

Useful Notes and Rules for Performers (SATCC Variety Show)

Before the event

Primary Contact:

Each performing ministry must provide a **primary contact** to the Program team. This is the person who is responsible for all the performance details and communicates with the programme team.

Submit “Form 1 - Performance Basic Info” to Program Team (By September 15)

Complete Form 1 with basic information about your performance to confirm basic information. New this year, please also provide a performance description. This description will be used to allow the production team a better understanding of the performance and it will also be used within the program book to provide the audience with more information. When completed, please email Form 1 to varietyshow.program.satcc@gmail.com or click “Submit” on the online version.

Submit “Form 2 - Performance Details and Stage Requirements Checklist” to Program Team (By October 20)

Complete Form 2 with performance details and stage requirements checklist. All applicable scripts (for skits), media files as well as any necessary special lighting/props placement requirements (as properly marked in the stage layout sheet) for your performance should be sent to the program team and the production team for review at least 4 weeks prior to the variety show. When completed, please email Form 2 to varietyshow.program.satcc@gmail.com

Pledge amount for performance:

The minimum pledge amounts are dependent on the duration of the performances as follows:

<u>Performance Duration</u>	<u>Minimum Pledge Amount</u>
Up to 5 minutes	\$600
Between 5 and 10 minutes	\$1200
Between 10 and 15 minutes	\$1800

Any performance with a duration over 15 minutes is subject to approval of the Variety Show Organizing Committee

Ticket purchase for Variety Show:

All performers are required to purchase tickets so that they will be seated in their reserved seats shown on the tickets.

Performers involved in more than one performance:

If you are appearing in more than one performance, please provide the name(s) of the other performances in the performance checklist for these performances to the program team will make their best effort to accommodate multiple performances for performers, there is no guarantee that these multiple performances (for the same performers) won't be assigned in succession (i.e., back-to-back); especially if performers will be involved in more than two performances.

Preview of performance:

If necessary, previews of your performance can be arranged with the production team at a mutually convenient time and location prior to the variety show to minimize potential miscues for the setup of your performance.

****All performers must be responsible for any potential dangers or harms with the usage of certain props and performance actions, and are subject for review and approval from the Production Team if deemed necessary.****

Booking of dressing rooms at the Markham theatre:

There are a limited number of rooms available at the theatre. There are two rooms for 6 people and two rooms for 15 people. Please indicate if a dressing room (and for how many people) will be required for your performance in the performance checklist. Once the rundown for all performances of the variety show is finalized, the program team/production team will assign the reserved time for all dressing rooms accordingly. There will be signs posted on the dressing room doors showing the names of the performers and the corresponding reservation times. Please note that these dressing rooms are all unattended; therefore, you should not leave any valuables in the rooms.

Performance rehearsal at the theatre:

Rehearsal schedule for performances (as requested by the performers through the performance details and stage requirements checklist) at the theatre on the day of the variety show will be published to all performers once the performance rundown has been finalized. As time will be limited, it is imperative that all performers should follow the instructions of the backstage producer to exit the stage in a timely manner to allow adequate rehearsal time allotted for all performers.

Handling of performance pledges:

1. Enter the details of the sponsors and the pledge amounts for your performance to the performance pledge into **Form 3 – VS performance Pledge EXCEL sheet**. Ensure the details entered the spreadsheet are reconciled to the information in the original pledge forms for your performance.
2. Once you have collected all pledged amounts from your sponsors for your performance and that you have reconciled the total pledge amounts from the pledge forms with the actual amounts received, please hand in your performance pledges (**in cheques only**) and the original pledge forms to the church office (attention: Variety Show Program Team). Note that the original pledge forms need to be retained by the office in case of audit by the CRA.

Email the performance pledge EXCEL spreadsheet to Program Team (varietyshow.program.satcc@gmail.com) and Michelle Fan (mfan@archtoronto.org) of the church's office who will then import the data to the performance pledge system for subsequent printing and distribution of all related tax receipts.

Highest performance pledges and reporting pledge amount deadline:

Like previous years, we have a highest performance pledge award for the performance for which the highest amount was raised. The reporting deadline is **8:00 pm** (via email to the program team) on the **Friday (Nov. 15)** prior to the Variety Show Day. Note that you can report the total amount earlier if you have the final number (before the deadline).

For parish groups, if the advertisement cost is coming from the performance pledges, please deduct the ads amount from the pledges when you report the total pledge amount. Indicate the ads amount on your pledge forms so that there won't be double counting of revenue.

During the Variety Show

Performance number:

All performances and programs are assigned a number which can be found in the programme details sent to you in advance and in the program book.

Standby at backstage:

Attendance confirmation for all performances will be required. A representative from individual performances will report to the backstage manager once all performers for their performance(s) has/have arrived at the theatre. All performers will be required to standby backstage three programs prior to their performances. This arrangement will allow the stage crew to confirm your presence and thus prevent unnecessary delay.

Clearing of the rehearsal hall:

In past years, there were a large number of performers staying in the big rehearsal room without any regard to their own performance slots. This has created a lot of confusion for stage personnel who were assigned to direct traffic backstage. Please stay clear of the rehearsal area unless you are scheduled to perform soon (i.e., you are due to perform within the next 3 performances).

Respect other performers:

When it is your turn to leave your seats to go backstage, please do so quietly in order not to disturb the ongoing performance. Please do the same when you return to your seats. Try to take or get out of your seats when the MCs are talking between performances. The Variety Show consists of a lot of wonderful performances throughout the evening. Please stay until the very end of the show because all performers would like the audience to enjoy and appreciate their performances.

Flowers available for your fans:

There are beautiful flowers available in the theatre lobby. All proceeds from the flower donations will go towards the revenue for the Variety Show.

Flower presentation policy:

For safety reasons, we have ushers stationed near the front end of the stage to assist the audience in presenting the flowers to the performers at the edge of the stage. **The audience is not allowed to go up onto the stage to present the flowers.**

Presentation of highest performance pledge award:

The winner will be presented with a plaque with the name of the performer on it. It must be returned later to the church office for safekeeping.

After the Event

Distribution of Tax Receipts for Performance Pledge:

Once all pledge details are imported to the performance pledge system by Michele Fan, our church secretary, tax receipts will be printed for distribution. **For parish group performers, we will give the tax receipts to the parish group representatives for distribution to their sponsors.** For non-parish performers, we will phone the performer once the tax receipts are available to be picked up at the church office.