstage hands and must have one technical director. Backstage crew members and the technical director **do not** count towards the 50 participating members. The backstage hands and technical directors **must** be Union students and are excluded from the registration fee. All backstage hands and technical directors will have backstage passes.
3. The Registration Form can be found at the end the manual.

4. *If a group drops out of Variety show after registration closes, the group will lose their non-refundable registration fee and could be subject to additional financial penalties.*

Act Specifications

1. The concept for each individual act should be determined among the students participating in the act.
 - a. 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.
 - b. **Individual and/or performing groups are allowed to showcase art forms without a narrative.** However, these performances will not be considered to win the Variety Show competition.
2. Once decided upon by the group, the concept must be approved by the SAC Advisor and SAC Committee Chairs.
 - a. Once a group has received approval from the SAC Advisor and the SAC Committee Chairs, any changes, additions, or deletions in regard to the act are to be submitted via email to the SAC Advisor. These changes will be approved or disapproved with priority based upon the recorded timestamp of submission.
3. **Groups are prohibited from using any trademark or copyrighted characters, costumes in original form, or music in their original form.** Modifications to a narrative similar to a copyrighted narrative can be made at the discretion of the SAC Advisor.
 - a. Acts cannot be named after or use any logos or graphics from an already published story's branding. Groups are also not allowed to use more than 10 seconds of the original music, tracks, or voiceovers from copyrighted material.
4. Competing acts should be at least 5 minutes long and cannot exceed 7 minutes. Failure to adhere to this time limit will result in disqualification from awards.
5. Performing acts should not exceed 7 minutes.

PARTICIPANT REQUIREMENTS

Individual 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.
 - a. Graduating seniors who are taking less than a full academic load because additional hours are not required for graduation can participate in Variety Show.
 - b. Education majors who are student teaching and whose course load is fewer than 12 hours may participate.
2. 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. Grades will be checked once rosters are submitted. Individuals who are deemed ineligible will not be allowed to participate in Variety Show. This will be communicated with the show's Director(s).

3. All participants (performers, backstage crew, technical assistants) and SAC members **will sign a confidentiality agreement and university waiver** for participation.
 - a. University waivers and confidentiality agreements must be submitted as electronic forms. Each group member must sign his or her own waiver and confidentiality agreement. Links to waivers and agreements are listed below under the *Forms* section.

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. 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 may result in removal from Variety Show participation.
 - a. Please understand that while the expectation is confidentiality, our ability to ensure such is compromised during the week of Variety Show because of the Civic Center's layout. Groups are strictly forbidden to watch other groups practice, but there is a chance that groups may hear another group's audio or see another group's costumes. It is up to each individual in each group to maintain his or her integrity and not speculate another group's theme. Groups should not discuss other themes at any point during the Variety Show process.
3. All competing and performing groups should be prepared to showcase their full performance during technical rehearsals.
4. Confidentiality agreements and waivers are due to the SAC Advisor before practice can begin.
5. **Failure to adhere to the confidentiality agreement may result in removal from Variety Show participation.**

TECHNICAL REGULATIONS

Technical Registrations

1. Groups will be required to **submit a Technical Registration form** highlighting any props, scenery, costumes, makeup, video, audio, instrumentation, and lighting needs for the act to the Variety Show Committee Chairs and the SAC Advisor by the date stated on the *Deadlines & Schedule* information. See the subsequent sections for specifics about what should be included in the Technical Registration form for each category.
 - a. This form can be located at the end of the packet.
 - b. Once submitted, the SAC Advisor will provide feedback making sure to highlight any changes that need to be made.
 - c. If items are not completed as described or if items are not included within the Technical Registration form, the Variety Show Committee reserves the right to prohibit the use of such items in the show.

- d. ***Technical Registration forms will not be accepted after the stated date. It is the responsibility of the directors to ensure they are submitted on time and in their entirety. Exceptions to this will be made for emergencies or at the discretion of the Variety Show Committee.***
 - e. Understand that while you may submit props, scenery, and lighting requests, the production team ultimately has the right to refuse such use. Limits on hanging props will depend on the number of groups that register and will be relayed to Directors once that number has been determined.
2. Groups will be required to **submit a Technical Script** outlining specific video, audio, and lighting needs for the act to the Variety Show Committee Charis and SAC Advisor by the date stated on the *Deadlines & Schedule* information.

Props and Scenery

1. **The stage at the Carl Perkins Civic Center is 60 feet by 45 feet.**
2. All scenery and props to be used in an act must be approved through the submission of detailed descriptions & drawings/pictures in the Technical Registration form.
3. **Note: We are no longer permitted to hang props over the stage due to updated regulations from Carl Perkins Civic Center.**
4. All other props and scenery used in an act must be present during the group's final technical rehearsal at the Carl Perkins Civic Center for a 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.**
5. 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.
6. **Failure for groups to dispose of their own props the night of April 12th, 2025, will result in a fine of \$500 and the inability to participate in Variety Show the following year.**

Costumes and Makeup

1. All costume and make-up designs must be approved by the Variety Show Committee prior to the show.
2. **All** costumes used in the show must be worn during the group's last technical rehearsal at the Carl Perkins Civic Center for final approval. What is worn during the final technical rehearsal is what should be worn during the final performance, unless otherwise directed by the SAC Advisor.
3. Final calls on the appropriateness of a costume will be made by the Variety Show Committee Chairs and SAC Advisor.

Video

1. The use of video is not required.

2. To encourage and challenge participants, groups will be allowed to use video throughout their performance. Videos may not be longer than 2 minutes total. For example, if a group opens with a 90 second video at the beginning, they may have a 30 second video again at the end.
3. Opening videos will play directly before the act begins and will not count toward the overall time.
4. Use of a video should be denoted on your Technical Registration form. Final videos must be submitted by the date listed in the *Deadlines & Schedule* information. Failure to submit the video on time will result in the loss of video privileges.

Audio

1. 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.
 - a. Note that songs may only appear in one act but can appear multiple times in an act. 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.
2. 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.
3. **Final audio decisions are to be determined by Carl Perkins Civic Center staff or production team based on the overall needs of the production.**

Instrumentation

1. Competing Groups are allowed to have instruments/instrumentalists or band on stage as part of the narrative. These performers must meet all eligibility requirements and do count towards the 50 performing member maximum.
2. Groups that have over three instruments must submit a stage plot with their Technical Registration form.
3. Performing groups/Individuals have the freedom to perform as a band on stage without a narrative. They must abide by all the eligibility requirements and submit a stage plot if they have more than three instruments.

Lighting

1. All lighting needs will have to be outlined in the Technical Registration form and included in the group's Technical Script to the best of the directors' ability. **Failure to submit on time will result in the loss of scripted lighting privileges.**
2. All acts may use follow spots.

3. Lighting may be as complex as time permits; however, final lighting decisions are to be determined by the technical staff at the Carl Perkins Center based on the needs of the production.

PRACTICE PROCEDURES

1. **All groups are required to submit a detailed practice schedule of the eight-week practice period before the show by the date stated on the *Deadlines & Schedule*.**
 - a. This must be submitted via email to the Student Activities Council Advisor before the practice period starts, and it must be comprehensive at the time of submission.
 - b. Any changes to a practice schedule must be submitted via email and approved by the Student Activities Council Advisor and Variety Show Committee Chairs.
 - c. **Groups are not permitted to practice until a practice schedule has been submitted and approved by the Student Activities Council Advisor.**
2. An **individual participant** in an act **cannot exceed a total of forty hours** of practice during the eight weeks of allowed practice time.
 - a. Each individual participant cannot exceed eight hours of practice per week.
 - b. If an individual student has the maximum hours of practice for one given 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.
3. Student Director(s) cannot exceed a total of eighty hours of practice during the eight weeks of allowed practice time.
 - a. Student Director(s) of individual acts cannot exceed ten hours of practice per week.
 - b. If a student director has the maximum hours of practice for one given week, they will need to have a different schedule other weeks to ensure the student director does not exceed eighty hours of practice leading up to the show.
4. Groups can use their own discretion on who they allow to attend their weekly practices leading up to the show.

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.

TECHNICAL REHEARSAL PROCEDURES

1. All groups will be allotted two technical rehearsals at the Carl Perkins Civic Center during the week leading up to the show. These rehearsals will not count towards practice hours.
2. All groups and individuals are required to perform their act in its entirety during the first technical rehearsal so that changes can be made before the second technical rehearsal.

3. All individual act rehearsals at the Carl Perkins Civic Center are closed events. Anyone who is not performing in or is not a crew member of the act rehearsing may not enter the building.
 - a. Individuals **may not** enter the Carl Perkins Civic Center without a SAC liaison present.
4. During the technical rehearsal, the technical staff will follow each group's Technical Script. Any changes to be made in microphones, lights, and cues should be relayed to the Backstage Director only by the group's Student Director(s). All changes are at the discretion of the technical staff and will not be disputed.
5. All participants are expected to treat the Carl Perkins Center staff and Production Team with respect and kindness. Failure to do so will not be tolerated.

PERFORMANCE DAY PROCEDURES

Pre-Show Procedures

1. Upon arrival, each group will be given a dressing area at the Carl Perkins Civic Center. This area is for group members, crew members, and SAC representatives only. All other individuals are unauthorized to occupy the dressing areas.
2. Prior to the performance, each group will have an opportunity to practice their performance. This practice time will be closed to any individual who is not performing or is not a crew member for the respective group.
3. After each group has had their practice session there will be one all-show-participant dress rehearsal.
 - a. This dress rehearsal will be a closed event and may only be attended by Variety Show participants, crew members, and SAC Members.
 - b. Unless it is an emergency, cell phones will not be allowed for use during the all-show-participant rehearsal at the Civic Center. A cell phone station will be set-up each evening of Civic Center rehearsals.

Show Procedures

1. For the duration of the show all groups must remain in their designated dressing areas until a SAC representative escorts them to the backstage area prior to their performance and the finale.
 - a. All performing and crew members for each group must be in the group's dressing area. These members in addition to SAC members, are the only individuals who are authorized to occupy these areas.

JUDGING

In selecting (5) judges, every effort will be made to secure individuals with a limited knowledge of Union students who also represent the following areas: Union's four core values, performing arts, design, and mission of Variety Show. The Office of Discipleship and Engagement gives the final approval of judges. Under no circumstances will the identity of the judges ever be disclosed to the public.

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 the 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.**

JUDGING CRITERIA FOR PERFORMANCE

1. Technical Ability

- a. 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 to accommodate many different skills and talents.

2. Entertainment Value

- a. 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.

3. Act Development

- a. 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.

4. Creativity

- a. This category evaluates the uniqueness and diversity of the performance, as well as how effective elements such as set design, costuming, props, etc were to the overall performance.

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

<i>Performance Scoring</i>	
Technical Ability (Execution of the act, variety of skill, professionalism)	25 points
Entertainment Value (effectiveness of presentation, showmanship)	25 points
Act Development (convey a narrative, supporting elements, originality of the narrative)	25 points
Creativity (props, costuming, song choice, set design, lighting and sound)	25 points

REPORTING A GRIEVANCE

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 contact their assigned SAC representative and convey their grievance via a written statement. Grievances must be **reported within 24 hours*** of its occurrence.
2. At this time the SAC representative will make the online grievance form available to the group's leader for a formal complaint. Via the online form the grievance 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 their 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.
5. Violators of the Variety Show rules, corresponding Technical Regulations, and the Code of Conduct are subject to penalties or disqualification.

*Grievances not reported within 24 hours are left up to the discretion of the Committee Chairs and SAC Advisor who retain the right to dismiss the grievance due to a lapse in time between the occurrence and reporting.

DEADLINES AND SCHEDULE

January 6, 2025 — Registration Opens

- This is the first day that groups can register to participate in Variety Show. All registration forms must be submitted online, and fees must be submitted to the SAC Advisor for registration to be considered complete.
- When a group turns in all required materials, they will also sign up for a time to complete their pitch meeting.
- [The Registration Form can be found here.](#)

February 2, 2025 by 4:30 p.m. — Registration Closes

- This is the last day that groups can register to participate in Variety Show. All registration forms must be submitted online, and fees must be submitted to the SAC Advisor for registration to be considered complete.
- When a group turns in all required materials, they will also sign up for a time to complete their pitch time.

- No more submissions for participation in Variety Show will be accepted after this date.

January 6, 2025 - February 4, 2025 — Pitch Meetings

- When a group submits the Registration forms, they will also sign-up for a pitch time. During the pitch meeting, a group leader(s) 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 15, 2025 by 4:30 p.m. — All Technical Registration Forms Deadline

- [The Technical Registration form can be found here.](#)
- **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. Adjustments will be made as needed by the production team during technical rehearsals.
- **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 3 — April 5, 2025 — Eight Week Practice Period

April 8 — April 11, 2023; Times 4:00pm-10:00pm —Carl Perkins Civic Center Technical Rehearsals

- 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 anyone who is not participating in Variety Show. Participants include performers, backstage crew, and technical directors.**

April 12, 2025 — VARIETY SHOW!

- A show day itinerary will be sent to all Student Directors in April.

FORMS:

[Registration Form Waiver](#)

[Confidentiality Agreement](#)
[Technical Registration](#)

CONTACT INFORMATION:

Kelsey Stookey, SAC Advisor
 Kstookey@uu.edu

Lauren Steed, Student Director
 Lauren.steed@my.uu.edu

Joelle Cruver, Chair
 Joelle.cruver@my.uu.edu

Madeline McGill, Chair
 Madeline.mcgill@my.uu.edu

Lyla Dietz, Chair
 Lyla.dietz@my.uu.edu

Hope Bitter, Chair
 Hope.bitter@my.uu.edu